

THE GODALMING & FARNCOMBE BOWLING CLUB

1. The name of the club shall be the Godalming & Farncombe Bowling Club.
2. The address of the club premises shall be the Phillips Memorial Ground, The Burys, Godalming, Surrey.
3. The Club is formed to provide for the members the use of a bowling green and club house and to supply refreshments and all things incidental to the playing of bowls. Any surplus income or gains are to be reinvested in the club and no club monies or assets are to be distributed, in cash or in kind, to members of the Club or any third party.
4. Membership.
 - a) Every candidate for membership shall be proposed and seconded by members of the Club. His/her full name and address shall be communicated in writing to the Secretary. Until the candidate is elected as a member he shall not be entitled to any of the privileges of the Club.
 - b) Candidates for membership shall be elected by the Executive Committee at its sole discretion.
 - c) The Executive Committee shall have power to elect Social Members in accordance with sub-paragraph 4 (a) above.
5. The position of Honorary Past President shall be conferred upon any member who has held the position of President for more than five years. This office shall be held for life. The Honorary Past Presidents shall be entitled to attend meetings of the Executive and Management Committees of the Club, but shall not be entitled to vote at such meetings.
6. The Management of General membership shall be conducted by an Executive Committee, and shall consist of: President, Vice-President, Secretary, Assistant Secretary, Treasurer, Match Secretary, Club Captain, and at least two Vice Captains and five elected members from the Membership, all of either sex. They shall be proposed, seconded and elected by ballot at each general meeting. They shall hold office until the next annual general meeting, when they shall retire, but shall be eligible for re-election from year to year. Eight members of the Executive Committee shall form a quorum.

Decisions of the Executive Committee shall be arrived at by a simple majority of those present at the meeting. In the event of a tie, the Chairman shall have the casting vote.

 - a) Specific single sex bowling matters should be managed by a Management Committee consisting of members of the appropriate sex. These two Management Committees, with their own Chairperson and Secretary, would in turn provide the direct link with the respective County and National Governing bodies. They shall be proposed, seconded and elected by ballot at each general meeting. They shall hold office until the next annual general meeting, when they shall retire, but shall be eligible for re-election from year to year.

7. The elections of members of either Committee shall take place in the following manner:
 - a. Any two members of the club shall be at liberty to nominate a member to serve on either Committee. The nominee should inform the Secretary in writing at least 28 days before the annual general meeting that he/she is prepared to accept the nomination.
 - b. A list of the names shall be affixed to the notice board of the club, twenty-eight days at least before the annual general meeting. If there are more names than vacancies, balloting lists shall be prepared containing the names of the candidates only and each member present at the annual general meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies. If two or more candidates obtain equal numbers of votes, the Chairperson of the meeting shall select by lot from such candidates, the candidate or candidates who are to be members of either committee.
 - c. All members of either committee shall retire every year at the annual general meeting and shall be eligible for re-election.
8. The Executive Committee shall have the power to fill any casual vacancy.
9. The Executive Committee in addition to the powers hereinafter specifically conferred upon Them shall have the control of the finances of the club, power to engage, control and dismiss the club servants and all such administrative powers as may be necessary for properly carrying out the objects of the club in accordance with these rules.
10. The Secretary shall conduct the correspondence of the club and shall have custody of all documents belonging to the club. He/she shall keep full and correct minutes of all proceedings and records of all competitions of the club.
11. The Treasurer shall keep the accounts of the Club and shall make up the annual statement of accounts and balance sheet of the Club to the 30 day of September each year which shall after audit be printed and circulated amongst the members with the notice of the annual general meeting.
12. Two members shall be appointed account checkers at the annual general meeting. They, or one of them shall check the annual statement of accounts and balance sheet before they are printed.
13. Membership of the Club is open to all the community and without discrimination on the grounds of race, gender, age, ethnicity, nationality, religious belief, sexual orientation, or ability except as a necessary consequence of the requirements of a particular sport. All members shall pay an annual subscription as agreed at the annual general meeting, unless membership commences after the 31 July when they shall be liable for half of the subscription.
14. Annual subscriptions for membership may be paid at the AGM or during the month of April. If any member shall have failed to pay his/her subscription by 30 April, the Executive Committee shall be entitled to terminate his/her membership without further notice.
15. On the recommendation of the Executive Committee an ordinary member may be elected a life member at any general meeting of the Club and shall thereafter be entitled to all the

privileges of membership without paying the annual subscription or any special payment for such life membership. A two-thirds majority of those present shall be necessary for such election. There shall not be more than ten life members of the Club at any one time.

16. A member may at any time give notice in writing to the secretary to resign his/her membership of the Club but shall continue liable for any annual subscription due and unpaid at the date of his/her resignation.
17. The Executive Committee shall have the power to expel any member who shall offend against the rules of the Club or whose conduct shall in the opinion of the Executive Committee render him/her unfit for membership of the club. Before any such member is expelled the secretary shall give him/her seven days written notice to attend a meeting of the Executive and shall inform him/her of the complaints made against him/her. No member shall be expelled without first having the opportunity of appearing before the Executive Committee and answering complaints made against him/her nor unless at least two thirds of the Executive Committee then present vote in favour of his/her expulsion.
18. Any member expelled in accordance with the rules or otherwise ceasing to be a member of the Club shall forfeit all such rights to claim against the Club or its property or funds as he/she otherwise would by reason of membership.
19. Any member shall be entitled to introduce guests to the Club provided that no person whose application for membership has been declined or has been expelled from the Club shall be introduced as a guest. The member introducing a guest shall enter the name and address of the guest together with his or her own name in a book, which shall be kept at the Clubhouse.
20. An annual general meeting of the Club should be held in the month of October in each year and fifteen months shall not elapse without a general meeting. At the annual general meeting the following business shall be conducted.
 - a) The presentation and (if accepted) the passing of the accounts for the previous financial year ended on the 30 day of September prior to the meeting which accounts shall first have been checked by the Club's account checkers.
 - b) The election of the Executive and Management Committee.
 - c) The election of two auditors.
 - d) Such other business as shall have been communicated to the secretary at least 28 days prior to the annual general meeting and included in the notice of the meeting sent by him/her to the members.
21. An extraordinary meeting maybe convened at any time and shall be convened within twenty one days on requisition of one fifth of the members of the Club or thirty members whichever is the least. Such requisition must state the purpose for which such a meeting is required.
22. The secretary shall at least fourteen days before any general meeting send to every member at his/her address, as recorded in the Club's books notice of the meeting stating the date, time and place where it will be held and the business to be conducted.
23. The business at a general meeting shall be limited to that provided by these rules and those further matters set out in the notice convening the meeting. The quorum at any general meeting shall be twenty.

24. The president of the Club shall preside at all meetings of the Club, but if he/she shall not be present within fifteen minutes after the time appointed for the meeting or has signified his/her inability to be present at the meeting, the members shall chose one of their number to be chair person at the meeting.
25. No rule of the Club shall be repealed or altered, and no rule shall be made, save by a two thirds majority of the members present at a general meeting, and at least one calendar month's of the intention to propose any new rule or alteration shall be given to the secretary, who shall send notice of the same to every member at his/her address in the Club register, at least fourteen days before the general meeting.
26. The Executive Committee are empowered to make, repeal and amend such by laws as they may from time to time to consider necessary for the well being of the Club. These by laws, repeals and amendments shall have effect until otherwise determined by the Executive Committee or a General Meeting.
27. All complaints shall be made in writing to the secretary who shall, if he/she is unable to deal with them, submit them to the Executive Committee whose decision shall be final. In no instance shall a servant of the Club be reprimanded directly by a member.
28. The property of the Club shall be vested in four Trustees who shall be appointed by the Executive Committee and the property of the Club shall be vested in them to be dealt with by them as the Executive Committee may from time to time direct by resolution (or which an entry in the minute book shall be conclusive evidence). The Trustees shall be indemnified against risk and expense out of the Club property. The Trustees shall hold office until death or resignation or until removal from office by the Executive Committee. Whereby reason of such death, resignation or removal it is necessary that a new Trustee or Trustees be appointed, the Executive Committee shall nominate the person or persons to be appointed the new Trustee or Trustees. For the purpose of giving effect to such nomination the secretary is hereby nominated as the person to appoint a new Trustee or Trustees of the Club within the meaning of *Section 36 of the Trustees Act 1925*, and shall by Deed duly appoint the person or persons so nominated by the Executive Committee.
29. No member shall take away, or permit to be taken away from the Clubhouse under any pretence whatever, or shall injure or destroy, any property of the Club except in the case of repair with the Executive Committee's approval.
30. The Clubhouse shall be opened to members daily between such hours as the Executive shall from time to time determine, but the Executive Committee may close it for such times as they deem necessary for cleansing and repairs.
31. Members of visiting clubs and officials of matches are entitled to use the bar and Club premises on the day on which they play against the Club as guests within the meaning of section 9 of the Licensing Act of 1964.

32. The purchase of intoxicating liquor, for supply by the Club shall be at the absolute discretion of the bar sub committee of not less than five members, of which at least three must be members of the main committee.
33. No personnel shall at any time be entitled to receive at the expense of the Club any commission, percentage or similar payment on or with reference to the purchase of intoxicating liquor by the Club, nor shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to members or guests apart from any benefit accruing to the Club as a whole and apart also from any benefit which a person derives indirectly by reason of the supply giving rise to or contributing to a general gain from the carrying out of the Club.
34. The charges to be made for intoxicating liquor and refreshments and the like, shall be determined by the bar sub committee, as appointed in rule 32 except that the profit margin shall be determined by the Executive Committee.
35. The permitted hours for the supply of intoxicating liquor shall be as determined by the Executive Committee and in accordance with the local Licensing Laws.

<u>Monday to Saturdays</u>	11am to 11pm
<u>Sundays</u>	Noon to 10.30pm
Except when Christmas falls on a Sunday & Good Friday	6pm to 9.30pm

The sale of alcohol is prohibited to persons under the age of 18.

36. The Executive Committee shall be the sole authority with written legal advice if necessary for the interpretation of these rules and of the regulations made from time to time by the Executive Committee upon any question of interpretation or upon any matter affecting the Club and not provided for by these rules or by the regulations shall be final and binding on the members.
37. All withdrawals from any account held by the Club must be signed by any two of the President, Secretary or Treasurer, other than on line banking that is the sole responsibility of the Treasurer, with countersigning of the payment document being carried out beforehand by an authorised signature of the Club.
38. In the event of the Godalming & Farncombe Bowling Club being dissolved, a decision to be taken by the Trustees of the Club at a Special General Meeting called for that purpose, and after settling all the liabilities of the Club and terminating the lease's of the green and Clubhouse with Waverley Borough Council, all remaining assets of the Club shall be transferred to the Bowls England for use for the benefit of the sport of bowls.
39. The Godalming & Farncombe Bowling Club is committed to promoting a safe environment in which children and vulnerable adults can enjoy taking part in games of bowls.

It will seek to underpin and ensure this commitment by following and promoting the joint Child Protection Policy and Procedures of the National Governing Bodies. The full Child Protection Policy is detailed in Appendix A.

Rule 37 revised – AGM 27.10.11 Rule 39 added EGM 11.4.2012

Amendment to Rule 4 September 2017

Amendment to Rule 37 Countersigning before bank transfer. September 2017.