



## **HEREFORD BOWLING CLUB**

**AFFILIATED TO  
E.B.A. H.C.B.A.  
E.W.B.A. H.C.W.B.A.**

### **RULES & BYE LAWS**

RULES AND BYE-LAWS AMENDMENTS  
SUB COMMITTEE

FIRST MEETING  
11<sup>TH</sup> NOVEMBER 1998

PRESENTED TO THE MANAGEMENT COMMITTEE  
3<sup>RD</sup> FEBRUARY 1999

Adopted at AGM on 22<sup>nd</sup> March 1999

Reprinted & updated November 2018

1. The Club shall be called the Hereford Bowling club, and its address shall be 38 Bewell Street, Hereford, HR4 0BA.
2. The Club colours shall be green and gold. The club shall be affiliated to the E.B.A., H.C.B.A., E.W.B.A. and H.C.W.B.A.
3. The Club is formed to promote, foster, and safeguard the game of Bowls under the conditions and laws of the game as set out by the International Bowling Board and the English Bowling Associations, to foster and encourage recreational and other interests among members and to provide for the use of its members the means of social intercourse, mutual helpfulness, recreation and other advantages of a Club.

#### 4. Membership

The Club shall consist of members, Members shall consist of:

- I. Playing members to be known as **Full Members**. These will be those members who have taken part in the game of Bowls for one season or any member with at least one season's bowling experience with the Club or any other established Bowling Club. The decision as to whether any applicant for membership satisfies the conditions necessary for becoming a Full member shall be with the Management Committee whose decision shall be final. Dual club membership will be discouraged.
  - II. **Novice Playing Members**. These will be those playing members with no previous bowling experience but who intend to participate in the game of Bowls and who shall for a period of one year from admission to membership be considered novice playing members. The decision as to whether any applicant satisfies the conditions necessary for becoming a novice member shall be with the Management Committee whose decision shall be final.
  - III. A **Junior Member** shall be under the age of 18 years.
  - IV. **Social Members**. These will be male or female non-playing members who shall be entitled to all facilities of the club (except as is otherwise hereinafter provided for in the Rules with the exception of Bowls).
  - V. **Concessionary Non-voting Members**. Existing Full Members who wish to reduce their playing commitment may apply to continue bowling at the Club at reduced rates at the discretion of the Management Committee. No member who takes advantage of this offer may play in any tournaments or Club competitions.
  - VI. In recognition of outstanding services or loyalty to the Club. Honorary Life Membership may be conferred on such a member by two thirds of the vote of those present at the A.G.M. Honorary Life Members will retain full membership status.
5. Every candidate for admission shall proposed by one member and seconded by another, both of whom shall be full members and shall vouch from the personal knowledge for the fitness of the candidate. The candidate shall be proposed by entering on the candidate's proposal form his/her full name, address, profession, or occupation with the signatures of the proposer and seconder. The appropriate subscription must accompany the completed nomination form. In the event of the application for membership being refused, all fees shall be returned. On the election of a new member the Secretary shall notify the candidate in writing and furnish him/her with a copy of the rules.
  6. The above particulars relating to a candidate shall be posted in the Clubhouse for three (3) days preceding the day when the candidate comes up for election. The candidate shall be elected or not elected in accordance with the vote of the majority of the members of the Management Committee present.
  7. A Candidate not elected shall not be proposed again for election within a period of twelve (12) months.

#### 8. Subscriptions

- I. The Management Committee shall decide the Annual Subscriptions for all members and a prominent notice on the Club Notice Board shall give three (3) calendar months' notice of any alteration.
- II. The Management Committee shall decide the entrance fee for full members and a prominent notice on the Club Notice Board shall give three (3) calendar months' notice of any alteration.
- III. All Annual subscriptions (except as provided for by Rule 5) shall be payable on the 1<sup>st</sup> of January in each year and if after a reminder has been given a subscription has not been paid on or before

31<sup>st</sup> day of January following, the defaulter shall cease to be a member of the Club. If a satisfactory explanation has been given to the Management Committee the member may, at the discretion of the Management Committee, be re-admitted to membership on payment of all arrears without payment of any further entrance fee. Failing a satisfactory explanation being given the Management Committee, re-admittance to membership could be granted on payment of all arrears and the entrance fee.

- IV. The Management Committee shall determine the subscriptions for a new bowling member joining after The 1st of January.
- V. There will be no reduced subscriptions except as in Rule 8 (vi) and Rule 4 (v).
- VI. Any Social Member wishing to take up Full Bowling Membership shall be given the opportunity to do so on payment of the Full Membership Fee less their Social Membership Fee.
- VII. Junior Members as described in Rule 4(iii) shall be entitled to a reduced subscription as decided at the A.G.M. each year.

#### 9. Resignations and Expulsions

Any member may resign by giving the Secretary notice in writing to that effect.

- 10. (i) In the event of an incident of unseemly behaviour by any member of the Club whilst on the Club premises, a report shall be submitted to the President who will then consult the Management Committee. Action will be taken as deemed necessary by the Committee.  
(ii) If at any time the Management Committee shall be of the opinion that the interests of the Club so require, they may, by letter, invite any member to resign from the Club within a time specified in the letter. In default of his/her resignation the question of his/her expulsion shall be submitted to a special meeting of the Management Committee to be held within three weeks after the date specified in the letter. The member whose expulsion is sought shall have notice of such meeting and of the grounds on which it is sought to expel her/him. At such a meeting the member whose expulsion is under consideration shall be allowed to offer an explanation of her/his conduct verbally and if two thirds of the members present shall vote for her/his expulsion she/he shall thereupon cease to be a member of the Club providing that the voting at any such special meeting of the Management Committee shall be carried out by ballot. It shall be in the power of the Management Committee to exclude such a member from the Clubhouse and grounds until such a special meeting of the Management Committee shall be held. A member summoned to appear before the Management Committee failing to do so shall be informed by the Secretary of the Committee's decision.
- 11. Any person on ceasing to be a member of the club for any reason shall forfeit all rights to and claims upon the Club, its property and funds.

#### 12. Management Committee

- I. The entire management of the Club (except otherwise provided by these Rules) shall be deputed to a Management Committee consisting of the President, Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Men's Captain, Men's Vice Captain, Ladies Captain, ladies Vice Captain, Fixture Secretary, Club Competitions Secretary, Post of Secretary and Treasurer shall be independently held.

#### Committee Members

3 Ladies & 3 Men Comprising  
1 Lady and 1 man for 1 year  
1 Lady and 1 man for 2 years  
1 Lady and 1 man for 3 years  
From then on two to retire in order of seniority of tenure  
1 Social Member (Male or Female) for 3 years

All Officers and members of the Management Committee shall be full members with the sole exception of the one Social Member. The Social member shall be elected by the Social Members and will stand for three years.

The Social Member's Representative shall have voting rights on all matters relating to the operation of the Club except where such matter pertains exclusively to bowling issues.

(ii) At the AGM the President and both the Ladies and Men's Captain shall retire from office. The Vice President and the two Vice Captains shall take their positions as officers on the Management Committee from the previous year. The Secretary, Fixture Secretary, Treasurer, Assistant Secretary, Assistant Treasurer and Club Competitions Secretary shall retire annually but shall be eligible for re-election. Of the other six members of the Management Committee not being officers, two shall retire at the AGM and shall in order of seniority (see rule12). To fill the vacancies on the Management Committee a list of those who retire shall be posted in the Clubhouse 21 days before the A.G.M.

(iii) Nominations to fill such vacancies shall be accompanied by the signatures of the proposer and seconder, who shall all be full members. Balloting lists shall be printed, showing the names of candidates nominated. Every full member of the Club may vote for as members as there are vacancies to be filled, and no more. The Candidate who shall receive the most votes shall be declared elected, in the case of two or more candidates receiving an equal number of votes the Chairperson of the meeting shall have a second or casting vote.

- IV. In the event of a casual vacancy on the Management Committee the Management Committee shall have power to co-opt any full member of the Club to fill such vacancy for the current year. The proceedings of the Management Committee shall not be invalidated in consequence of there being less than the prescribed number.
- V. The Management Committee may from time to time appoint or co-opt such sub-Committee as they may deem necessary or expedient and may depute or refer to them such as the powers and duties as the Management Committee may determine. Such sub-Committee shall periodically report their proceedings to the Management Committee and shall conduct their business in accordance with the direction of the Management Committee.

#### **Trustees**

- VI. The property of the Club (other than cash, whether at the Bank or otherwise) shall be vested in four Trustees, who shall deal with the said property as the Committee shall from time to time direct by Resolution (of which an entry in the Minute book shall be conclusive evidence) and the Trustees shall be indemnified against risk and expenses out of Club property.

The appointment of Trustees in accordance with this rule shall be confirmed by way of deed executed by the President by virtue of the Trustee Act 1925.

#### **13. Management Committee Meetings**

- I. The Management Committee shall meet at least once a month to examine the monthly accounts and arrange the affairs of the Club. Notice of the meeting shall be posted on the Club's notice board at least seven (7) days prior to the meeting. A quorum shall consist of ten (10) three (3) of who shall be Officers of the Club. Minutes shall be taken of all the proceedings of the Management Committee and shall be open to the inspection of any member of the Club applying to the Secretary.
- II. At their meeting immediately prior to the Annual General Meeting of the Club the Management Committee shall decide the content of the report to members and shall examine the audited balance sheet, statement of accounts and estimates. This particular meeting shall be scheduled twenty-one (21) days prior to the date of the A.G.M.

- III. In accordance with the licensing laws, intoxicating liquor may be sold and supplied on behalf of the Club for consumption on the premises to visiting teams and players and supporters, or any person taking part in any of the recreational or social facilities provide by the Club and organized by the Management Committee.
- IV. A copy of the Rules and Byelaws will be available to each member of the Club and should be binding upon all members.
- V. Any matters not dealt with in these Rules and Byelaws must be submitted in writing to the Club Secretary for consideration and decision by the Management Committee.
- VI. These Rules may be added to. Repealed and amended by resolution at any Annual or Special General Meeting provided that no such resolution shall be deemed to have been passed unless it be carried by a majority of at least two thirds of full members.
- VII. The foregoing Rules and following Byelaws were adopted at the Annual General Meeting of the members of the Hereford Bowling Club on 22<sup>nd</sup> March 1999 and replace any Rules and Byelaws made at dates prior thereto.

**14. Annual General Meetings & Special General Meetings**

- I. The Annual General Meeting of the Club shall be held in the month of March in each year upon a date and time to be fixed by the Management Committee. Members to be given 21 days' notice. The meeting shall be for the following purpose, namely:
  - a) To receive from the Management Committee a Report, a Balance Sheet and statement of Accounts for the preceding financial year. A copy of the Report, audited Balance Sheet and Statement of Accounts and estimate shall be available for members inspection and posted on the Clubs notice board fourteen (14) days at least before the Annual General Meeting.
  - b) To Elect Officers and the Management Committee
  - c) To decide on any resolution, which may duly submit to the Meeting according to rule 14(ii).
- I. Any full member desirous of moving any resolution at the Annual General Meeting shall give notice thereof in writing to the Secretary not less than two weeks before the date of such meeting together with the name and signature of a seconder.
- II. The Management Committee may at any time for any special purpose call a Special General Meeting. They shall do so forthwith upon the requisition in writing of one tenth of the membership, stating the purpose for which the Meeting is required.
- III. Seven (7) days at least before the Annual General Meeting or any Special meeting a printed or written Notice of such meeting and the business to be transacted thereat shall be posted at the Club premises and no business other than that of which notice has been given shall be brought forward at such Meeting.
- IV. The President shall take the chair at all meetings of the Club. Every member entitled to vote shall have one vote upon every motion and in the case of equality the Chairperson shall have a second or casting vote.
- V. The quorum at the AGM or Special General Meeting shall be one third of the members entitled to vote.
- VI. Only full members will be entitled to vote on any motion.

**15. Finances**

- I. The financial year of the Club shall end on the last day of December in each year to which the accounts of the Club shall be balanced.
- II. A professional auditor shall be engaged for the ensuring year, to be decided at each Annual General Meeting.

### General

16. Every member shall be allowed to introduce visitors subject to such regulations or byelaws as shall be made from time to time by the Management Committee. Every visitor shall be a guest of and be accompanied by the member introducing him/her, both of whom shall sign the Visitors Book immediately on entering Club premises. Persons eligible for membership shall not introduced as guests on more than three occasions in one year.
17. The Management Committee shall have the power to prohibit any game, which are unlawful, or the playing of which would be injurious to the interest of the Club.
18. The Management Committee can from time to time make, repeal, and amend any Byelaw. All such Byelaws once published shall be binding upon members until repealed by the Management Committee or set aside by a resolution at a General Meeting of the Club.
19. If at any General Meeting a resolution for the dissolution of the Club shall be passed by two thirds of full members present and such resolution shall be a Special General Meeting held not less than one month thereafter (at which not less than half of the Members shall be present) be confirmed by a resolution passed by a majority of two thirds of the Members voting thereon, the Management Committee shall thereupon, or at such future dates as shall be specified in such resolution, proceed to realize the property of the Club and after the discharge of all liabilities shall divide the same equally among all the full members. Upon the completion of such division the Club will be dissolved.
20. In accordance with the licensing laws, intoxicating liquor may be sold and supplied on behalf of the Club for consumption on the premises to visiting teams and players and supporters, or any person taking part in any of the recreational or social facilities provide by the Club and organized by the Management Committee.
21. A copy of the Rules and Byelaws will be available to each member of the Club and should be binding upon all members.
22. Any matters not dealt with in these Rules and Byelaws must be submitted in writing to the Club Secretary for consideration and decision by the Management Committee.
23. These Rules may be added to. Repealed and amended by resolution at any Annual or Special General Meeting provided that no such resolution shall be deemed to have been passed unless it be carried by a majority of at least two thirds of full members.
24. The foregoing Rules and following Byelaws were adopted at the Annual General Meeting of the members of the Hereford Bowling Club on 22<sup>nd</sup> March 1999 and replace any Rules and Byelaws made at dates prior thereto.

## BYE-LAWS

- A. Green fees for visiting players will be decided by the Management Committee.
- B. All matches will be arranged by the Fixtures Secretary.
- C. At the discretion of the Management Committee the ladies' section and men's section of the Club shall be allowed sole use of the green except in circumstances as noted in Byelaw (D).
- D. On competition and match nights any rinks vacant 15 minutes after commencement of play may be occupied with the consent of the Captain or his/her deputy.
- E. A Club Final Day will be arranged by the Management Committee.
- F. No dogs shall be allowed on Club premises.
- G. **Dress**
  - I. All players using the green must wear proper flat-soled bowling shoes. Training shoes and the like are prohibited.
  - II. The dress for bowls will be white/cream above the waist and grey or white/cream below the waist as stipulated. Respectable casual clothing may be worn on the green for casual games i.e. roll-ups, training sessions.
- H. Car parking for all members is a privilege and will be restricted as directed by the Management Committee.

### **Changes to Rules & Bye Laws**

Amendments to Bye Law G (ii) approved AGM March 2001

Addition of Rule 8 (vi) approved at AGM March 2001

Alteration to Rule 12 (i) approved at AGM March 2002

Revision of Rules 8 (i) and 8 (ii) approved at AGM March 2003

Additional Rule approved at EGM August 2004

- I. The members unanimously agreed to the committee pursuing the purchase of the Freehold of the premises and Bowling Green from Enterprise Inns Ltd and to authorize the Trustees to secure a loan or loans to complete said purchase.

Addition to Rule 19 approved A.G.M. 2006

- II. Should the Club be dissolved, and the premises and all other assets sold, only full members with an unbroken membership of at least 10 years be eligible for a share of the proceeds.

Additional Rule approved A.G.M. 2007

- I. As from 2007 Hereford Bowling Club will be a completely mixed Club.

An Amendment to Rule 12 (i) approved A.G.M. 2008

- II. The Management Committee will be reduced as follows.  
President, Captain, Vice-Captain, Lady member & Male member reduced to two years, this reducing Committee members by three (3), other members unaffected. Fixture Secretary, County Representatives and Social Representative not required to attend every meeting, to be left to their discretion and that of the Secretary.

An Amendment to Rule 12 (1) approved A.G.M. 2013

- I. Social Representative term of office to be reduced from three (3) years to two (2) years.