

**CLACKMANNAN
BOWLING CLUB**

**CONSTITUTION
AND RULES**

**BYE-LAWS AND
REGULATIONS**

Amended February 1975

Amended March 1987

Amended June 2008

Amended January 2009

CLACKMANNAN BOWLING CLUB
CONSTITUTION AND RULES

I. - NAME OF CLUB.

The Club shall be called "Clackmannan Bowling Club".

II.-MEMBERSHIP.

1. The number of members shall not exceed 200, excluding Life Members. Minimum membership allowed will be 25.
2. Life Members. - Honorary Life Membership shall be granted by the members only at an Annual General Meeting. On the recommendation of the Management Committee, it shall be competent at any Annual General Meeting of the Club for two-thirds of the members present to confer the distinction of Honorary Life Membership on any member who, in the opinion of the Meeting, has materially contributed to the prosperity and success of the Club by personal services or otherwise; but no member shall be eligible for such distinction who has not been an ordinary member of the Club for at least fifteen years and be over the age of 65. Such members shall have the same privileges and have equal liability for the debts and obligations of the Club as ordinary members. Any member who has been a member of the Club for fifteen years or more will be made an Hon. Life Member of the Club on becoming 65 years of age and will have all the privileges of the Club.
3. No person is to be allowed honorary or temporary membership of the club; or to be relieved of the payment of the regular entrance fee or subscription –
 - I. Except to allow the temporary participation in the activity which is the prime purpose of the club; and
 - II. Except in accordance with specific provision set out in the club rules.

III. MANAGEMENT.

1. Management Committee. – The management of the Club shall be vested in a Management Committee, herein referred to as "The Committee". The Committee shall consist of the President, Vice-President, Retiring President, Secretary, Treasurer and Six Members.
2. Election of Officers. - The President, Vice-President, Secretary and Treasurer, shall be elected at the Annual General Meeting and shall hold office for one year. They will be eligible for re-election. The retiring President shall be a member of the Committee for one year after demitting office.
3. Nomination and Election of Officers, Members of Committee and Social Convener. - The nomination and election of Officers and Members of Committee, and also election of Social Convener, shall take place at the Annual General Meeting, when, if necessary, a vote will be taken by ballot and the result declared immediately thereafter. In the event of a tie, another vote shall be taken in the same manner. When voting, no member shall give more than one vote to any candidate.
4. Vacancies. - In the event of the resignation or death of any of the members of the committee during the year, the remaining members may co-opt another member of the Club to fill the vacancy until the next annual general meeting.
5. Powers of Management Committee. - The committee shall have all powers necessary for the full and efficient conduct of the affairs of the Club, and all Bye-Laws and

Regulations made, or orders given by the committee shall be binding on every member until set aside by a General Meeting.

6. Meetings of Committee. - The committee shall meet at least once a month for the despatch of all competent business. The President, or any three members of the committee, shall have power to instruct the Secretary to convene a Special Meeting of the Committee at any time. A member being absent from three consecutive meetings without notifying the Secretary in writing the cause of absence, shall be declared resigned and the vacancy filled by the committee.
7. Majority of Votes. - At all meetings of the Club, Committee or Sub-Committee, questions arising shall be decided by a majority of votes, except as otherwise provided for in these Rules.
8. Casting Vote. - The Chairman shall have a deliberate and casting vote at all times.
9. Quorum. - At all meetings of the Club except any called for the purpose of "Dissolution" (See Rule IV (31), 35 shall form a quorum. At all meetings of the Committee, 6 shall form a quorum, and at all meetings of the sub-committee, three shall form a quorum.
10. Duties of Secretary. - The Secretary shall give notice by POST of the Annual General Meeting, and the Special General Meeting (if any) which may be held at any time upon a requisition being sent to the President. Such requisition shall be signed by at least eleven members stating the purpose of the meeting, and it shall not be competent to discuss thereat any business other than specified in said requisition.

The Secretary shall keep a Minute Book, in which all Minutes of Meetings shall be entered, and he shall also prepare a list of members, which shall be hung up at the Club House. He shall also call all meetings of the Club, and of the committee of management, and conduct the necessary correspondence.

The Secretary and/or President and Treasurer are authorised to pay ALL Accounts. Such accounts to be passed at the first committee meeting.

The Secretary, while in office, shall receive free membership of the Club and such sum as may be fixed at the annual general meeting. He shall be entitled to all the privileges of membership.
11. Duties of Treasurer. - The Treasurer shall receive all subscriptions, and keep a correct account of the funds, and make the necessary disbursements. He shall deposit all money belonging to the Club in the Bank on an account to be kept by him as Treasurer of the Club, and he shall hold sufficient cash for the smooth running of the Club. The Treasurer shall be responsible for all funds of the Club. He shall also, at the annual general meeting of the Club, or when requested by the committee of management, submit a statement, of the income and expenditure.

The Treasurer while in office shall receive free membership of the Club and such sum as may be fixed at the Annual General Meeting. He shall be entitled to all the privileges of the Club.

Signing of Cheques. - All cheques must bear two signatures; the Treasurer's signature must be one, and either the President's or the Secretary's must be the other. All sums over £5.00 shall be paid by cheque.
12. Financial Year and Audit of Accounts. - The financial year of the Club shall end on 30th November of each year and the Secretary's and Treasurer's books shall be closed on that date. The books and accounts shall thereafter be submitted for audit to a Chartered Accountant who shall be appointed by the Club at each annual general meeting.

13. All Honorariums must be paid prior to the end of financial year. If resignation ensues, percentage to be paid back.

IV. - MEETINGS OF THE CLUB.

1. Annual General Meeting. - The Annual General Meeting of the Club will be held not later than the first Wednesday in March in each year, for the purpose of receiving the Secretary's report and Treasurer's statement of accounts, electing office-bearers, members of committee, skips and transacting any competent business.
2. Special Meetings. - The committee shall have power to call special meetings of the Club, and the President, whom failing, the Vice-President, shall be bound to call a meeting within twenty-one days on receiving a written requisition signed by at least eleven members of the Club and stating the purpose of the meeting.
3. Dissolution. - The Club shall only be dissolved by a Resolution to that effect voted for by at least two-thirds of the members present at a Special General Meeting of the Club called for that purpose, and confirmed by not less than the same proportion of votes cast in like manner at another Special General Meeting to be held not less than fourteen nor more than twenty-one days after the first meeting. For such meeting the quorum shall be four-fifths of the members on the roll at the dates of the respective meeting. In the event of the club being dissolved, all effects and equipment purchased with monies gained by 'grants', said effects and equipment shall be gifted to other similar community groups within this area.
4. Committee - has the right to spend up to £5000, any larger sums are subject to acceptance by a 'Special EGM'.

V. - ADMISSION OF MEMBERS.

1. Admission of Members. - Applications for membership of the Club must be made by the applicant in writing, and signed by at least two members recommending him, and submitted through the Secretary to the Committee. The nominations shall be exhibited on the Notice Board in the Clubhouse for at least a week and an interval of fourteen days shall elapse between the dates of nomination and election. In the event of there being no vacancies at the time, the applicant's name shall be put on the Waiting List, and the committee shall consider names on this list to fill vacancies that may arise.
2. Election - The election shall rest with the committee and shall be by ballot. Two-thirds majority of the members present shall be required for election.
3. Notice of Election. - The Secretary shall notify each new member of his admission and furnish him with a copy of the Rules and Bye-Laws of the Club.
4. Age. - No candidate shall be eligible for election as a member until he has attained the age of between 10 years and 16 years, at the discretion of the committee.

VI. -ENTRANCE FEES AND SUBSCRIPTIONS.

1. Annual Subscription. - The annual subscription shall be as follows: (a) Bowling Member - Such sum as fixed at the annual general meeting; (b) Senior Citizens - Such sum as fixed at the annual general meeting; and (c) Honorary & Life Members - Such sum as fixed at the annual general meeting.
Honorary & Life Members wishing to play bowls are liable for an additional fee.
2. Late Admission. - Any applicant admitted between 1st August and 31st October shall be charged any subscription for the remainder of the current year.

3. Arrears. - Any member failing to pay the annual subscription on the day prior to opening day, shall be held as in arrears and, until such payment is made, he shall not be entitled to compete for any Club prize or to exercise any of the privileges of membership. It shall be in the option of the committee to reinstate him on a good cause being shown and on payment of all arrears.

(footnote) President, Secretary & Treasurer will have the fee's paid by Club whilst in Office.

VII. -RESIGNATIONS

All resignations must be sent in writing to the Secretary before the date of the opening of the Green, after which all ordinary members shall be held liable for the annual subscription, and for their share of the Club's obligations.

VIII. -RE-ADMISSION OF RESIGNED MEMBERS

Any member resigning for any valid reason, may on his return, be re-admitted by the committee on payment of the annual subscription.

IX. -SUSPENSIONS, RESIGNATIONS AND EXPULSIONS.

The Committee shall have power on a vote by ballot by a majority of those voting to suspend, or resign, or on a vote by ballot of two-thirds of those voting to expel from the Club any member whose conduct appears to them to endanger the character, interests or good order of the Club, or who acts in defiance of its Rules and Bye-Laws. The suspended, resigned or expelled member shall have the right to appeal against the decision to a Special Committee Meeting, nine members to form a quorum, called for the purpose, provided he gives notice to the Secretary of such appeal within two weeks after the decision of the committee is intimated to him. At such Special Committee Meeting voting shall be by ballot and if a majority of those voting support the decision it shall be held as confirmation of the suspension, resignation or expulsion and shall be conclusive.

The committee has the power to suspend a member for 5 years, more serious misconduct requires a 'Special General Meeting' to define the suspension period.

X. -VISITORS.

Every member shall have the privilege of bringing two friends to the clubhouse occasionally, but it is expected that no one will abuse this privilege. These friends must be immediately signed in the visitor's book. The member signing a visitor in; shall be responsible for the visitors behavior at all time within Clubhouse & Boundaries.

XI. -ALCOHOL.

1. Committee and Servants. - No member of the committee; and no manager or servant employed in the Club shall have any personal interest in the sale of alcohol therein, or in the profits arising from such sale.
2. Consumption outside Premises. -No alcohol shall be sold or supplied for consumption outside the Club premises, except to a member on the premises, and for his own consumption.
3. Juniors. - No alcohol shall be sold or supplied to any person under eighteen years of age.
4. Visitors. - Other than when an occasional licence has effect, no person is to be

supplied with alcohol on the club premises unless that person is –

- I. A member of the club;
- II. A person who is on the premises at the invitation of a member of the club and is accompanied by that member; or
- III. A member of another club which falls within the description prescribed in Licencing Clubs (Scotland) Regulations 2007.

Where a person referred to in sub-paragraph (II) is supplied with alcohol on club premises when an occasional licence is not in effect, there is to be entered in a book kept for the purpose –

- I. The date in question;
- II. The name and address of the person; and
- III. The name of the member accompanying the person;

5. Hours of Sale. - In the terms of the Licensing Act 1962, the hours during which excisable liquor may be sold or supplied for consumption to members shall be as follows: -

Monday to Thursday

11.00am. to Midnight

Friday & Saturday

11.00am To 1.00am

Sundays -

12.30pm. to Midnight

The power to fix these hours and to vary them from time to time within the limits imposed by the Licensing Act 1962, shall be vested in the Committee.

6. Club Steward. - A competent person shall be employed to sell all liquors purchased from the Club by members. This person shall be interviewed and appointed by the committee.

XII. -PROPERTY EFFECTS AND FUNDS OF THE CLUB.

1. Trustees. - The whole property of the Club shall be vested in the Committee for the time being, and their successors in office, as Trustees on behalf of the Club.
2. Interest of Members. - The property, effects and funds of the Club shall belong equally to members during membership, and members shall be liable equally for the debts and obligations of the Club, but the right and interest of every member shall be personal, and shall expire on termination of membership, and shall not be assignable or arrestable, nor pass to heirs or executors.
3. Assessment of Members. - The Club, at any meeting of which due notice has been given, shall have power, by a majority of votes, to assess the whole of the Ordinary Members, and Life Members for payment of such sum equally as may be considered necessary for liquidating the obligations of the Club, and any member failing to make payment of same shall cease to be a member of the Club and his name shall be struck off the Roll of Members, but he shall, notwithstanding, remain liable for his share of said assessment.

XIV - SPORTS COMMITTEE.

The Committee shall elect four of their members to comprise the Sports Committee. One shall be elected as Convener. The Sports Committee shall be delegated with power by the Committee to carry out the Competitions and Tournaments, and to exercise discretion on all matters pertaining to these games. The member or members in charge of tournaments shall hand over at the end of each tournament all money drawn, to the Treasurer. Prizes in kind shall be disbursed to the winners at the end of the season.

XV - GREEN COMMITTEE.

The Committee shall elect three of their members to comprise a Green Committee, whose duties shall be (1) the supervision of the Greenkeeper; (2) the setting of the rinks; and (3) the settling whether the green is in fit condition for play.

XVI - MEMBERS' PRIVATE MATCHES

Members desirous of playing private games must in all cases receive the permission of the Committee by applying in writing to the Secretary.

XVII - RINKS, ETC.

Members on arriving shall have the privilege of joining any rink which is not complete. Members wishing to claim a rink, already occupied for playing ties shall put their name on the board in the Clubhouse, and shall be given a rink as they become vacant; in order of priority. Partners must be present before placing names on notice board.

XVIII - LADIES' SECTION - MEMBERSHIP 40.

The members of the Ladies' Section shall be affiliated members of the Club and have the privilege of playing on the green, in the afternoons and all nights. Except when the green is required for Club or special occasions. Members of the Ladies' Section shall come under the jurisdiction of the Club and shall have no voice in the management of the Club.

- HON. LIFE MEMBERSHIP.

Ladies may appoint Hon. Life Members on becoming 60 years of age, as per Rule II of the Club rules.

XIX - RULES AND BYE-LAWS.

1. Rules. - The rules of Bowling as they may be fixed from time to time by the International Bowling Board, and adopted by the Scottish Bowling Association, shall be the rules of play except in so far as they may be modified by any Local Rules adopted by the Committee.
2. Bye-Laws. - The Committee shall have power to make Bye-Laws and to alter and amend same from time to time, but such Bye-Laws or amendments shall not be contrary to or inconsistent with the foregoing Rules.

XX - COMPLIANCE WITH RULES.

A member on payment of Subscription thereby submits himself to the Rules and Bye-Laws of the Club, both as to restrictions enjoined and penalty imposed, and on these conditions alone is entitled to the advantages and privileges of the Club. A copy of the Rules and Bye-Laws shall be posted on Notice Board, but no member shall be absolved from the effect of these Rules on any allegation of not having seen or read said Rules & Bye-Laws.

XXI - LIST OF MEMBERS AND RULES.

A copy of the Rules and Bye-Laws and a List of Members shall be exhibited in the Clubhouse.

XXII - ALTERATION OF RULES.

No alteration shall be made in the foregoing Rules except at the Annual General Meeting.

No Rules shall be altered except by Notice of Motion, said Motion to be in the hands of the Secretary fourteen days previous to the Annual General Meeting and thereafter posted on the Club notice boards until such meeting.

Only such alterations shall be competent as shall, so long as the Club remains Registered, allow the Rules to remain in conformity with the provisions of the Licensing (Scotland) Acts.

XXIII - LOST PROPERTY.

The Club shall not be held responsible for any property or articles lost by members or visitors.

CLACKMANNAN BOWLING CLUB
BYE-LAWS AND REGULATIONS

I-GENERAL.

1. Laws of the Game. - The laws of the game as adopted by the Scottish Bowling Association shall be observed in all matters to which the said laws relate, and a copy thereof shall be exhibited in the Clubhouse at all times.
2. Hours of Play. - The Green will be open for play during the season at such hour as the Committee may fix.
3. Shoes. - Members and Visitors must wear smooth-soled, heel-less, rubber-soled footwear while playing on the Greens.
4. Use of Steps. - Members and Visitors must at all times use the steps when approaching or leaving the Green.
5. Mats and Sheets. - When playing, the player must have at least one foot entirely on or over the foot mat; and, when large sheets are used, the foot mat must be placed at the rear of the large sheet.
6. Use of Jack, Mats and Sheets. -Players on leaving the Green at conclusion of play shall bring the mats and Jack into the Clubhouse. When large sheets are used, players shall lay them on the green and uplift and fold them after completion of game.
7. Delivery of Bowls. - When delivering their bowls, players must do so in such a way as will obviate the risk of marking or damaging the turf in any way.
8. Spitting, Disposal of Refuse. -Spitting on the Green, Verges or in the Ditches is strictly prohibited and all refuse matter such as used matches, cigar or cigarette ends, etc., must be placed in the containers provided for the purpose.
9. Bowl Lockers. - Private Bowl Lockers are available for the use of members.
10. Complaints. - No complaints shall be considered by the Committee unless made in writing to the Secretary; and no unauthorised member shall subject any servant of the Club to a personal reprimand.
11. Change of Address. - Any member changing his address shall notify the same in writing to the Secretary and failing such intimation, all notices sent to the old address shall be held as delivered.
12. Members' Bowls. - Each member shall provide himself with at least one set of bowls, and shall not be at liberty to play with another member's bowls without the permission of the owner. All members' bowls borrowed by members must be placed in the members' Lockers and not deposited in any private locker.
13. Rights of Play. - Subject to the rights reserved to the Committee in these Bye-Laws, members shall have the right to play Single-Handed or Pairs Games until all available rinks are utilised, after which waiting members shall be entitled to fill up all such rinks to the full complement.
14. Special Games. - No special game or competition may be inaugurated by members without the sanction of the Committee and, if sanctioned, such games or competitions shall be entirely under the jurisdiction of the committee.
15. Reserved Rinks. - Rinks which have been reserved must not be played on by any member previous to the commencement of game for which the reservation has been made.
16. New Members - Must play at least five times within their first year, and this will be explained to applicants on acceptance of membership.

17. Dress – Shorts are allowed to be worn on the green. No Cut-offs or Vest-tops will be allowed.

II - CLUB TROPHIES AND COMPETITIONS.

1. National and County Competitions. -The winners of all National and County Competitions will represent the Club in Open Competitions.
2. Other Competitions. - Other competitions will be played at Club level.
3. Pairs and Rinks Competitions. -The games shall consist of 17 ends. Triples Competitions. - The games shall consist of 15 ends.
4. Number of Shots. - Except where otherwise specially arranged or authorised each single-handed match in any competition shall be a game of 21 shots, and the competitor who first scores number shall be declared the winner of the match.
5. Dates for Each Round. - Each round shall be completed by the respective dates fixed by the Sports Committee as shown on the Competition Sheets, and no extension of these dates will be allowed unless the Sports Committee are satisfied that there is good reason for such extension.
6. Duties of Challenger and Challenged. - The first-named competitor in each match or tie shall be called the challenger and within four days after the beginning of each round, he shall communicate with his opponent offering him three dates, not consecutive, on which to play, one of which shall be within the last five days of the round. Any member challenged shall without delay intimate to the challenger the date selected by him from those offered and, if no date offered should be suitable, he shall make every effort to arrange a date mutually suitable within the time limit.
7. If any match is not played off within the time limit fixed the following provisions shall be carried into effect, viz.:
 - (a) If the challenger has failed to challenge his opponent, the match shall be awarded to the opponent;
 - (b) if the member challenged has failed to accept the challenge the match shall be awarded to the challenger;
 - (c) if a challenge is properly given and accepted and one of the competitors should fail to keep the engagement so made within thirty minutes after the hour fixed for the commencement of the match, his opponent shall be awarded the match; and
 - (d) where no arrangement has been attempted to be made between the players, the Sports Committee may delete one or both names.
8. Disputes. - All disputes that may arise between competitors shall be referred to the Sports Committee, whose decision shall be final.
9. Postponed Matches. - A match, once started, must be played to a finish, unless postponement is mutually agreed to by the players concerned. When, however, due to weather conditions, or the condition of the green, the continuance of any match may involve risk or damage to the green, the greenkeeper may order postponement. Any match postponed shall be resumed within the stipulated time at the point at which it was stopped.
10. Substitute Skips and Co-opted Skips. - In the event of a Club Skip not being able to participate in any of the matches allocated to him, it is his duty to find a substitute.

Should it be necessary to co-opt a Club Skip during the playing season the Committee shall make the appointment.

111. - ALTERATIONS TO BYE-LAWS.

No alteration on, or addition to, the foregoing Bye-Laws shall be made unless notice of the proposed alteration or addition has been given at the Committee Meeting immediately prior to the one which the same is to be considered.