

BRAID BOWLING CLUB RULES AND REGULATIONS 2019

1 Name

The Club shall be called "Braid Bowling Club" (hereinafter referred to as the Club) and it shall be affiliated to Bowls Scotland and be bound by the Laws of the Sport of Bowls published from time to time by World Bowls and Bowls Scotland.

2 Objects

- 2.1 The objects of the Club shall be to encourage the promotion of and to provide facilities for the practice of the sport of lawn bowls in Braid Estate Recreation Grounds [BERG] and undertake other activities incidental or conducive to the furtherance of these objects.
- 2.2. The Club is committed to encouraging the highest ethical standards. All individuals involved in the Club should conduct themselves with integrity, transparency, accountability and in a fair and equitable manner.

3 Membership

- 3.1. The membership shall consist of the following categories:
 - a) Ordinary, being persons who have applied for membership and have paid the appropriate subscription;
 - b) Associate, being non-playing members who have paid the appropriate subscription;
 - c) Honorary, being persons who have given special service to or brought distinction to the Club. After nomination by the Club Committee their appointment will require the approval of two-thirds of the members present and voting at the Annual General Meeting (hereinafter referred to as the AGM). Honorary members shall have the same rights regarding the use of the bowling green and associated facilities as has an ordinary member.
- 3.2. Members in each category shall pay membership fees as fixed at the AGM.
- 3.3. Any person seeking to join the Club shall apply to the Club Committee. Members shall be admitted by the Club Committee. Membership is open to all and no application for membership will be refused on other than reasonable grounds. There will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.
- 3.4 Owners of properties in the Braid Estate [hereinafter referred to as Owners] shall be given priority if there is a waiting list for membership.
- 3.5 Any member may resign his/her membership by giving notice in writing to that effect to the Secretary.

- 3.6 Any member ceasing to be a member of the Club after 31 March in any year shall be liable for the full subscription for that year; and every person ceasing to be a member of the Club shall forfeit all rights to or claims on the property, assets or funds of the Club, other than the repayment of any loan the person has made to those funds.
- 3.7 It shall be a condition of any person becoming a member of the Club that they accept and agree (and by applying to become a member they shall be deemed to have agreed) to be bound by the terms of these rules and any supplementary rules and regulations from time to time adopted by the Club, in particular without prejudice to the foregoing generality, the requirement to conduct themselves in accordance with the Club's ethical framework and the rules and regulations as to discipline set out therein.
- 3.8 A member who acts in contravention of any rule or regulation applying to BERG or to the Club, or who conducts himself or herself in a manner objectionable to other members of the Club, may be suspended from membership by the Club Committee, pending consideration by a general meeting, and may be expelled from membership by a general meeting to be held within twenty eight days of the member concerned requesting such a meeting, provided that intimation of the complaint has been given in the notice of the general meeting and that the member has been given full opportunity to respond to the complaint before the general meeting takes its decision.

4 Management

- 4.1. The affairs of the Club shall be conducted by a Club Committee, consisting of the office bearers of the Club along with four ordinary committee members, two being male and two female, all of whom shall be elected at the AGM, along with two members of the BERG Committee of Management appointed by that Committee.
- 4.2 The office bearers of the Club shall be the holders of the office of Men's President, Ladies' President, Men's Vice-President, Ladies' Vice-President, Club Secretary, Men's Match Committee Secretary, Ladies' Match Committee Secretary, Club Treasurer, Green Ranger and Pavilion Manager. (A member may hold concurrently two of the offices referred to in this rule, but a President may not hold any other such office.)
- 4.3 The Men's President and the Ladies' President shall normally chair alternate meetings of the Club Committee.
- 4.4 The Club Secretary shall serve as Secretary of the Club Committee.
- 4.5 The Club Committee shall have the power to fill any vacancy in its membership arising during the year.
- 4.6 The quorum for any meeting of the Club Committee or of other Committees shall be one half of the number of its members.
- 4.7 The prior written approval of the BERG Committee of Management will be required in respect of (a) any alterations or additions to BERG (including the buildings and other structures thereon) and (b) any replacement or resurfacing of or works of a material nature to the playing surfaces proposed by the Club and, in considering whether or not to grant such approval, the BERG Committee of

Management shall have due regard to the availability and source of funding for such alterations and/or additions and their future maintenance and any impact on use of BERG as a Bowling Green and Tennis Club for the benefit of the Owners.

- 4.8 The Club Committee shall have full power to deal with all matters relating to the Club not reserved to a General Meeting in terms of these Rules, including power to make public and enforce such additional rules and regulations as the Committee feel necessary to govern the activities of the Club.

5 Match Committees

- 5.1 There shall be a Men's Match Committee which shall exercise the functions of the Club relating to the organisation of games, matches and competitions in which all the players will be male.

- 5.2 The members of the Men's Match Committee shall be

- a) the Men's President, the Men's Vice-President, and the Men's Match Committee Secretary
- b) one other member to be the Committee's Assistant Club Treasurer; and
- c) six other members.

- 5.3 There shall be a Ladies' Match Committee which shall exercise the functions of the Club relating to the organisation of games, matches and competitions in which all the players will be female.

- 5.4 The members of the Ladies' Match Committee shall be

- a) the Ladies' President, the Ladies' Vice-President, and the Ladies' Match Committee Secretary
- b) one other member to be the Committee's Assistant Club Treasurer; and
- c) six other members.

6 General Meetings

6.1.1 Annual General Meeting

The Club shall hold an AGM not later than 15 December in each year for the following purposes:

- Approve the minutes of the previous year's AGM.
- Receive reports from the Club Committee, Men's Match Committee and the Ladies' Match Committee
- Receive a report from the Treasurer and approve the Annual Accounts.
- Receive a report from those responsible for certifying the Club's accounts.
- Elect the Club Committee.
- Appoint someone responsible for certifying the Club's accounts.
- Fix the subscription for the ensuing year.
- Consider changes to the Constitution.
- Deal with other relevant business of which notice has been duly given.

6.1.2 Extraordinary General Meeting

An Extraordinary General Meeting shall be called by an application in writing to the Secretary supported by at least 30 ordinary or honorary members of the Club. The Club Committee shall also have the power to call an Extraordinary General Meeting by decision of a simple majority of its members.

6.2 At least ten days' notice shall be given to all voting members of any General Meeting, stating the business to be transacted and that only business so intimated shall be competent.

6.3.1 A motion which a member wishes to be considered at an AGM shall be submitted in writing to the Club Secretary not later than twenty-one days before the date fixed for the meeting.

6.3.2 A notice under rule 6.2 shall be approved by the Club Committee before it is issued and shall include the full text of any motion which the general meeting will be asked to consider; and the Committee shall have full power to ensure that the motions can be competently be adopted by the Club, either by drafting appropriate motions or by adjusting, in consultation with the members concerned, texts which have been submitted under rule 6.2 or rule 6.3.1.

6.4 The quorum at any general meeting shall be thirty ordinary and/or honorary members.

6.5 At any general meeting the Chairman of the Club Committee, whom failing a member elected by the meeting, shall preside as chairman.

6.6 At any general meeting, in relation to any question put to a vote and in respect of each appointment to be made:

- a) each person present who is eligible to vote in the matter shall have one vote
 - b) the vote on the matter shall be taken by the show of hands or, if the meeting or the chairman of the meeting so decides, by a secret ballot
 - c) if there is an equality of votes in respect of any appointment the matter shall be determined by lot;
- and the chairman of the meeting shall decide any question of procedure which is not determined by these rules.

7 Changes to the Rules and Regulations

7.1 Any change to the Rules and Regulations shall require a two thirds' majority of those present, eligible to vote and voting at a General Meeting.

7.2 A proposal to change the Rules and Regulations must be submitted in writing to the Secretary who shall circulate the proposal to all members and allow seven days for submission of any amendments before calling a meeting in accordance with rule 6.2 above.

7.3 These rules shall be altered only by a resolution passed by a vote of no fewer than two-thirds of the members voting at a general meeting, and no alteration shall have effect until it has been approved by the BERG Committee of Management.

8 Finance and Accounts

- 8.1. The financial year shall run from 1 October to 30 September.
- 8.2. The Club shall have two bank accounts:
 - a) BERG Monies for subscription income and expenses properly incurred in the day to day running of the Club;
 - b) Pavilion Account (also known as Club Fund) for all income from fundraising and large generally non-recurring expenditure, such as major repairs, maintenance and improvements.
- 8.3. The Club Committee will collect the annual subscriptions from Club Members. Subscriptions received shall be banked in the Bank of Scotland Treasurer's Account called BERG Monies. At the end of each financial year the Treasurer shall make a transfer to BERG of an amount sufficient to cover the costs incurred by BERG on behalf of the Club.
- 8.4. The Club can, if it so wishes, raise its own funds. These funds so raised can be used for purposes agreed by the Club Committee for so long as such use does not conflict with the provisions contained in the BERG Rules and Regulations.
- 8.5. The Treasurer shall be responsible for the preparation of Receipts and Payments Accounts annually for each bank account. These, together with the balances on the Men's Event Reserve and the Ladies' Events Reserve accounts, shall be submitted to the Club Committee and thereafter to the AGM for approval. Annual Accounts of the Club.
- 8.6. The Accounts shall be certified by an appropriate person elected annually at the AGM.
- 8.7. The Treasurer shall be responsible for the preparation of two Annual Budgets, one for each bank account, which shall include estimates of the income and expenditure of the Club, together with proposals regarding subscriptions. The Budgets shall be submitted to the Club Committee and thereafter to the AGM for approval.
- 8.8. Any expenditure not in the approved Club Fund budget, other than repair and maintenance expenditure, if over 10% of the closing balance of the Club Fund in the Receipts and Payments Account at the immediately preceding 30 September, requires to be approved by members in a Special Meeting. Such a Special Meeting can be held at the initiative of the Club Committee.
- 8.9. All cheques drawn against the Club's funds shall be signed by the Treasurer and such other office-bearers as may be nominated by the Club Committee. These persons shall also be eligible to initiate and authorise electronic payments made on behalf of the Club.
- 8.10. Detailed financial arrangements shall be described in a separate Memorandum on the Club Treasurer's Financial Procedures.

9 Miscellaneous Provisions

9.1 Notices

No notices of any kind shall be placed in the Pavilion or grounds except by, or on the instructions of, a Club office bearer.

9.2.1 Security

Every full member shall have a key for the entrance gate and, on ceasing to be a member, shall surrender it to the Club Secretary.

9.2.2 A member leaving the grounds when the bowling green is not in use shall ensure that the doors of the pavilion are closed and latched and that the entrance gate is closed.

10 Interpretation

10.1 The Club Committee is the sole authority for the interpretation of these Rules and Regulations and any supplementary rules and regulations made by it from time to time.

10.2 The decision of the Club Committee upon any question of interpretation or upon any matter affecting the Club and not provided for by these Rules and Regulations and any supplementary rules and regulations this Constitution or by any bye laws is final and binding on the members.

10.3 Where the context so requires or admits, the masculine shall include the feminine and the neuter and the singular shall include the plural and vice versa.

10.4 The Rules and Regulations of Braid Bowling Club and any subsequent changes and amendments shall be submitted for approval to the BERG Committee of Management and shall comply with the Rules and Regulations of BERG.