

WOODEND BOWLING & LAWN TENNIS CLUB CONSTITUTION & RULES  
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1. CONSTITUTION

1.1 Title

The Title shall be "Woodend Bowling & Lawn Tennis Club, Jordanhill"

1.2 Deed of Declaration of Trust

The assets of Woodend Bowling and Lawn Tennis Club, Jordanhill, shall be vested in the Committee of Management for the time being, and their successors in office, as Trustees and be held for the purposes and other conditions specified in the Deed of Declaration of Trust, a print of which is exhibited in the Clubhouse. The said Deed shall form the constitution under which the Club exists and all present and future members of the Club shall, **ipso facto**, be held as having acceded thereto.

1.3 Objects

The Object of the Club is to provide facilities for and promote participation of the whole community in the sports of bowling and lawn tennis subject to limits imposed by the physical capacity of the Club's facilities.

1.4 Governance

The Executive body of the Club shall be the Committee of Management. All other bodies within the Club shall be non-executive and representative bodies except for the extent to which executive powers have been delegated to them by the Committee of Management.

1.5 Assets

- i. The assets of the Club shall be vested in the Committee of Management for the time being and their successors in office, as Trustees.
- ii. The activities of the Treasurer shall be covered by a fidelity guarantee bond issued by a recognised Insurance Company authorised by the UK regulatory authorities to conduct business.
- iii. The assets of the Club shall be applied solely towards promoting the Club's Objects as set forth in Paragraph 1.3 of this Constitution and no portion thereof shall be paid or transferred directly or indirectly to the Members of the Club.
- iv. Any surplus income or gains are to be reinvested in the Club and shall not be distributed to members or third parties.
- v. In the event of dissolution of the Club any assets remaining after the satisfaction of all debts and liabilities shall not be paid or distributed among the Members of the Club but shall be given or transferred to one or more of the following approved bodies:
  1. A registered charitable organisation(s)
  2. Another Club which is a registered Community Amateur Sports Club
  3. The sports' national governing bodies for use by them for related community sports.

1.6 Liabilities

- i. The Committee of Management shall ensure that an insurance policy, issued by a general insurance company authorised by the UK regulatory authorities to conduct business, is in place to provide an indemnity to the Club and/or its Officers, in respect of any legal liability, which is incurred by the Club, arising from any act or omission on the part of its Officers or any member(s),
- ii. Ordinary Members of the Club shall be liable to pay their share of any Club liability or debt in the year current that may remain after assets of the Club have been applied to redeem any such liability or debt, provided that:
- iii. they have been warned of this liability in the notice calling the Annual General Meeting
- iv. they have not given written notice of their resignation from the Club to the Membership Secretary before the liability is incurred.

- v. The Committee of Management shall have recourse on all Ordinary Members of the Club for relief from any liability or debt for which they, insofar as authorised by the Constitution and the Rules of the Club, have made themselves liable on behalf of the Club.
- vi. The amount of the payment required by equal share from each Ordinary Member in order to discharge the liability shall be assessed and determined by a majority vote of the Ordinary Members at any General Meeting of the Club which has been called for this purpose.
- vii. Any Ordinary Member who fails to make payment within one month of receiving a notice for payment shall cease to be a member but shall remain liable for his/her share of the assessed amount.

#### 1.7 Democratic Accountability

- i. Whilst individual members of the Club shall be subject to the authority of the Committee of Management, the Committee of Management shall be accountable to the membership collectively.
- ii. The Committee of Management shall consult the Ordinary Members of the Club before committing the Club to any expenditure, which is likely to give rise to a liability for Ordinary Members under 1.6 above, and in any case of expenditure in excess of £10,000.

#### 1.8 Equal Opportunities

- i. Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs or of age, sex or disability, except as a necessary consequence of the requirements of bowling and tennis as particular sports.
- ii. The Club shall not refuse membership, or expel from membership, other than for good and sufficient cause such as conduct or character likely to bring the Club or sport into disrepute.

#### 1.9 General Duty of Care

- (i) Every member shall be bound by a general duty of care towards other members, Club property and for the reputation of their sporting section and the Club as a whole. Breaches of this duty of care may be subject to disciplinary action.
- (ii) Every Adult member and the Club as a whole are bound by a special duty of care towards Junior and Intermediate members, and as part of fulfilling this duty the Committee of Management shall ensure that the Sports Sections have in place a current Child Protection Policy, which is in keeping with best practice and the law, and is kept under review.

## 2. MEMBERSHIP

### 2.1 Categories of Members

- (i) Ordinary Members
  - (a) Gentlemen Bowling Members
  - (b) Lady Bowling Members
  - (c) Adult Tennis Members
  - (d) Student Bowling Members
  - (e) Student Tennis Members
  - (f) Retired Gentlemen Bowlers
  - (g) Retired Tennis Members

Categories (d) and (e) qualify for membership in categories (a), (b), or (c) but are in full time education and shall pay a reduced subscription.

Category (f) was closed to new members on 31/1/07 and category (g) closed from 31/3/13; these categories will be removed once all existing members in them have ceased to be members of the Club.

All Ordinary Members may vote at the Annual General Meeting and Special General Meetings of the Club, and may hold office.

- (ii) Life Members

Any member or former member who is or has been an Ordinary Member for at least ten years, may be elected at an Annual General Meeting upon recommendation by the Committee of Management,

Life Members shall not be liable for any subscription and shall be entitled to vote at meetings and hold office.

(iii) Honorary Members

Any person, who may or may not be a member of the Club, may be elected at an Annual General Meeting upon recommendation by the Committee of Management. Such a person may be elected by reason of his/her reputation as a sportsman or sportswoman, or services rendered in the promotion of sport, or of distinguished service.

The number of Honorary Members shall be limited to a maximum of ten.

Honorary Members may have their privileges withdrawn or suspended at any time by the Committee of Management.

They shall have no voice or vote in the management of the Club's affairs.

Honorary Members shall not be liable for payment of a subscription.

(iv) Associate Members

A member's age for categories (b) to (e) is their age at December 31st of the previous year.

(a) Community Members

Persons aged 18 or over who do not wish to play bowls or tennis but wish to avail themselves of the facilities of the clubhouse.

The number of Community Members shall be less than the number of Ordinary Members at any time.

They shall have the right to speak at general meetings but not to vote.

(b) Intermediate Tennis Members

Boys and girls aged 14 to 17 inclusive

(c) Junior Tennis Members

Boys and girls aged 7 to 13 inclusive

(d) Mini Junior Tennis Members

Boys and girls aged under 7 who shall be under the supervision of a parent/guardian or other responsible adult whenever they are at the Club.

(e) Junior Bowling Members

Boys and girls aged under 18. Junior Bowlers under age 10 may only use the bowling green when supervised by an adult

(f) Parent Member

This category shall be reserved for the parents/guardians of Junior Mini Members to facilitate the requirement for Junior Mini Members to be supervised by a responsible adult whenever they are at the Club.

Parent Members shall be permitted to attend the Club but shall not be permitted to use the playing facilities nor purchase alcohol from the bar.

This category of membership shall be free of any liability to pay a subscription.

(g) Temporary Members

Whenever matches are played against other clubs, members of visiting teams shall become Temporary Members for the duration of their visit.

(v) Alternative Sports Members

The members of other Sports Clubs affiliated to the Club shall be designated as Alternative Sports Members.

The subscription payable for each member shall be agreed by the Committee of Management and the Committee of the affiliated club and paid to the Club as an affiliation fee based on the number of members affiliating.

The Officers and Committees of affiliated Sports Clubs shall have a non-executive and consultative role only in the management of the Club's affairs. They may appoint a representative to sit on the Committee of Management in an ex-officio capacity with no voting rights.

Alternative Sports Members may use the Clubhouse facilities but shall not use either the bowling or tennis playing facilities unless they have paid any difference between their individual share of the affiliation fee and the subscription rate applicable to the relevant Bowling or Tennis membership category as the case may be.

Alternative Sports members who pay an upgrade subscription shall be joined as full members of the relevant Bowling or Tennis membership category and thereby become members of the Club.

## 2.2 Admission of Members

- i. Application for membership of the Club shall be made in the form prescribed by the Committee of Management and signed by the applicant and by two members, who shall be Proposer and Secunder to the application, and shall be accompanied by a cheque in payment of the subscription for the category of membership applied for.
- ii. The application shall be submitted to the Membership Secretary, who will then seek approval from the Committee of Management before proceeding further with any application for membership. Approval shall require a majority amongst all the voting members of the Committee of Management.

## 2.3 Annual Subscriptions

- i. The annual subscriptions of the Club shall be as proposed by the Committee of Management and agreed by the members at the Annual General Meeting.
- ii. Any changes to subscriptions proposed by the Committee of Management shall not apply unless details of the changes are given in the notice calling the meeting.
- iii. Members shall become liable to pay a renewal subscription on April 1<sup>st</sup>.
- iv. In the event that payment of a renewal subscription has not been made by April 30<sup>th</sup> all rights and privileges of membership shall be forfeited but an Ordinary Member shall still have an obligation to meet his/her share of any liabilities incurred by the Club as set out in Paragraph 1.6, unless he/she submitted a formal letter of resignation in writing to the Membership Secretary before the liability was incurred.
- v. Family Membership Subscriptions  
Members of the same family may choose to pay a family subscription. This entitles members of such a family to be treated as having paid their subscriptions as members of the following categories, providing that all other conditions of eligibility are fulfilled:
  - 2 Parents/guardians as Adult Tennis Members or Gentlemen or Lady Bowler Members
  - Children as Intermediate or Junior or Mini Junior Tennis Member(s) or Junior Bowler(s).

## 2.4 Membership Cards

Every member shall carry their current Club Membership Card at all times when attending the Club premises and/or using the playing facilities.

## 2.5 Visitors

- i. Every playing member, who is aged 14 or over, shall have the privilege of bringing a guest to play occasionally on the bowling green or tennis courts.
- ii. Visitors to the Clubhouse shall be signed in by the member of the Club who is accompanying them by entering such details as are prescribed in the bye-laws into a Visitors Book kept at the bar.
- iii. No visitor shall be served alcohol unless they are age 18 or over and have been signed in as a "Visitor" by a Club member.
- iv. The frequency of and other conditions relating to Visitors' presence at the Club shall be prescribed in bye-laws.

### 3. MANAGEMENT

#### 3.1 Committee of Management

Responsibility for the overall management of the Club rests with the Committee of Management. The power to make, amend or abolish bye-laws, regulations or codes of conduct, and responsibility for dealing with disciplinary matters, shall be vested solely with the Committee of Management, which, nevertheless, shall have the power to delegate particular matters and powers, as it sees fit, to individual Club Members, sub-committees and/or Sport Section Committees.

#### 3.2 Sports Section Committees

- i. The Sports Sections of the Club shall be entitled to elect Committees to represent their sporting interests and to manage their sporting affairs, such as the organisation of competitions, provision of coaching, participation of Club teams in regional/national competitions, etc.
- ii. Sports Section Committees shall not have the power to make regulations, bye-laws or codes of conduct without consultation with and the approval of the Committee of Management, unless specific authority to do so has been delegated by the Committee of Management.

#### 3.3 Composition of the Committee of Management

- i. The Committee of Management shall consist of:
  1. Chairperson
  2. Vice-Chairperson
  3. Secretary
  4. Treasurer
  5. Membership Secretary

Each of these members of the Committee of Management shall be elected at the Annual General Meeting of the Club and shall have full voting rights.

- ii. The Chairperson, Secretary and Treasurer are specifically authorised to sue, or be sued, on behalf of the Club.
- iii. Additional Members of the Committee of Management shall be
  - one representative of the Gentlemen Bowlers
  - one representative of the Ladies Bowlers
  - three representatives of the Tennis Members.
- iv. These representatives of the Sports Sections shall be nominated by their respective Sports Sections and elected at the Annual General Meeting of the Club. Sports Section Representatives on the Committee of Management shall serve a maximum of two terms of two consecutive years of office and shall have full voting rights.
- v. One seat each shall be reserved for affiliated Sports Clubs to facilitate consultation between Woodend B&LTC and other Sports Clubs affiliated to the Club. These seats shall not carry any voting rights.

#### 3.4 Committee of Management power to co-opt members

The Committee of Management shall have the power to co-opt an Ordinary Member of the Club to fill any vacancy which may arise on the Committee of Management. Such a co-opted Member shall serve until the next AGM of the Club at which he/she is eligible for election to continue in office.

#### 3.5 Meetings of the Committee of Management

- i. Meetings of the Committee shall be held at least 6 times per year and at such times as may be convened by the Chairperson, or within 14 days following a written request by two members of the Committee.
- ii. The quorum at any meeting of the Committee shall be a minimum of 50% of the voting members of the Committee.
- iii. All voting shall be by a show of hands except for the vote required for the admission of new members which may be conducted by e-mail communication.

- iv. Decisions will be made on the basis of the majority vote amongst the voting members present.
- v. In the event of an evenly divided vote the status quo shall be maintained.

#### 4. FINANCE

##### 4.1 Income

- i. The management and banking of income from membership subscriptions, bar revenues and clubhouse lets, which shall be designated as Club Funds, shall be the responsibility of the Committee of Management.
- ii. Responsibility for the management and banking of income generated by activities of the Sports Sections shall rest with those Sports Sections' Committees.

##### 4.2 Expenditure

- i. Capital expenditure and all current expenditure not specifically related to the activities of the Sports Sections shall be managed by the Committee of Management.
- ii. Current expenditure related to Sports Section activities shall be managed by the relevant Sports Section Committee.

##### 4.3 Investments

The investment of Club funds shall be the responsibility of the Committee of Management.

##### 4.4 Accounts

- i. The Club Treasurer shall maintain accurate and up to date consolidated accounts recording all the Club's income, expenditure and investments, and all the Club's assets and liabilities.
- ii. The accounting year shall run from November 1<sup>st</sup> to October 31<sup>st</sup>.
- iii. The Club accounts shall be audited by an Audit Committee elected at the Annual General Meeting, consisting of 2 Ordinary Members, who shall not be members of the Committee of Management.
- iv. The audited accounts shall be submitted to the Annual General Meeting and shall be made available for examination by members prior to the Annual General Meeting.
- v. All Club funds shall be lodged in a bank in the name of the Club and the bank accounts shall be managed by the Chairperson, Vice Chairperson, the Secretary and the Treasurer or by any two of them.
- vi. Sports Section Committees shall maintain proper and reliable accounts of their own income and expenditures.
- vii. All accounts must be approved by the Committee of Management.

#### 5. DEMOCRATIC ACCOUNTABILITY

##### 5.1 Annual General Meeting

An Annual General Meeting of the Club shall be held on the last Tuesday of January in every year for the purposes of:

- Electing the Committee of Management
- Electing the Club Auditors
- Receiving the Club Accounts
- Setting membership subscription rates for the coming year
- Transacting any other competent business

## 5.2 Notice of the Annual General Meeting

The Club Secretary shall give notice of the Annual General Meeting to every Ordinary Member, at least 14 days prior to the date of the meeting, by e-mail to the last known e-mail address or by post to the last known postal address where no e-mail address has been provided to the Club.

The notice shall include;

- Details of where the Club accounts are available for members to examine prior to the Annual General Meeting
- Details of the Committee of Management proposals for membership subscription fees for the coming year
- Details of any proposals being made to change the Club Rules (see Paragraph 7 below)
- Details of any matters of business to be discussed following receipt by the Committee of Management of a petition signed by 30 Ordinary Members, which must be received by the Committee of Management at least 28 days before the date of the AGM.

## 5.3 Special General Meetings

- i. Special General Meetings of the Club shall be held at such times as convened by the Committee of Management.
- ii. The Chairperson shall also convene a Special General Meeting within 28 days of receiving a petition to do so, signed by a minimum of 30 Ordinary Members. Both the petition and the notice of the meeting shall include details of the business to be discussed.
- iii. Notice of a Special General Meeting shall be given by the Club Secretary, at least 14 days prior to the date of the meeting, to every Ordinary Member by e-mail to the last known e-mail address or by post to the last known postal address where no e-mail address has been provided to the Club.

## 5.4 Conduct of Business at Annual and Special General Meetings

- i. The Annual General Meeting and all Special General Meetings shall be chaired by the Chairperson, or in his/her absence the Vice Chairperson, or in the absence of both by another member of the Committee of Management elected to do so at the meeting.
- ii. The quorum shall be a minimum of 30 Ordinary Members.
- iii. Decisions shall be made by a vote of a majority of the members present. In the event of an even split in the vote the status quo shall be maintained.
- iv. Voting shall be by a show of hands unless more than one quarter of members present express a desire for the vote to be taken by secret ballot.

## 6. SALE OF ALCOHOL

- i. Alcohol shall not be sold to any person under the age of 18.
- ii. The proceeds of the sale of alcohol shall accrue solely to the Club and shall not be for the personal benefit of any of the Officers or members of the Club.
- iii. Regulation of the hours of opening of the bar and the rights of various groups of members to use the bar area shall be a responsibility of the Committee of Management, which shall act in accordance with the provisions of the Club's License and the Licensing (Scotland) Act 2005 (or other current laws).

## 7. ALTERATIONS TO THESE RULES

- i. Alterations to these Rules shall only be made at a General Meeting of the Club called for that purpose.
- ii. Any Ordinary Member(s) wishing to propose an alteration of these Rules for consideration at an Annual General Meeting must give notice of such proposed alteration(s) at least six weeks before the date of the Annual General Meeting and the details of the proposals must be included in the notice sent out by the Secretary to call the meeting.

# WOODEND BOWLING & LAWN TENNIS CLUB CONSTITUTION & RULES

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