

1. TITLE

The Club shall be called ASHFORD INDOOR BOWLS CLUB hereinafter to be referred to as 'The Club', and is wholly incorporated within the company Ashford Indoor Bowls Centre Limited which is Limited by Guarantee.

2. AFFILIATION

The Club shall be affiliated to the ENGLISH INDOOR BOWLING ASSOCIATION LTD (E.I.B.A.) and the KENT COUNTY INDOOR BOWLING ASSOCIATION (K.C.I.B.A.) and the KENT COUNTY LADIES INDOOR BOWLING ASSOCIATION (K.C.L.I.B.A.)

3. OBJECTS

To promote, foster, and safeguard the sport of indoor bowls in the borough of Ashford in the county of Kent providing opportunities for recreation and competition for all the Club Members.

4. MEMBERSHIP

4.1 As a company Limited by Guarantee the liability of each member is limited to a maximum of £5 being the amount that each member undertakes to contribute to the assets of the company in the event of it being wound up.

4.2 The Club shall be a Members only Club and shall consist of:-

- i Fully paid up playing members who benefit from all the privileges of membership including voting at Annual General Meetings and Special General Meetings.(Playing Membership)
- ii Junior Member is a person under the age of 18 years on the 1st October of the relevant year.
- iii Student Member is a person receiving full time education on the 1st October of the relevant year.
- iv Social Members (See 4.5)
- v Associate Member is a person who accompanies a playing member on a regular basis as a parent, guardian, carer or driver (See 4.5).

4.3 Applications for membership must be made on the CLUB APPLICATION FORM. The applicant must be proposed and seconded by two Full Members. Completed application forms are to be forwarded to the Membership Secretary and, if necessary, for consideration by the Playing Committee and/or Directors. The applicant's name only will be displayed on the Notice Board for a minimum of 7 days. Applications are accepted, regardless of gender, sexual orientation, race, disability or religious belief and is underpinned by the Club's Diversity Policy (as displayed on the Club Notice Board).

4.4 Life Membership without subscription may be offered to any member whose name has been recommended by the Playing Committee to the Directors or by the Directors themselves. A Life Membership shall have all the privileges of Playing Membership.

4.5 SOCIAL, JUNIOR, STUDENT AND ASSOCIATE MEMBERS

Social, Junior, Student and Associate Members are not entitled:-

- i To vote at meetings
- ii Serve on the Playing Committee.
- iii Social and Associate Members cannot use the green, other than as an occasional guest of a fully paid up adult playing member. Associate Members who wish to use the bar and restaurant facilities and attend social events regularly, must upgrade to Social Membership.

4.6 VISITORS

- i Guests of Members may use the Club facilities and may participate in bowls activities. Members will be responsible for the payment of green fees on behalf of their personal guests.
- ii Guests of Members of Clubs or of Teams visiting for the purpose of competing in official fixtures will be Honorary Members of the Club during the course of visits. Members will be responsible for the payment of green fees on behalf of their personal guests and must be signed in via the Visitors Book.
- iii All visitors must be signed in by a fully paid up member and may be signed in for up to 6 times only in a single year after which, the visitor must become an Associate or Social Member.

4.7 JUNIOR PLAYING MEMBERS AND VULNERABLE ADULTS

- i The Club is committed to promoting a safe environment in which children and vulnerable adults can enjoy taking part in games of bowls. The Playing Committee will underpin and ensure this commitment by following the Club's Child and Vulnerable Adult Protection Policy (as displayed on the Club Notice Board)
- ii Whilst Junior Playing Members may not hold office or vote at meetings, they are entitled to attend the Annual General Meeting and Special Meetings to contribute to debates.

4.8 RESIGNATION AS A MEMBER

- i A member may withdraw from membership of the company by giving 7 days' notice to the company in writing.
- ii Membership is deemed to have lapsed if the annual subscription remains unpaid 2 months after 1st October
- iii Membership is not transferable.
- iv A person's membership terminates when that person dies or ceases to exist.

5. PRESIDENT, OFFICERS AND PLAYING COMMITTEE.

5.1 PRESIDENT

The Office of President will be held by a person who has made, or is making, a substantial contribution to the objectives of the Club.

5.2 OFFICERS

The Officers of the Club will comprise:-

- i President
- ii Men's Captain
- iii Ladies Captain
- iv Club Secretary
- v Men's Vice Captain
- vi Men's Junior Vice Captain
- vii Ladies Vice Captain
- viii Ladies Junior Vice Captain
- ix Competition Secretary
- x Treasurer
- xi Welfare Officer (incorporating Child Protection Officer & Diversity Officer)
- xii Fixture Secretary
- xiii League Secretary
- xiv Social Secretary
- xv Membership Secretary
- xvi Ladies Section Secretary
- xvii Summer Bowls Coordinator
- xviii Junior Bowls Coordinator
- xix New Bowlers Coordinator

NOTE – In both the Mens and the Ladies sections, the Junior Vice-Captains will NORMALLY (but not specifically) progress to Vice-Captains and the Vice-Captains to Captains after 1 year.

All Officers of the Club must be fully paid up playing members and shall be elected annually at the Annual General Meeting, from and by the Members of the Club. All Officers are elected for a period of one year but may be re-elected to the same office or another office the following year.

5.3 PLAYING COMMITTEE

The management of the Club shall be vested by the Directors in a Playing Committee hereafter referred to as 'the Committee'. Meetings will be chaired by a Chairperson who shall be elected from the Committee at their first meeting after the AGM. The Committee shall consist of all Club Officers with the exception of the Mens' Vice and Junior Vice-Captain and the Ladies Vice and Junior Vice Captains who may only attend a Committee meeting as a substitute for their respective Captains. The elected members may also hold other officer posts e.g. Competition Secretary.

The duties of the Committee shall be:

- i To manage the affairs of the Club on behalf of the Members.
- ii To keep accurate accounts of the finances of the Club through the Treasurer as a sub-set of the main company accounts.
- iii To ensure the funds of the Club are applied solely to its stated objectives.
- iv By the directive or approval of the Directors to co-opt additional members of the Committee as necessary. Co-opted members shall not be entitled to vote on the Committee.

- v Should a vacancy occur among the Officers (Committee or Non-Committee Officers) or other Members of the Committee, the remaining members of the Committee shall have the power to elect a successor, subject to the approval of the Board of Directors.
- vi The Committee shall meet monthly, eight to form a quorum. In the absence of the Chairperson, any member of the Committee may be chosen to chair the meeting. Where a vote is taken, all members of the Playing Committee in attendance will have a right to vote. Decisions will be taken on the basis of a simple majority vote.
- vii To receive written reports at meetings from all other Officers not in attendance.

6. ANNUAL GENERAL MEETINGS AND SPECIAL GENERAL MEETINGS

- 6.1 The Annual General Meeting for the Club shall be held on or before the second Friday in May in each year and a communication giving fourteen days notice shall be given to each Member for the purpose of:-
 - i. Receiving Annual reports from all Officers and the examined accounts.
 - ii. Alterations of Rules relating to the Club.
 - iii. Election of Officers and appointment of Examiner.
 - iv. Other business of which notice appears on the Agenda of the Meeting and amendments arising therefrom.
- 6.2 Proposed alterations to the Rules intended to be included on the Agenda for the Annual General Meeting must be in writing to reach the Club Secretary by the First (1st) of April.
- 6.3 A Special General Meeting of the Club for any reason shall be held within 14 days of a request in writing to the Club Secretary. It must be supported by a requisition signed by 30 members setting out the business to be discussed. The only business will be that specified in the requisition.
- 6.4 The quorum for the Annual General Meeting or a Special General Meeting shall be 35 Members.

7. DISCIPLINE

- 7.1 Members are expected to conduct themselves in accordance with the highest principles of sportsmanship, loyalty and general good fellowship.
- 7.2 If in the opinion of the Committee, a Member's conduct on the green or their general behaviour falls below that expected of him or her, then the Committee shall have the power to withdraw privileges (e.g. use of the bar), suspend the Member or in extreme cases recommend to the Board to expel the Member.
- 7.3 Before a sanction is imposed the member shall be informed in writing of his or her unbecoming conduct and given the opportunity to refute the allegation, or offer mitigating circumstances, at a personal hearing before a Sub-Committee of the elected Club Officers. These will be nominated by the Committee at the first meeting after the AGM. The Member may be accompanied by a friend or representative.
- 7.4 Should the Member continue to be dissatisfied by the Committee's decision, he or she may request the Company Secretary to call, within 14 days, a meeting of the Board to resolve the issue. This request must be in writing and received by the Club Secretary within seven days of the Member being notified of the decision reached by the Committee, following a hearing in accordance with rule 7.3.

8. ALTERATION OF RULES.

- 8. These Rules cannot be altered or added to except as provided under Rule 6, or at a Special General Meeting either upon
- 9. the instructions of the Directors or Committee or as outlined in 6.3. A proposal to alter any rule will not succeed unless
agreed by two-thirds of the Members present at the Annual General Meeting or Special General Meeting.

9. GENERAL MANAGEMENT OF THE CLUB

Should any question arise as to the management of the Club not covered by these Rules it shall be dealt with by the Directors or Playing Committee as appropriate who shall report to Members at the next Annual General Meeting.