



West Wickham Bowling Club
“house rules and processes”
for all bowling & social activity
Revised Version 3.1.0.A
2023
(Last updated 6/4/2023)

Contents

Section	Page
0. Preface - Structure and management tiers	3
1: Name and Objectives	4
2: Officers of the club	4
3: Management Committee	5
4: Appointment of sub committees	6
5: Membership	8
6: Annual General Meetings	11
7: Dissolution of the club	12
8: Miscellaneous	12
Appendix	
A: Glossary	15
B: Licensing Act	15

Preface

West Wickham Bowling Club (WWBC) is a registered Charitable Incorporated Organisation (CIO) regulated by the Charity Commission - charity number 1202629 - formed 5/4/2023.

The WWBC CIO operates under its governing constitution (Association model) which is a legal document that has been approved by the Charity Commission and acts as a rule book setting out how the WWBC CIO will operate.

Association model CIOs are membership organisations. The members vote during elections to decide who sit on and chair the trustee board. The trustee board makes decisions about the governing and administration of WWBC. The trustee board must submit annual reports and accounts to the Charity Commission.

Prior to submission, the accounts are reviewed by an independent examiner who reports to the trustees and whose comments are formally recored in the annual return to the Charity Commission.

The trustee board is the first tier of management within the WWBC CIO structure. The role of the trustee board is to oversee the management of the WWBC CIO and its administration.

The board’s main focus is on strategic direction, overall performance and assurance, rather than operational matters, and this is reflected in what it delegates to committees. The board retains overall responsibility for governance and risk management and decides the level of risk it is prepared to accept for specific and combined risks.

The WWBC CIO constitution allows the trustees to delegate any of their powers or function to a committee or committees. The board of trustees shall from time to time review the arrangements which they have made for delegation of their powers.

The WWBC trustees delegate the day-to-day running of bowling and social activity to the WWBC Management Committee - who are the second tier of management. The Board of Trustees retains (cannot delegate away) overall responsibility and oversight.

All bowling and social activity continues to operate within the WWBC Charitable CIO constitution - which takes precedent over any clauses provided in these “house rules and processes” - any confusion or conflict arising is for resolution by the board of trustees who have the final decision.

This document “house rules and processes for bowling and social activity “ provides the terms of reference and guidance from the Board of Trustees to the Management Committee.

The management committee may appoint such sub-committees as it may deem necessary and may delegate such of its powers as it may think fit upon such terms and conditions as shall be in line with the WWBC CIO constitution and this document.

The following sub committees will be established and form a third tier of management:-

(a) Ladies Bowls and Selection; (b) Men’s Bowls and Selection; (c) Social.

Each tier of management (except the social sub committee) will hold their own specific AGM.

The acts and proceedings of any committee including sub committees must be brought to the attention of the board of trustees as soon as is reasonable. This will normally take the form of the respective sub committee meeting minutes being passed to the Management Committee who in turn will review such minutes and comment as necessary at their meetings. Minutes from the Management meeting will be passed to the Board of Trustee for consideration and review.

Any omissions or errors in this document in the first instance should be brought to the attention of the General Secretary.

Section 1: Name and Objectives

- 1.1 The name of the bowling club shall be ‘West Wickham Bowling Club’ (hereinafter referred to within this reference document as the ‘Club’ or ‘WWBC”).
- 1.2 The objectives of the Club is:-
the promotion for the benefit of the inhabitants of West Wickham and of neighbouring areas within the constituency of Beckenham and the wider London Borough of Bromley in the County of Kent, community participation in healthy recreation through the provision of facilities for learning, coaching and playing the amateur sport of outdoor lawn bowls.
- 1.3 The club will be non profit making, with any annual surplus gains being retained in the club’s reserve fund bank account. This fund will be used to reinvest in the club’s facilities and activities as required from year to year.
- 1.4 The club does not permit any distribution of club assets in cash or in kind to members or third parties save for donations to charities.
- 1.5 The club sells food and drink as a social benefit which arises incidentally from the sporting and social purpose of the club. This includes social events designed to encourage regular sporting participation and well being of club members.
- 1.6 The club where necessary will make payments to members for non-playing services on a self-employed basis and within local commercial rates.
- 1.7 The club shall adopt and conform to GDPR Act of 2018
- 1.8 The Club shall be affiliated to Bowls England and Kent County Bowling Association.
- 1.9 The Club shall adopt and conform to Bowls England Rules & Regulations and the current Laws of the Sport of Bowls.

Section 2: Officers of the club

- 2.0 The affairs of the club shall be overseen by the WWBC Board of Trustees and for that purpose exercise all the powers of the CIO. The trustees may delegate any of their powers or functions to a committee or committees. The terms and conditions of delegation are contained within this reference document and the “Management Committee Reference Document”. The trustees may at any time alter those terms and conditions, or revoke the delegation.
- 2.1 Officers serving on a committee shall be members who have been with the club for 2 full years. Officers shall be elected at the respective Annual General Meeting and shall hold office for the period of election, retiring at the end of the period of election. All Officers of the Club shall be eligible for re-election to the same office or another office at the end of their current period of election.
- 2.2 The bowling club’s management committee shall consist of the PRESIDENT, GENERAL SECRETARY, TREASURER, MAINTENANCE MANAGER, GREEN RANGER and BAR MANAGER - plus one member of the CIO’s Board of Trustees (if not already fulfilling an officer’s role). In addition to the above named officers the management committee may seek to appoint a vice president, welfare officer, safeguard officer, a club cashier and a social manager; such officers will not be required of necessity to attend management meetings.
- 2.3. Appointment of key roles
 - 2.3.1 The management committee prior to the AGM will invite respective volunteers from the membership with appropriate experience to hold each of the respective key specialist roles within the club - typically but not restricted to:- Bar Manager, Green Ranger, Maintenance Manager and Social Committee Lead.
 - 2.3.2 Following the appointment of each of these roles the newly elected individual will then invite appropriate volunteer members to form a support group to manage the various tasks and activities relevant to the role.
 - 2.3.3 The duties and functions of each key role including authority and expenditure limits will be defined in the document “Management Committee Handbook” document.
 - 2.3.4 Such duties and functions and authority and expenditure limits will be subject to change from time to time by the management committee under the authority of the WWBC CIO board of trustees.
- 2.4 Disclosure of Interest to Third Parties
 - 2.4.1. A member of the management committee, or any member of the Club, in transacting business on behalf of the Club, shall disclose to the third parties that they are so acting.

- 2.4.2. If a conflict of interest of loyalty should arise the member must:
- (a) declare the nature and extent of any interest, direct or indirect, which has not been previously disclosed.
 - (b) absent themselves from any discussion in which it is possible that a conflict of interest will arise between them acting solely in the interest of the CIO/Club and any personal interest (including but not limited to any financial interest)

Section 3: Management Committee

- 3.1 Composition of Committee
- 3.1.1. This committee shall consist of the Officers, ex officio, and one full adult playing delegate from each of the ladies and men's bowling sections who have been duly elected at their respective A.G.M.s. to hold office for the term of their elected period.
 - 3.1.2. A notice for nominations for all offices within the club will be posted on the relevant notice boards and removed at the end of the playing season.
 - 3.1.3. A WWBC member who belongs to a second bowls club and holds within that second club a position of influence; typically officer, committee member, selector, shall be excluded from holding office on the management committee.
 - 3.1.4. Candidates for election to the post of President agree to serve for a period of two years.
 - 3.1.5. Candidates for election to the management committee, excluding the President, agree to serve for a period of 1 year.
 - 3.1.6. Candidates for election to this committee must be adult members who must have been members for a minimum of two full playing seasons before the start of the season in which they propose to take office. Likewise the proposers of the candidate must be adult full playing members who have been members for a minimum of two full playing seasons.
 - 3.1.7. Candidates for election to this committee shall be those members of the retiring committee eligible to offer themselves for re-election and such other adult members whose nominations (duly proposed and seconded in writing by adult full playing members of the Club) with their consent shall have been received by the General Secretary at least twenty one days before the date of the Annual General Meeting in each year.
 - 3.1.8. Such nominations, together with the names of the Proposer and Secunder shall be posted to the Club premises and/or website at least fourteen days prior to the date of the Annual General Meeting.
 - 3.1.9. If the number of candidates for election is greater than the number of vacancies to be filled, there shall be a ballot of those members present and entitled to vote at the Annual General Meeting.
 - 3.1.10. If the number of candidates for election is equal to or less than the number of vacancies to be filled then all candidates shall be deemed to be elected if the majority of those present at the Annual General Meeting, and entitled to vote, vote in favour of such election.
 - 3.1.11. In the event of the ballot failing to determine the members of this committee because of an equality of votes the candidate or candidates to be elected from those having an equal number of votes shall be determined by the President holding office at the start of the AGM.
 - 3.1.12. If, for any reason, a casual vacancy shall occur, this committee may co-opt another person to fill such a vacancy until the next following Annual General Meeting. Co-opted Members will be entitled to vote at this committee's meetings.
- 3.2 Committee Meetings
- 3.2.1. This committee shall endeavour to meet not less than once every two months but more frequently as required; making such arrangements as to the conduct, place of assembly and holding of such meetings as it may wish. This includes holding meetings in part or in full on-line.
 - 3.2.2. Voting shall ordinarily be by a show of hands. The exception being where an absent committee member has submitted in writing (or electronically) to the secretary a clear preference for a specific option on a specific subject - then this will be counted as a valid vote. In the case of equality of votes the President (Chair) shall have the casting vote.

West Wickham Bowling Club “house rules and processes” for bowling & social activity

- 3.2.3. Four members present shall form a quorum at a meeting of this committee.
- 3.2.4. Any conflict of interest must be declared to the Chair (or other nominated person) prior to the start of the meeting. The Chair (or other nominated person) will determine if the person may remain in the meeting and/or vote when the item is discussed.
- 3.3 Powers of this committee
 - 3.3.1. This committee shall manage the affairs of the club according to the constitution of the CIO and this reference document and that of the “Management Committee Reference Document”.
 - 3.3.2. Each member of the management committee can provide authority for club expenditure in accordance with the levels set out in the “Management Committee Handbook”.
 - 3.3.3. At the first management meeting of the calendar year this committee will review the expenditure level authority of officers and sub committees and if required recommend to the Board of Trustees a change in authority levels..
 - 3.3.4. In particular this committee shall ensure that the property and funds of the Club will not be used for the direct or indirect private benefit of Members other than as reasonably allowed by the CIO constitution.
 - 3.3.5. The treasurer in an individual case and given special circumstances may reduce the annual subscription for a member.
 - 3.3.6. Award of Life Membership by management committee
The management committee may award Life Membership to a member as they see fit.
 - 3.3.7 The committee shall review subscription fees once a year and recommend to the Board of Trustees any increase - for implementation from the 1st January.
 - 3.3.8 The committee shall review bar pricing twice a year and recommend to the Board of Trustees any increases - for implementation in January and April.

Section 4: Appointment of sub committees

- 4.1 Appointment of Sub-Committees
 - 4.1.1. The management committee may appoint such sub-committees as it may deem necessary and may delegate such of its powers as it may think fit upon such terms and conditions as shall be deemed expedient and/or required by the law and in line with the WWBC CIO constitution.
 - 4.1.2. The following sub committees will be established:-
 - (a) Ladies Bowls and Selection;
 - (b) Men’s Bowls and Selection;
 - (c) Social.
- 4.2 Appointment of Bowls Committees
 - 4.2.1. The management committee shall depute all duties relating to playing arrangements to a men’s bowling committee and a ladies bowling committee
 - Bowling Section Committees
 - 4.2.2. Each section shall hold an AGM of their members for the purposes of electing its officers and the transaction of any other business related to the playing arrangements of the respective section. A quorum will be 25% of those members entitled to vote.
 - 4.2.3. The men’s section will elect the following officers to serve on their committee:- a Captain (who will ordinarily be chair), Vice Captain, Bowls Secretary, Match Secretary, Competition Secretary, and a representative to serve on the Management Committee. The retiring captain to serve ex-officio. Additionally two selectors will be elected to serve on the selection committee but will not serve on the men’s bowling committee. The selection committee will consist of the Captain, Vice Captain and two elected selectors. Additionally club delegates will be selected to represent the club as required at KCBA. and external competition associations where the club is active e.g. Private Club League, LX, North West Kent, BBDBA - such delegates will not by necessity serve on the bowling committee.
 - 4.2.4. The ladies section will elect the following officers to serve on their committee:- a Captain (who will ordinarily be chair), Vice Captain, Bowls Secretary, Match Secretary, Competition Secretary, and a representative to serve on the Management Committee. The retiring captain to serve ex-

West Wickham Bowling Club “house rules and processes” for bowling & social activity

officio. Additionally a maximum of three selectors will be elected to serve on the selection committee but will not serve on the ladies bowling committee. The selection committee will consist of the Captain, Vice Captain and elected selectors. Additionally club delegates will be selected to represent the club as required at KCWBA and external competition associations where the club is active e.g. Jubilee League, North West Kent - such delegates will not by necessity serve on the bowling committee.

- 4.2.5 A WWBC member who belongs to a second bowls club and holds within that club a position of influence; typically officer, committee member, selector shall be excluded from holding office on a bowls committee.
- 4.2.6. Should a dispute arise between the two bowling sections, a disputes panel will be formed consisting of the General Secretary (Chair) plus the bowls secretary and captain (or their nominees) of each section. The General secretary will convene a meeting to discuss the dispute and attempt to reach a consensus on the way forward. If the meeting cannot agree an acceptable way forward, then the management club secretary will escalate the dispute to the management committee. The management committee will then decide upon the matter - their decision will be final subject to the Trustees revoking or amending such decision.
- 4.2.7. Coaches
Both the men and ladies sections should promote and develop club coaches. Subject to the approval of the respective bowling section the club will fund officially recognised coaching courses.
The recipient of the funding commits to use their coaching acquired skills for the benefit of WWBC members in current and future seasons.
- 4.2.8. Both the men and ladies section have limited authority:
- (1) Neither section must enter into any contract or borrow money or incur debts or purchase equipment or services or provisions unless expressly authorised by the club's Treasurer.
 - (2) No separate funds are to be held except for a token petty cash amount (the upper limit to be determined annually by the main committee) to use for the sole purpose of welfare or catering activities.
It is accepted from time to time transitory funds greater than the set annual limit will have been collected from charitable donations or social events - these are to be passed to the club's cashier for banking at the earliest opportunity.
 - (3) Each section will have expenditure authority limits as defined in the “Management Committee Handbook” and agreed by the Board of Trustees. Such funds must be committed solely for the purpose of playing bowls.
 - (4) Payment of Bowls England and Kent affiliation fees and competition entries will be made via the Treasurer.
 - (5) It is permissible to collect funds either on behalf of the club's nominated charity and/or for the purposes of general fund raising towards the club's reserve fund or a social event.
Once collected such funds should be either paid to the charity or passed on to the club's cashier for banking into the club's bank account. Such transactions should be noted by the sections' bowls' secretary who should notify the General secretary and Treasurer.
 - (6) Neither section can commit club resources, use of the club house or club facilities or the green to a third party without the express authority of the management committee.
 - (7) The Green Ranger (or proxy) has the authority to close the green or a rink(s) at short notice but will only do so to protect the playing surface.
 - (8) The opening times of the club, the start and closing times of the green as well as playing session times on the green are the sole responsibility of the management committee and cannot be changed by either bowling section without prior agreement from the management committee. To the same end, should an immediate decision be required regarding green activity approval this must be obtained from the Green Ranger.
- 4.3 Disclosure of Interest to Third Parties
- 4.3.1. A member of a sub-committee or any member of the Club, in transacting business on behalf of the Club, shall disclose to the third parties that they are so acting and adhere to clause 2.4.

- 4.4 Limitation of authority
 - 4.4.1. Any person or sub-committee delegated by the management committee to act as agent for the Club or its members, shall enter into contracts only as far as expressly authorised, or authorised by implication, by the club's Treasurer. No one shall, without the express authority of the club Treasurer, borrow money or incur debts on behalf of the Club or its membership.

Section 5: Membership

- 5.0 Membership to the WWBC CIO is as laid out in the WWBC CIO constitution.
- 5.1 Categories and votes of membership
 - 5.1.0 (a) The charity trustees may create associate or other classes of non-voting membership and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions of admission to, and termination of membership of any such class of members.
 - (b) For the avoidance of doubt any reference to "members" and "membership" do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Act, General Regulations or Dissolution Regulations of the CIO.
 - 5.1.1. The club may have different classes of bowling membership and subscription on a non-discriminatory and fair basis.
There shall be the following categories of membership with power to vote at all relevant meetings of the Club as indicated hereunder.
From time to time due to capacity or operational constraints some or all membership categories may be limited or closed.
 - (a) ADULT FULL PLAYING MEMBER – being a person who, at the date of election, shall have attained the age of 18 years shall have one vote.
 - (b) A JUNIOR PLAYING MEMBER – being a person who, at the date of election, is under the age of eighteen shall have no vote. Should the junior member attain the age of 18 they will have no vote.
 - (c) A LIFE MEMBER – being a person who has being awarded such membership and has attained the age of 18 years shall have one vote.
 - (d) An ASSOCIATE MEMBER – shall have no vote (see 5.1.0 (a) / (b)).
 - (e) An OUTLYING MEMBER - shall have no vote (see 5.1.0 (a) / (b)).
- 5.2 Rights and privileges of members
 - 5.2.1. All membership classes except Outlying and Junior are eligible to apply to attend social events and be accompanied by one guest who must be aged 18 or over and who has not been expelled from the club.
 - 5.2.2. All membership classes (including Associate and Outlying) except Junior are eligible to join the club's Prize Draw competition.
 - 5.2.3. The rights and privileges of each category of membership shall be as outlined subject to 8.0 of this constitution:-
 - (a) ADULT FULL PLAYING MEMBER shall have general use of all Club facilities. Affiliation fees shall be payable to Kent County Bowls Association and Bowls England.
 - (b) A JUNIOR PLAYING MEMBER shall have the general use of all Club facilities but only when accompanied by an adult full playing member and subject to 8.0 of this Constitution. Affiliation fees shall be payable to Kent County Bowls Association and Bowls England.
 - (c) A LIFE MEMBER shall have the general use of all the Club facilities.
Where a Life Member continues to play bowls .for WWBC their affiliation fees where applicable will be paid for by the club.
 - (d) An ASSOCIATE MEMBER shall have the full use of the Club-house facilities subject to 8.0 of this Constitution. An Associate member can play on the green on no more than 4 occasions in one season.
 - (e) An OUTLYING MEMBER shall have the full use of the Club-house facilities subject to 8.0 of this Constitution.
 - 5.2.4. Candidates for membership shall have no privileges whatsoever in relation to the use of the Club or premises until they have become a member - not withstanding clause 5.5.2 (h/i).

West Wickham Bowling Club “house rules and processes” for bowling & social activity

- 5.3 Membership Joining Fee & Subscription Fee
 - 5.3.1. The rate of Joining Fee (if any) and Subscription Fee for each category of Membership shall be determined by the Board of Trustees on advisement from the Management Committee. Any change of fees shall become operative at the start of the calendar year following any decision.
 - 5.3.2. All members shall pay the Joining Fee (if applicable) and their first annual subscription fee upon election to the Club and thereafter by January 1st.
 - 5.3.3. Membership subscriptions will be kept at levels that will not pose a significant obstacle to people participating.
- 5.4 Members' duty
 - 5.4.1. Every member shall furnish the General Secretary with up-to-date contact details that shall be recorded in the club's central membership database and any notice sent to such address/es either via post or electronically shall be deemed to have been duly delivered.
 - 5.4.2. Every member on joining the club shall complete a membership application form and thereafter an annual membership renewal form giving signed consent for the club to use the members details as defined in the club's GDPR policy document.
 - 5.4.3. In accordance with the WWBC constitution it is the duty of each member to exercise their powers as a member of the CIO in the way they decide in all good faith would be most likely to further the purposes of the CIO but not in conflict with the constitution or the clauses contained within this document.
- 5.5 Election and retirement of members
 - 5.5.1. Application for membership
 - (a) An application for membership shall be in the form prescribed by the Management Committee and shall include the name, address and contact details of the candidate.
 - (b) Adult Full Playing membership must be proposed by two current full playing or associate members who must have been members for a minimum of two playing seasons. The names and signatures of both proposers must be present on the candidates application form.
 - (c) Junior Full Playing membership must be proposed by one current full playing member who must have been a full playing member for two seasons. The names and signature of the proposer plus the name and signature of a family member (or Guardian) of the junior candidate must be present on the candidates application form.
 - (d) Associate membership is only available to (i) full playing members who choose to switch membership class at membership renewal time or (ii) a family member or known associate of a current or past member known to the committees.
 - (e) Outlying membership is only available to current members of the club who choose to switch membership class at membership renewal time.
 - 5.5.2. Election of Full Playing Members
 - (a) Membership of the Club shall be open to anyone interested in the sport of outdoor flat green bowls on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Membership may however be limited according to available facilities on a non-discriminatory basis.
 - (b) The Club Committee may refuse membership or remove it, only for good cause such as “not in the best interest of the club and its good conduct” or likely to bring the Club or sport into disrepute, or failure to pay subscriptions fees on time or fall in to arrears of money due/owed to the club.
 - (c) Upon receipt of an application for full playing membership, the candidates form will be displayed on the club's notice board and/or club website (membership area) for 14 days to allow feedback from the current membership regarding the applicant. Members feedback will be forwarded to the General Secretary who will pass on to the respective committee.

West Wickham Bowling Club “house rules and processes” for bowling & social activity

- (d) Not less than 14 days from the display of the candidate’s application form for full membership, the respective bowls committee shall consider the application. If successful the application will be passed to the management committee for review and ratification.
 - (e) The election of all classes of members is vested in the appropriate Committees and shall be a simple majority vote of those of the Committee.
 - (f) The candidate will be informed in writing (letter or email) of the committee’s decision. The Committee(s) may refuse applications only for good cause such as “not in the best interest of the club and its good conduct” - typically if awarding membership would prove divisive or cause unrest between members and/or guests; alternatively if the applicants conduct is likely to bring the Club into disrepute. The General Secretary shall inform each candidate in writing of the candidate's election or non-election.
 - (g) The General Secretary shall furnish an elected candidate with a copy of the Rules and Bye-laws of the Club and make request for such payments as are necessary to be paid to the club’s Treasurer.
 - (h) An applicant whilst awaiting a decision on membership and who has known experience of bowling and has a working knowledge of the laws and etiquette of the game may seek permission from an officer of the respective bowls section committee to participate in club organised “roll ups”.
 - (i) An applicant whilst awaiting a decision on membership and who is not an experienced bowler (less than one full season of outdoor bowling experience within the last two seasons) will be required to be assessed by a club coach or a member of the respective bowls sub committee before being allowed to bowl on the green in any capacity. Following their assessment if coaching is required, coaching sessions with a club coach will be arranged. The club coach will determine when sufficient proficiency has been reached to allow participation in club organised roll ups.
- 5.5.3. Payment of Fees upon Election
- (a) Upon election, a candidate shall pay, within one calendar month, fees as shall be requested. In default of such payment, the election shall be void unless sufficient cause for delay can be shown to the satisfaction of the club’s management committee.
- 5.5.4. Retirement of a member
- (a) A member wishing to resign their membership shall give notice in writing to the General Secretary before 1st November and shall not then be liable to pay the subscription for the following year.
 - (b) A member who retires in accordance with this Rule shall not be entitled to have any part of the annual membership fee or any other fees refunded.
 - (c) A retiring member must return all club property held by them to the club’s secretary including but not limited to any club keys held. The club agrees to refund any monies held on deposit on the members behalf as recorded by the Treasurer.
 - (d) A former member of the club wishing to re-join will be considered a new application for membership.
- 5.5.5. Absence of a member
- (a) A member who is “absent” from the club due to personal circumstance for some or all of the season will not receive a refund of fees in full or part
 - (b) Under exceptional circumstance and solely at the discretion of the club Treasurer an absent member may receive a credit to be used at the very next subscription renewal; such a credit can not be carried forward beyond one renewal cycle.
- 5.5.6. Arrears of Subscription
- (a) The management committee may cancel, without notice being given, the membership of any member whose annual subscription and other annual fees are more than one month in arrears provided that the committee may, at its absolute discretion, re-instate such member upon payment of arrears. No

West Wickham Bowling Club “house rules and processes” for bowling & social activity

member whose annual payment is in arrears may use the club premises or vote at any meeting.

5.6 Conduct of Members

5.6.1. Under-taking by members to comply with the WWBC CIO constitution, plus the clauses in this reference document.

(a) Every member, upon election and thereafter, is deemed to have notice of, and undertakes to comply with, WWBC CIO constitution, and any published regulations of the Club.

5.6.2. Disciplinary action against a full playing bowling member

(a) All disciplinary matters will be dealt with in accordance with Bowls England Regulation 9 (Misconduct)

(b) In the event of a disciplinary hearing being deemed necessary the management committee will form a sub committee consisting of 3 impartial management committee members and an (impartial) officer from each of the bowling section committees

(c) Should any member be expelled, the former member shall not be entitled to have any part of the annual membership fee refunded and must return any property belonging to the Club.

(d) The former member will not be entitled to use the club facilities unless as a visiting competitor

(e) The expelled member must return all club property held by them to the club’s secretary including but not limited to any club keys. The club agrees to refund any monies held on deposit on the members behalf as recorded by the Treasurer.

5.6.3. Complaints

(a) Complaints of any nature shall be addressed in writing to the General Secretary.

5.6.4. Members of other Bowls England Affiliated Clubs

(a) A designated match official (e.g. Umpire) and/or member of any Club affiliated to Bowls England (a list whereof is published by Bowls England annually) may be authorised to use the Club’s visitors’ changing room and green for playing purposes only.

(b) The visitor may be invited to use the club house by a full playing member. The club visitor is authorised to use the club’s facilities on the understanding that they commit to abide to all club rules.

5.7 Limitation of Club liability

5.7.1. All references to the Club in this section shall mean each and every individual member of the Club from time to time.

5.7.2. Members are bound by the following condition which shall also be exhibited in a prominent place within the Club premises:

“Members of the Club may use the Club premises, and any other facilities of the Club, entirely at their own risk and impliedly accept:

(a) The Club will not accept any liability for any damage to or loss of property belonging to members.

(b) The Club will not accept any liability for personal injury arising out of the use of the Club premises, any other facilities of the Club either sustained by members or caused by the said members whether or not such damage or injury could have been attributed to or was occasioned by the neglect, default or negligence of any of them, the Officers, Committee or Servants of the Club.”

5.7.3. Membership of the club and acceptance of these Rules by the member will be deemed to constitute consent to the holding of relevant personal data for the purposes of the GDPR act of 2018.

5.7.4. Visitors and guests to the club are bound by the CIO constitution, these rules with special attention to Rule 5.7.2 and Section 8.

Section 6: Annual General Meeting of the Bowling Club

6.1 ***Notwithstanding exceptional and unexpected circumstances (Clause 8.17)***

An Annual General Meeting of the Bowling Club shall be held each year on the first full weekend of December on a day (Saturday or Sunday) to be fixed by the club’s secretary. The Secretary shall at least fourteen days before the date of such meeting circulate to each member notice hereof and of the business to be brought forward thereat. This may be either by post or electronically.

West Wickham Bowling Club “house rules and processes” for bowling & social activity

- 6.2 No business, except the election of the Officers and Committees plus receiving the annual report from the General Secretary and financial report from the Treasurer of the management committee and any business that the management committee may order to be inserted in the notice convening the meeting shall be discussed at such meeting unless notice be given in writing to the Secretary, at least 21 days before the date of the Annual General Meeting. Such notice must be proposed and seconded by members entitled to vote and who have been full playing members of the club for a minimum of two full membership calendar years.
- 6.3 The management committee may at any time, upon giving twenty one days notice in writing by post or email, call a Special General Meeting of the Club for any special business, the nature of which shall be stated in the summons convening the meeting, and the discussion at such meeting shall be confined to the business stated in the notice sent to members.
- 6.4 The management committee shall call a Special General Meeting upon a written request addressed to the Secretary signed by at least 20 voting members. The management committee shall meet within 21 days of the request in order to call a SGM. The management committee shall give twenty one days notice in writing by post or email of any such Special General Meeting. The discussion at such meeting shall be confined to the business stated in the notice sent to members.
- 6.5 At every AGM or Special meeting of the Club the President will preside, or in their absence, a Chair elected by a majority of those present shall preside.
- 6.6 25% of members entitled to vote at the relevant meeting and personally present shall form a quorum at any General Meeting of the Club.
- 6.7 Life and Adult Full Playing Members shall vote at any General Meeting of the Club. Other members may attend and speak but are not entitled to vote.
- 6.8 Voting, except upon the election of members of the Committee, shall be by show of hands.
- 6.9 In the case of an equality of votes the Chairman (or other nominated person) shall have a second or casting vote, on any matter.
- 6.10 On any resolution properly put to a meeting of the Club relating to the creation, repeal or amendment of any Rule, Bye-law or Regulation of the Club such Rule, Bye-law or Regulation shall not be created, repealed or amended except by a majority vote of at least two-thirds of those present and entitled to vote.
- 6.11 The main committee can reject any proposal for amendment, introduction or deletion of a rule(s) that in their opinion (by a majority decision of the main committee) shall be judged to jeopardise the Club’s financial future, directly or indirectly. The main committee’s decision is final.
- 6.12 A resolution properly put to a meeting of the club and rejected at an AGM or Special General Meeting cannot be resubmitted by way of a further Special General Meeting until 12 months has lapsed. The Main Committee will decide if a resolution that is submitted for consideration is ostensibly the same as or similar to a resolution previously rejected within a 12 month period.
- 6.13 Lack of Quorum
If within 20 minutes after the time appointed for a main club AGM or Special General meeting there are insufficient member numbers to be formally quorate then...
 - 6.14.1 If 20 members or more are present the chair will take a show of hands to either continue with the meeting as if quorate or adjourn the meeting for 10 days to the same time and place unless otherwise agreed by the management committee
 - 6.14.2 If by a show of hands the meeting is to continue then the meeting shall have valid proceedings
 - 6.14.3 If the decision is to adjourn the meeting then at least 7 days notice of the adjourned meeting must be given, and the notice must include statement that is given pursuant of this
 - 6.14.4 If at the adjourned meeting a quorum is not present within 30 minutes after the time appointed, if the attendance of 5 or more voting members is present the meeting will be deemed to be quorate and have valid proceedings

Section 7: Dissolution of the Club

- 7.1 If, at any General Meeting of the Club, a resolution be passed calling for the dissolution of the bowling club the matter will be placed with the WWBC Board of Trustees to consider in accordance with the WWBC CIO constitution.

Section 8: Miscellaneous

- 8.1. Members and visitors acknowledge this document constitutes a legally binding contract to regulate the relationship of the members with each other and the Club; with special attention drawn to rule 5.7.2.
- 8.2. Bowls playing members and visitors
The playing of bowls must be in accordance with the Rules of Bowls England and the green can only be used within strict compliance to the green ranger's (or proxy) directive on any given day.
- 8.3. Guests to the Club
Members may invite family members and/or partners to the club for organised social events, casual social drinks and spectating.
Outside of their immediate family circle a member may invite one guest in any one day and the same guest may not be introduced more than four times in any calendar year.
- 8.4. Opening of Club Premises
The Club premises shall be open to members at such times as the Committee shall direct and those times will be posted on the club notice board and website.
- 8.5. Licensing
The club shall adhere to the requirements of the Licensing Act (or any subsequent Act) with regard to the purchase and supply of excisable goods.
- 8.6. Bar Opening Times
The permitted hours for the supply of intoxicating liquor will be posted on the club website and the bar will be open at these hours or at such other hours as may be decided by the Committee subject to any restrictions imposed from time to time by the Licensing Authority.
- 8.7. The member who the bar manger has authorised to manage the bar on any given day or bar session will determine the closing time of the bar. They will also have the authority to refuse to serve drinks to any member who is deemed disruptive or intoxicated.
- 8.8. Consumption of food and beverages
Under no circumstances should food or beverages be consumed on the green. Refreshments are permitted in the club house, patio area and seated areas surrounding the green.
- 8.9. Smoking
Smoking is not allowed anywhere in the clubhouse, in changing rooms or in workshops. Smoking is not allowed on the green.
Smoking is permissible at designated points located around the green and on the outside patio with the absolute understanding that ash trays must be used.
- 8.10. Settlement of Accounts
A member shall settle any indebtedness for refreshment or otherwise before leaving the Club premises, or in accordance with any bye-law relating to the settlement of such indebtedness.
- 8.11. Reimbursement of members expenses
Pursuant to these rules, any person who has obtained permission or has the explicit authority of a committee to purchase items or services on behalf the club and uses their own funds for payment will be reimbursed in full by the Treasurer on presentation of the appropriate invoice or receipt.
- 8.12. Damage to Club property
A member shall not knowingly remove, injure, destroy or damage any property of the Club and shall make restitution for the same if called upon to do so by the Committee or by the Secretary upon the instructions of the Committee.
- 8.13. Exhibiting of notices
A member shall not cause any communication in whatever form to be exhibited on Club notice boards or premises without prior written permission of the Secretary.
- 8.14. Members Suggestions
All suggestions shall be entered in the "Suggestion" box and signed and dated by the Member. These suggestions will be managed by the club's secretary and considered at the respective next committee meeting.

West Wickham Bowling Club “house rules and processes” for bowling & social activity

- 8.15. Equalities
The club shall adhere to the Equality Policy of Bowls England
- 8.16. By-laws
The Club may adopt such By-laws or Regulations as it considers appropriate for the good management of the Club and its facilities.
- 8.17. Safeguarding
The club shall adhere to the Safeguarding Policy of Bowls England and will ensure that all contents are communicated to members and clearly displayed within the club premises for Members and Visitors.
- 8.18. Private functions
From time to time private functions may be held in the club house following approval of the management committee. The use of the clubhouse for a private function will ordinarily only be considered by the management committee if requested by a club member or known associate of the club.
The charging for the use of the premises for a private function will be at the discretion of the management committee.
The third party before being given approval to use the club must be made aware and accepting of the limitation of club liability - clause 3.7.2 and accepting of Section 8.
- 8.19. Exceptional and unexpected circumstances (think COVID and the like)
Under such circumstances the main committee is able to waive and temporarily set aside specific constitutional clauses to enable the management of the club to function with best endeavours.
To provide flexibility to adapt AGMs and Special Meetings including the holding of an AGM or Special General Meeting not at a physical location but conducted wholly or partially as an electronic meeting provided that a minimum of 4 management committee members are in attendance plus no less than 4 ordinary members participate in the meeting. This may involve the use of technology for the purposes of casting votes during the meeting.
The management committee can cancel or change the date or venue of an AGM or Special meeting and set quorum numbers to 4. Furthermore the chair of a meeting can declare voting requirement to be a simple majorities to enable business to be conducted.
The club secretary may change or cancel a meeting from a physical meeting to a meeting held electronically (or vice versa), at any time up to the end of the day prior to the day on which the meeting is scheduled to be held.
- 8.20 Non functioning main committee
Should the circumstances arise where there is effectively a non functioning committee (example resignation of all or in part of the main committee members) a Special Meeting can be called by not less than 4 signatories posting such notice on the club noticeboard of a meeting to be held not less than 7 days after posting such notice. The notice is to advise of a nominated chair person for the meeting and the specific subject would be to elect a caretaker management committee. The nominated chair person will endeavour to inform all members of the club of the date of the meeting.
Effectively the bowling club will have deemed to have entered “special measures” and the caretaker management team will operate the club under clause 8.19 endeavouring to adhere to the principles and clauses laid out in this document and in-line with the CIO constitution.
- 8.21. Members’ indemnification of Committee
In pursuance of the authority vested in the Management Committee by members of the Club, members of the Committee are entitled to be indemnified by the members of the Club against any liabilities properly incurred by them or any one of them on behalf of the Club wherever the contract is of a duly authorised nature or could be assumed to be of a duly authorised nature and entered into on behalf of the Club.
Indemnity Clause
Each member of the Club shall (to the extent that such person is not entitled to recover under any policy of insurance) be entitled to be indemnified out of all funds available to the Club which may lawfully be so applied against all costs, expenses and liabilities whatsoever reasonably incurred by such person in the proper execution and discharge of duties undertaken on behalf of the Club arising there from, or incurred in good faith in the discharge of such duties. Save in any such case where any such costs, expenses and liabilities arise in connection with any negligence, default, breach of duty or breach of trust.

West Wickham Bowling Club “house rules and processes” for bowling & social activity

Provided that any such member so indemnified has been properly authorised in relation to the duties undertaken on behalf of the Club by the Management Committee or the CIO Trustees.

The limit of any individual member's indemnity in this respect shall be a sum equal to one year's subscription at the then current rate of that category of membership unless the Management Committee has been authorised by the CIO Trustees to exceed such limit.

Appendix A: Glossary

CIO

Charitable Incorporated Organisation - registered with the Charity Commission

Club Rules

The Club Rules set out how the club operates and are usually set at an Annual General Meeting.

Proposer

The proposer may recommend (a person) for a position, office or membership

Secunder

The secunder will support the recommendation made by the Proposer.

Trustees

Those elected to serve on the board of trustees

Appendix B: Licensing Act

Purchase and supply of excisable goods

1. The purchase for the Club of excisable goods and the supply of the same upon Club premises shall be exclusively and solely under the control of the Bar Committee
2. Intoxicating liquor may only be sold for consumption on the Club premises to persons over the age of eighteen who are entitled to the use of the Club premises in pursuance of the Rules, Bye-laws and Regulations for the time being in force. No Junior Member under the age of eighteen may purchase or attempt to purchase intoxicating liquor within the Club premises nor may a Junior Member under the legal age purchase or attempt to purchase tobacco or cigarettes within the Club premises.
3. The Committee shall cause the Club bar to be opened (subject to terms of the Club premises certificate) at convenient times (and such times shall be exhibited on the club's website) for the sale of excisable goods to persons who are entitled to the use of the premises of the Club in pursuance of these Rules (except Junior Members as aforesaid).
4. No person shall take a commission, percentage or other such payment in connection with the purchase of excisable goods for the Club. Any profit deriving from the supply of such goods shall (after deduction of the costs of providing such goods for the benefit of the Club) be applied to the provision of additional amenities or the purchase of property to be held for the benefit of the Club.
5. Proper accounts of all purchases and receipts from excisable goods shall be kept and presented at the Annual General Meeting in each year. Such information as is required for the Treasurer or Secretary or Account Examiners to confirm purchases and sales made when operating the bar.