

THE COUNTY ARTS CLUB RULES

As amended by the AGM 2016 and Special General Meeting(11-03-16).

TITLE:

1. The title of the club shall be THE COUNTY ARTS CLUB.
2. The objects of the Club shall be to provide facilities for indoor and outdoor bowls, promote and encourage participation in the sport of bowls, and the provision of such amenities for meetings and associated social events as maybe required.
3. The premises occupied by the Club belongs to the Club and therefore to its members. The Club is non-profit making and any surplus income or gains must be reinvested in the Club to maintain or improve the related facilities. Members of the Club can be employees of or contractors to the Club, but the Club does not permit any distribution of Club assets, in cash or in kind to the Club members or third parties. However, this does not prevent donations by the Club to Charities or other similar Clubs registered as Community Amateur Sports Clubs.
4. In the event of the winding up or dissolution of the Club, its net assets are to be given or transferred to the sports governing body for use in community related sport, or another Community Amateur Sports Club within the scheme or a Charity

MEMBERSHIP:

5. Membership of the Club is open to the whole community. Social membership shall be limited to 30% of the total membership at the date of renewal of the annual subscriptions. Each candidate for membership shall pay a non-returnable application fee. Application shall be made on the prescribed form. Management Committee will consider applications from new members at their regular meetings. If required to do so the candidate shall present themselves at a meeting of the Management Committee on a date and time specified. The Management Committee shall have the right to refuse membership
 - 5.a Accepted candidates shall receive written notice of their acceptance with a request for payment of the subscription and a copy of the Club rules. If such subscription be not paid within fourteen days of such notice the application for membership shall be void.
 - 5.b Applicants are not entitled to use the Club pending payment of subscription.
 - 5.c Payment of subscription between August 1st and September 30th inclusive in the current year shall carry membership until 1st October in the following year.
 - 5.d Different categories of Ordinary Membership may carry different rates of subscription.
 - 5.e Every member, except honorary members, shall pay a yearly subscription the amount of which, shall be determined at the Annual General Meeting, or a Special General Meeting. A notice giving details of any proposed alteration to membership subscription or rink fees shall be exhibited at least fourteen days before any such meeting. The end of the Club's financial year shall be September 30th. Any member not having paid his/her Club subscription by 1st October of each year shall cease to be a member of the Club, but shall be entitled to re-apply for membership as previously set out in the rules, or at the discretion of the Management Committee. If payment is then not received he/she will no longer be considered a member of the Club.
 - 5.f The Management Committee has the discretion to vary the first years subscription rate for new members, who apply on or after 1st March each year.
 - 5.g The Management Committee shall have the power to expel or suspend any member of the Club who in their opinion becomes objectionable or acts contrary to the rules. Any member so expelled or suspended shall be notified in writing and thereafter shall forfeit all rights of membership, for ever, or for the period of suspension whichever is applicable.
 - 5.h Admission to the Club premises will be by ticket only for certain functions to be designated by the Management Committee and any fee payable will be decided by the Management Committee prior to the function.

MEMBERSHIP IMPLIES ACCEPTANCE OF THE RULES OF THE CLUB.

The categories of Membership shall be as follows:-

- 5.1 **FULL MEMBERS** : individual membership with entitlement to participate in all the Club's activities and with full voting rights;
- 5.2 **JUNIOR MEMBERS** : individual membership for young persons under 18 years of age. Entitling them to participate in all Club activities, but with no voting rights; Also (a) The parents or grandparents or designated guardian of 'Junior Members' may accompany the Junior Member playing bowls in the Club. They are not entitled to participate in any Club activities. There will be NO subscription fee and NO voting rights.

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- 5.3 **SOCIAL MEMBERS** : individual members with entitlement to participate in all the Club's activities with the exception of bowls and with full voting rights; (see also restrictions under Club Rule No.5 MEMBERSHIP).
- (a) A Social member may bowl on a casual basis only, but will be subject to the same ruling as Guests (see rules 6.1, 6.2, 6.3.).
- (b) Social members may take advantage of Club organised Bowls coaching for a one month period only. Social members taking advantage of Bowls Coaching will be subject to the same rules as Short Term Members (see rule 5.6b.)
- 5.4 **HONORARY MEMBERS** : individual membership which may be granted to any person who in the opinion of the Management Committee has rendered special service to the Club and shall be elected at an Annual or Special Meeting. Such members shall enjoy all the privileges of full membership free of subscription and shall have full voting rights.
- 5.5 **SHORT TERM MEMBERS** : Individual membership to the Club (not exceeding 28 days). A nominal subscription fee for Short Term Membership to be paid on application. A Short Term Member can participate in all Club activities, with the exception of Club Organised Bowls. This membership category will be administered by the Membership Secretary, subject to a 3 full days between receiving the application and permitted entry to the Club. The Management Committee will determine the subscription rate.
- (a) Renewal of an interval's Short Term Membership will not be permitted for 6 calendar months between applications. The Short Term member WILL NOT have voting rights.
- (b) Short Term members may take advantage of Club organised Bowls coaching for a one month period only in a calendar year. There will be no limit to the number of coaching sessions that they may attend during that period. Normal rink fees are applicable.

GUESTS AND VISITORS:

6. There can be admitted to the Club premises as guests, individuals or teams for sporting purposes, including their officials and guests.
- Members may entertain their guests in the Club, provided that:-
- 6.1 They limit their number to **TWO** per visit. Members must ensure that their guests are signed into the Guest Book. No guest shall be admitted without a member who shall be responsible for liabilities incurred by or on behalf of his/her guest including guest fee where applicable. A person shall not be admitted as a guest on more than one occasion per calendar month:
Guests can be admitted to a function organised by the Club, provided a nominal fee(when applicable) is paid.
Members children under 18 years are allowed on the premises provided they are accompanied by their parents.
- 6.2 If guests are intending to bowl they are requested to wear regulation bowling attire. On social visits, smart casual wear would be acceptable.
- 6.3 Normal rink fees are applicable for guests and visitors.
- 6.4 Members are responsible for their guests behaviour and must remain on the Club premises until the departure of their guests.
- 6.5 Provided also, that the Management Committee may ban a guest from the Club without giving their reasons.
- 6.6 Members entrance cards are not transferable. Any member who permits a non-member to use his/her card for entry to the Club premises risks having his/her membership withdrawn.
- 6.7 A visitor, can be admitted to a function organised by the Club, provided a nominal fee(when applicable) is paid. This fee will be determined by the Management Committee, prior to the function.
- 6.8 The Management Committee(or nominated Deputy) will be responsible for the visitors behaviour.
Smart casual wear would be expected of all visitors.
- 6.9 Provided also, that the Management Committee may ban a visitor, from the Club, without giving their reasons.

TRUSTEES:

7. (i) The Trustees shall be four in number, and shall be appointed by the Committee, but need not be members of the Committee at the time of appointment. They shall respectively hold office until death or resignation. In addition to attending Management Committee meetings in accordance with Rule No. 8 they may attend as an observer any meeting concerning Club business at which they may make suggestions but may not vote.
- (ii) The Trustees are responsible to the members for the assets of the Club other than cash which shall be under the control of the Honorary Treasurer.

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(iii) The Trustees may deal with the property so vested in them by way of sale, mortgage, charge, lease or otherwise as directed by the Club. Such direction shall be given by a majority of the members present at a duly convened General Meeting or a Special General Meeting of the Club and when so passed in favour of a purchaser, mortgagee, chargee, leasee, or grantee be binding upon all members of the Club. A certificate to be signed by the Secretary for the time being of the Club shall in favour of those persons be conclusive evidence that a direction complying in all respects with the above provisions of this rule was duly given by the Trustees.

(iv) The liability of the Trustees for the time being in respect of any breach shall be limited in amount to the realisable value of the Club assets and nothing contained in any lease, agreement or contract shall be used to pursue exercise or enforce any rights or remedy in respect of any breach against the personal estate, property, effects or assets of any Trustee or against any assets for the time being in the Trustees care which are not Club assets.

MANAGEMENT:

8. The Club is a members club and management and control of the Club shall be vested in a Management Committee hereinafter referred to as the Committee. The Committee shall consist of the Chairman, the Honorary Secretary, the Honorary Treasurer, the Assistant and Registration Secretary, the four Trustees, and six elected Members of the Club. Two of the elected members and the Officers shall retire each year but shall be eligible for re-election.
 - 8.1 The Honorary Secretary, the Honorary Treasurer, Bar Manager and one of the elected members shall form a sub-committee responsible for the purchase and supply of alcohol on behalf of the Club.
 - 8.2 Nominations for the offices of Chairman, Honorary Secretary, Honorary Treasurer, Assistant & Registration Secretary and the two elected members of the Management Committee must be received in writing by the Honorary Secretary complete with proposer and seconder before January 1st each year.
 - 8.3 The elected members to retire each year, shall be those who have been the longest in office since their last election, but in the case of equality those to retire shall (unless they otherwise agree) be determined by lot.
 - 8.4 No member shall be eligible to be elected onto the Committee unless he/she has been a member of the Club for the two years preceding his/her nomination. The Committee shall meet twelve times in each Club year, and at all meetings six shall form a quorum.
 - 8.5 In the event of a member of the Committee being unable to carry out his/her duties, the Committee shall have the power to co-opt another member in his/her stead. The co-opted members appointment shall end at the next Annual Meeting of the Club, but the co-opted member shall be eligible for election.
 - 8.6 The Committee shall at all times exhibit an up to date notice in the Club of the Officers, Trustees, and Committee Members.
 - 8.7. The Committee shall at all times exhibit an up to date policy on the protection of children and vulnerable people.
 - 8.8. The Committee shall annually appoint a Child Protection Officer.
9. The Honorary Secretary shall keep a record of all the business transacted at the Annual General Meetings or Special General Meetings of the Club and of meetings of the Committee and shall submit to the Annual General Meeting a report of the proceedings of the Club since the previous Annual General Meeting.
10. The Honorary Treasurer shall when required by the Committee give an account of all monies received and expended on behalf of the Club. He/She shall render to the Annual General Meeting of the Club an Income and Expenditure Account made up for a twelve month period ending on 30th September preceding the date of the meeting and a Balance Sheet as at the said 30th September. Such accounts and balance sheet to be reported upon by an accountant qualified to act as an auditor under the Companies Act.
 - 10.1. Every bowler, shall pay a rink fee the amount of which, shall be determined by the Management Committee and submitted at the Annual General Meeting, or a Special General Meeting.
11. The Club's banking account shall be kept at such banks as may be agreed by the Management Committee to provide for the best use of the Club's financial resources. Three representatives of the Committee shall be authorised to sign cheques i.e., The Chairman, Honorary Secretary, and the Honorary Treasurer, the signatures of two of whom shall be required on cheques drawn on the Club's account.
12. The Committee shall have power to prohibit any games which in their opinion are unlawful or the playing of which would be injurious to the interests of the Club.
13. The Committee shall determine any questions that may arise upon the construction or interpretation of these Rules or anything relative to the Club not provided by these Rules.

SECTIONS:

14. Each section of the Club with more than thirty participating members shall elect its own officials for the purposes of governing the activities of their Section.
 - 14.1 Each section thus established shall have the power to spend up to £100.00 in any one Club financial year,

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established sections of 50 members or more may spend an additional £1 per adult section member in any one Club financial year. Monies raised by section events (other than rink and competition fees) may be spent by a section within that club financial year. Section membership will be confirmed at each October Management meeting.

14.2 All monies handled by the Sections must be accountable to the Club Honorary Treasurer and included in the Club Accounts, in accordance with Club Rule 10.

14.3 All Section Secretaries (or their Deputy) shall attend Management Meetings in the months of March, July, and November, to discuss the activities of the Sections and the Club. The Management may ask a Section Secretary (or their Deputy) to attend a Management Meeting at any time if the need arises.

14.4 The Club Secretary (or a Deputy) shall be the liaison officer between the Section Committees and the Management Committee, and shall be allowed to attend any meeting being held by Sections.

14.5 Section Secretaries shall provide the Club Secretary, with the time, date and venue, of all such Meetings to be held. They shall also provide the Club Secretary with a copy of the Minutes of each Meeting held.

SUPPLY AND SALE OF INTOXICATING LIQUOR:

15. Intoxicating liquor may be supplied by or on behalf of the Club to :-

15.1 Members of the Club and their bona fide guests;

Intoxicating liquor may be sold by or on behalf of the Club to :-

15.2 Members of visiting teams, bona fide guests and officials of such teams when playing against the Club or in Club hosted competitions at the Club premises;

15.3 Members of the Norfolk County Bowling Associations attending meetings of those Associations held on the Club premises, provided they insert their names and addresses in a book kept at the Club for that purpose;

PROVIDED THAT :- Starting with effect from 24th November 2005.

(i) There shall be no sales or supply of intoxicating liquor for consumption off the premises to persons other than members;

(ii) There shall be no sale of intoxicants to persons under the age of 18 years;

(iii) The Rules shall not be altered so as to authorise any presently unauthorised sale of intoxicants, save for the purpose of allowing such sales as are provided for by the Licensing Act 2003.

PERMITTED HOURS FOR THE SALE OF ALCOHOL:

16. Starting with effect from 24th November 2005. The permitted hours shall be such as may from time to time be determined by the Management Committee in accordance with the provisions of the Licensing Act 2003 as provided for in Section 182.

CLUB OPENING HOURS:

17. Starting with effect from 24th November 2005. The normal opening hours of the Club shall be from 09.00 each day; Club closing time will be at 23.30 on Mondays, Tuesdays, Wednesdays, Thursdays and Sundays. Club closing time on Fridays, Saturdays and on Christmas Eve will be 00.30 the following day. The actual hours to be decided by the Management Committee as the occasion warrants, and notification of the actual hours shall be given.

Admission to the Club shall be by Membership Card except as provided by Rule 15.

For the purposes of these Rules a Membership Card is defined as a current receipt of payment of subscription.

ANNUAL MEETING:

18. The Annual General Meeting shall be held on the third Tuesday in February of each year.

Any proposals for the Annual General Meeting should be submitted in writing or by e-mailing the Club's e-mail address to be received by the Honorary Secretary fourteen full days prior to the Annual General Meeting.

A notice convening the meeting setting down the date, time and venue, together with the Agenda shall be exhibited on the Club notice board at least seven days before the meeting and this shall be sufficient notice to members.

The current years accounts and the previous years AGM minutes will be made available to the membership at least seven days in advance of the AGM.

The quorum at any General Meeting shall be thirty. At General Meetings each member shall have one vote.

SPECIAL GENERAL MEETINGS:

19. A Special General Meeting may be convened at any time by virtue of a resolution of the Committee or by virtue of an application to the Secretary signed by not less than five members specifying the object of such meeting. Within twenty-one days after receipt of such an application notice to be given to members in the same manner as for an Annual General Meeting. The discussion and voting at a Special General Meeting shall be confined to the matters specifically mentioned on the Agenda. The quorum at the Special General Meeting shall be thirty. At General Meetings each member shall have one vote.

End of Club Rules (total 4 pages) John Mason, Club Secretary, 16th March 2016.