

**NORFOLK BOWLING CLUB**  
**CONSTITUTION AND RULES**

**1 TITLE & COMPOSITION OF CLUB**

- 1.1** The name of the club shall be the Norfolk Bowling Club
- 1.2** The Club is a Members Club. Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis. See Rule 1.3 The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- 1.3** Membership shall consist of either playing or non playing members. Non playing members shall not vote on bowling matters.
- 1.4** The Ladies and Gentlemen's indoor committees and the joint outdoor committee shall promote, organise and manage the game of bowls.

**2 OBJECTS**

- 2.1** The main purpose of the Club is to provide facilities for, promote and encourage participation in the game of bowls under the Rules of Play laid down by the Norfolk County Women's Bowls Association, the Yare League, the Norwich and District EBA Triples League, Norfolk County Indoor Bowling Association and E.I.B.A Ltd, copies of which shall be exhibited on the notice board of each section.
- 2.2** The Club is non-profit making and does not permit any distribution of Club assets, in cash or in kind to members or third parties. Any surplus income or gains will be re-invested in the Club.
- 2.3** The Management Committee may also organise social functions on behalf of members, or permit other functions in furtherance of the business of the club, whether involving members or not.

**3 MEMBERSHIP**

- 3.1** Candidates for any category of membership shall be accepted immediately by the Membership Secretary on behalf of the Management Committee. A copy of all completed application forms shall be posted on the Notice Board for a short period, advising all members of the new applications. Any subsequent objections to any nomination will be considered by the Management Committee in exercising their responsibilities to approve or refuse membership of any candidate after interviewing the objector and the applicant.
- 3.2** Accepted candidates shall receive from the Membership Secretary written notice of their acceptance with a copy of the club rules and a request for payment of subscription.
- 3.3** If such subscription be not paid within 28 days of the date of the notice the application for membership shall be void.
- 3.4**
- 3.5** Entrance fees shall be paid before admission to full membership and annual subscriptions shall become due on 1st September.

**NORFOLK BOWLING CLUB**  
**CONSTITUTION AND RULES**

- 3.6 The Management Committee shall, if it so decides, deem any member who has not paid within 28 days of the due date, to have ceased to be a member as from that date.
- 3.7
- (a) Members, Officials and bone fide Guests of visiting teams and supporters of club members playing on the green may be admitted to the club premises and enjoy the privileges of membership (excluding voting rights) but including the purchase of intoxicating liquor sold by the club bars for consumption on the premises but not the purchase of intoxicating liquor for consumption off the premises.
  - (b) A club member may not bring more than two guests to the club at any one time to play on the green(s). Such guest(s) shall be signed in by the member by first entering his/her name and that of the guest(s) in the visitors' book. All liabilities incurred, i.e. green fees shall be the responsibility of the member introducing the guest. Such guests may enjoy the privileges of membership (excluding voting rights) but including the purchase of intoxicating liquor sold by the club bars for consumption on the premises but not the purchase of intoxicating liquor for consumption off the premises.
- 3.8
- (a) Club members may not bring more than two guests to the club at any one time to play cards or snooker. Such guests shall be signed in by the member by first entering his/her name and the name of the guest(s) in the visitors' book. There is no fee for this category of guest but he/she may not however exceed a total of five visits per year. Such guests may also enjoy the privileges of membership (excluding voting rights) but including the purchase of intoxicating liquor sold by the club bars for consumption on the premises but not the purchase of intoxicating liquor for consumption off the premises.
  - (b) Management Committee may organise social functions on behalf of members or permit other functions in furtherance of the objects of the club. Such functions may not exceed a total of twelve in any one year. Guests at these functions may enjoy the privileges of membership (excluding voting rights) but including the purchase of intoxicating liquor sold by the club bars for consumption on the premises but not the purchase of intoxicating liquor for consumption off the premises.
- 3.9 Dress. Members attending the club to play bowls should be attired in accordance with the dress code as set down in the rules of the relevant section. Members who have to change into bowling dress at the club must do so in the changing rooms provided for this purpose. Members and their guests attending the club for social purposes should be smartly dressed.
- 3.10 Membership implies acceptance of the Rules of the Club.
- 3.11 The Management Committee shall have the power to elect Honorary Life Members of the Club.
- 3.12 The Management Committee may exercise its power to give written or verbal warning, suspend or expel any member of the club who, in its opinion, makes him or herself objectionable or acts contrary to the rules of the club in accordance with the disciplinary procedures set out in Appendix 1 of the club

**NORFOLK BOWLING CLUB**  
**CONSTITUTION AND RULES**

rules. Any member expelled shall forfeit his or her subscription and all rights and claims in the club and shall not be eligible to be introduced as a visitor.

**4 ADMINISTRATION**

- 4.1 The club is a member's club and the management of the club shall be the direct responsibility of the Management Committee elected by club members.
- 4.2 The Management Committee shall consist of the Chairman, Hon. Secretary, Treasurer and six elected members, three to represent the Outdoor Section and three to represent the Indoor Section. All nine shall have a vote and in addition there will be two trustees, as defined in Club rule 4.6, but do not have a vote. In the event of a tied vote, by reason of absence or abstentions, the Chairman shall have the casting vote. In order to safeguard the ladies' representation on the Management Committee the ordinary male and female members elected shall be in the same proportion as the total male and female membership. No one person shall hold more than one office on the Management Committee.
- 4.3 The term of office of the Chairman and Secretary, Treasurer and six elected voting members shall be for a period of three years.
- 4.4 Two of the elected ordinary members, one from each section, shall retire each year but shall be eligible for re-election.
- 4.5 Nominations for all the aforementioned offices and two elected members of the Management Committee must be received in writing by the Hon. Secretary complete with proposer and seconder at least 28 days before the date fixed for the Annual General Meeting of the club. 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 be those with the least number of votes cast for them at their election.
- 4.6 The two Trustees to serve on the Management Committee shall be confirmed at the Annual General Meeting of the Club. Two of such Trustees shall be appointed from amongst the directors of the Norfolk County Bowling Green Limited ("the Outdoor Company"), and two of such trustees shall be appointed from amongst the directors of the Norfolk and Norwich Indoor Bowling Club Limited ("the Indoor Company"). Each trustee shall hold office during his life so long as he remains both a director of the relevant company and a member of the Club or until he shall resign by notice in writing given to the Club or until a resolution removing him from office shall be passed at a General Meeting of the club.
- 4.7 No officer shall be eligible to serve on the Management Committee unless he/she has been a member of the indoor or outdoor sections for the two years preceding his/her nomination.
- 4.8 The Management Committee shall meet bi-monthly and at all meetings six shall form a quorum, three of whom shall be elected members.
- 4.9 In the event an elected member of the Management Committee being unable to carry out his/her duties the section concerned shall nominate another member as a replacement. The co-opted member's appointment shall end at the next AGM of the Club, but the co-opted member shall be eligible for election.

**NORFOLK BOWLING CLUB**  
**CONSTITUTION AND RULES**

- 4.10 The Management Committee shall be responsible for all financial matters and keep a strict watch on all income and expenditure as given in the annual budget approved by the AGM or for special items of expenditure not included in the annual budget but approved by a Special General Meeting.
- 4.11 The Management Committee shall have the power to appoint any sub-committee, co-opt any member and make any bye laws and regulations providing the same shall not be inconsistent with these rules. Any co-opted member must be confirmed by the Management Committee on an annual basis and will not vote.
- 4.12 There will be two standing sub-committees for green maintenance, one for the outdoor green and one for the indoor green. The men's Outdoor and Indoor Committees shall appoint three members to be responsible for the management and maintenance of their respective greens.
- 4.13 Each section of the club will hold its own Annual General Meeting and elect its own officials for the purpose of organising bowling and social activities.
- 4.14 All competitions, leagues, matches, drives and rink reservations will be organised indoors by the men's committee and outdoors by the joint committee. Ladies competitions and leagues will be organised by the respective Indoor ladies and Outdoor joint Committee.
- 4.15 Activities must be designed to meet club income requirements as well as members social needs.
- 4.16 The indoor men's section and the outdoor section shall make byelaws for the above bowling activities, conduct on the green, dress and use of green. The Club must register with the Indoor National Association and the two Outdoor County Associations, Norfolk Bowling Club coloured/sponsor's shirt(s) to be worn by members, as set down in Section rules.
- 4.17 Minutes- Any member by prior appointment with the Management Committee Secretary may inspect the minutes of any meeting and make notes but may not be entitled to receive a copy thereof save by authorisation of the Management Committee.

**5 GENERAL MEETINGS**

- 5.1 Members may attend General Meetings of the Club, take part in the business and have one vote on each motion. Section General Meetings may be attended by all members, take part in the business and have one vote on each motion. The chairperson shall not have a vote but in the event of a tied vote shall have a casting vote. The business of the meeting shall be set out in full on the agenda for General Meetings of the Club and only that business shall be dealt with.
- 5.2 Propositions and Notices of Motion must be proposed and seconded and submitted to the Club Secretary or Secretary of the section concerned for inclusion on the agenda of the General Meeting six weeks before the date of that General Meeting. Any amendments to Propositions or Notices of Motion shall be submitted in writing to the Club Secretary or Secretary of the section concerned at least three weeks before the date of the meeting. Such amendments will be posted on the club notice board fourteen days before the date of the General Meeting. Should either the proposer or the seconder of the amendment not be present at the General Meeting the amendment will not be considered. The agenda, audited Statement of

**NORFOLK BOWLING CLUB**  
**CONSTITUTION AND RULES**

Accounts (Club AGM only) and any written reports will be available from the club lounge fourteen days before the General Meeting. These documents will also be available at the meeting.

- 5.3 The mover of a Motion but not the mover of an amendment shall have the right of reply but shall not introduce new matters but confine his/her reply to questions raised in the discussion. Immediately after the proposer's reply the question shall be put and a vote taken. The seconder of a Motion or an amendment may do so formally and exercise his/her right to speak at a later period of the discussion. No person is allowed to speak more than once unless invited to do so by the Chairman.
- 5.4 All amendments must be relevant to the Motion under discussion. A direct negative to a Motion is not a legitimate amendment. Only one amendment may be submitted at one time but if an amendment fails then another amendment may be moved to the Motion under discussion. No member shall be permitted to move more than one amendment under the same Motion.
- 5.5 Any member who has not already spoken may move "The question be now put" and on this being seconded by a like member the Chairman must take a vote and if carried the discussion ceases. The mover of the Motion then exercises the right of reply and a vote taken. Should "The question be now put" motion fail no further such motion may be put for a period of 10 minutes.
- 5.6 The Annual General Meeting of the club shall be held on the third Tuesday in January each year.
- 5.7 Notice covering the Club Annual General Meeting and each Section Annual General Meeting setting down the date, time and venue will be available on the Club's Website.
- 5.8 The business of the Annual General Meeting shall be:
- a. To receive and if approved adopt any notices of motion or changes to the club rules as printed in full on the agenda of the meeting.
  - b. To receive the Chairman's report on the general wellbeing and progress of the club during the preceding year.
  - c. To receive and if approved adopt the Treasurer's report, the Auditor's report, statement of accounts and balance sheet for the last financial year.
  - d. To receive and if approved adopt the Management Committee's proposed budget for the next financial year and recommendations for subscriptions, rink fees and other fees.
  - e. To elect officers and members to serve on the Management Committee in accordance with Rule 4.5.
  - f. To confirm trustees of the Club in accordance with 4.6.
  - g. To elect an Auditor
  - h. To transact any other business relating to the affairs of the club which has been included in the publicised agenda, otherwise only with the consent of the Chairman of the Meeting.

**NORFOLK BOWLING CLUB**  
**CONSTITUTION AND RULES**

**5.9 SPECIAL GENERAL MEETINGS**

The Club Secretary shall call a Special General Meeting when so directed by the Management Committee or upon receipt of a requisition signed by thirty members of the Club. Section Secretaries shall call a Special General Meeting when so directed by their Section Committee or upon a requisition signed by one fifth of the Section's members or by 30 members of that Section, whichever is the lesser. Such requisitions shall state the business for which the meeting is called and only that business shall be dealt with. The notice of the agenda of any Special General Meeting shall be posted on the club notice board at least four weeks before the date of the meeting. Any amendments to the Proposition or Notice of Motion shall be submitted in writing to the Club Secretary or Secretary of the section concerned at least two weeks before the Special General Meeting. No resolution shall be valid unless thirty members are present when the vote is taken, nor unless the resolution be passed by at least two-thirds of the members present. The Chairperson of the club shall be the chairperson of a Special General Meeting of the club or whomsoever he or she shall appoint in his/her place. The Chairperson of a Section Special General Meeting shall be the President of the appropriate section or whomsoever he or she shall appoint if he or she cannot be present.

**6 TRUSTEES**

- 6.1 All property of the Club, including shares in the Outdoor Company and Indoor Company, shall be held by the four Outdoor Directors and five of the Indoor Directors respectively, whose names shall be published on the Club's Website. On the death, resignation or removal from office of a Trustee/Director by the Members in General Meeting, the Directors of the Company concerned shall take steps to procure the appointment of a new trustee in his place and shall as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all Club property into names of the trustees as constituted after the said appointment.
- 6.2 If upon winding up or on dissolution of the Club there remains after the satisfaction of all debts and liabilities any assets whatsoever the same shall not be paid or distributed among the members but shall be given or transferred to some other Club(s) with similar sports purposes which is a charity and/or another Club(s) with similar sports purposes which is a registered CASC (Community Amateur Sports Club), and/or to the Club's national governing body for use by them for related community sports. Such Club(s) to be determined by the members of the Club at or before the time of dissolution and if so far as effect cannot be given to such provision then to some charity. Out of the proceeds of conversion into cash of all property and assets relating specifically to the Indoor Section (being the property and assets of the Indoor Company) all debts and liabilities of the Club relating to the property and assets of the Indoor Section shall be discharged and any balance then remaining shall not be paid or distributed among the members but shall be given or transferred to some other Club(s) with similar sports purposes which is a charity and/or another Club(s) with similar sports purposes which is a registered CASC (Community Amateur Sports Club), and/or to the Club's national governing body for use by them for related community sports. Such Club(s) to be determined by the members of the Indoor

**NORFOLK BOWLING CLUB**  
**CONSTITUTION AND RULES**

Company at or before the time of dissolution and if so far as effect cannot be given to such provision then to some charity. Out of the proceeds of conversion into cash of all property and assets relating specifically to the Outdoor Section (being the property and assets of the Outdoor Company) all debts and liabilities of the Club relating to the property and assets of the Outdoor Section shall be discharged and any balance then remaining shall not be paid or distributed among the members but shall be given or transferred to some other Club(s) with similar sports purposes which is a charity and/or another Club(s) with similar sports purposes which is a registered CASC (Community Amateur Sports Club), and/or to the Club's national governing body for use by them for related community sports. Such Club(s) to be determined by the members of the Outdoor Company at or before the time of dissolution and if so far as effect cannot be given to such provision, then to some charity. Following such division of proceeds of the Club, the Indoor Company and the Outdoor Company to some other Club(s) the Club shall for all purposes be dissolved.

- 6.3 Notwithstanding any other provision in these rules the trustees shall:
- a. not dispose of the shares in the Outdoor Company (other than to another Trustee):
  - b. not exercise any right or vote, or procure the exercise of any right or vote, attaching to any of the shares held by them in the Outdoor Company for the purpose of passing any resolution to delete, replace, or amend clause 3(p) of the memorandum of association of the Outdoor Company: and
  - c. so far as is practicable exercise the rights and votes attaching to the shares in the Outdoor Company to prevent the Outdoor Company from disposing of any freehold or leasehold property held by the Outdoor Company (or otherwise held for use by the outdoor section) or of any interest in or rights over any such property, save in each case with the approval of, or as directed by, a separate General Meeting of the members of the Outdoor Section.
- 6.4 Notwithstanding any other provision in these rules, the Trustees shall:
- a. not dispose of the shares in the Indoor Company (other than to another Trustee)
  - b. not exercise any right or vote, or procure the exercise of any right or vote, attaching to any of the shares held by them in the Indoor Company for the purpose of passing any resolution to delete, replace, or amend clause 3 (t) of the memorandum of association of the Indoor Company: and
  - c. so far as is practicable exercise the rights and votes attaching to the shares in the Indoor Company to prevent the Indoor Company from disposing of any freehold or leasehold property held by the Indoor Company (or otherwise held for use by the Indoor section) or of any interest in or rights over such property, save in each case with the approval of, or as directed by, a separate General Meeting of the members of the Indoor Section.

**NORFOLK BOWLING CLUB**  
**CONSTITUTION AND RULES**

6.5 All the provisions of rules 5.1, 5.2, 5.4, 5.7 and 5.10 shall apply to separate General Meetings of members of the Outdoor Section and of the members of the Indoor Section save that in construing such rules reference to “members” shall be treated as reference to “ members of the relevant section”.

**7 HON SECRETARY**

7.1 The Hon. Secretary shall keep a record of the business transacted at the Annual General Meeting, other General Meetings and Management Committee meetings.

**8 TREASURER**

8.1 The Treasurer shall administer on behalf of the Management Committee the finances of the club within the budget approved by the members at the Annual General Meeting. Shall give to each meeting an oral statement of the up-to-date position on income and expenditure incurred and submit to the auditor a precise account of income and expenditure for the past year.

**9 MEMBERSHIP**

9.1 The appointed Membership Secretary shall keep an up-to-date record of all club members and members of respective sections and collect all membership fees when they become due.

**10 CLUB BARS**

10.1 The following Rules shall not be altered so as to authorise any presently unauthorised sale of intoxicants except by leave of the Licensing Authority, save for the purpose of allowing such sales as are provided for by Section 49(4) of the Licensing Act 1964.

10.2 The purchase, supply and control of all intoxicating liquors for the club’s bars, at 432a Unthank Road and 444a Unthank Road, shall be the responsibility of the Bar Committee, which shall consist of the Chairman and two other members of the Management Committee. The permitted hours shall be those agreed by the Licensing Authority under the terms of the Licensing Act 2003.

10.3 Intoxicating Liquor may be sold by or on behalf of the club to its members, and bone fide guests as set out in Club Rules 3.7 and 3.8

10.4 There shall be no sales of intoxicating liquor to guests, members and officials of visiting teams for consumption off the premises.

10.5 There shall be no sales of intoxicants to persons under the age of eighteen years.

**11 CLUB PREMISES**

11.1 With the exception of the outdoor pavilion, bar and changing rooms, which shall be closed in the winter, the club premises shall be open to members from 9.30am to 9.30pm daily, except Christmas Day and Boxing day, or later when required. Games of bowls indoors shall not commence prior to 9.55am and outdoors at 9.30am, unless agreement by the relevant Section Secretary has been sanctioned for an earlier start time.

11.2 The whole site, including the entrance driveway, shall be subject to a speed limit of 10 m.p.h.

**NORFOLK BOWLING CLUB**  
**CONSTITUTION AND RULES**

- 11.3 Mobile Phones. The use of mobile phones is prohibited on or within 5 metres of the green and may only be used in the Clubhouse and surrounds.
- 11.4 No mobile phones are to be used for any purpose, by any player during the course of a game of bowls. There may be occasions when any use of mobile phones is prohibited on the premises.
- 11.5 Members may not bring their own food or drinks into the Club.
- 11.6 No dogs or other pets shall be allowed on the premises apart from Guide/Hearing dogs. No litter shall be dropped on the greens, in the ditches or other parts of the Club premises, but deposited in the receptacles provided

**12 ALTERATIONS TO RULES AND DISSOLUTION**

- 12.1 Subject to Rule 12.2 alterations of or additions to any of the foregoing rules shall be made only at the Annual General Meeting or at a Special General Meeting convened for that purpose.
- 12.2 Alterations of or additions to Rule 6 shall not be made unless such alterations or additions have first been approved at separate General Meetings of the members of the Outdoor Section and of the members of the Indoor Section.
- 12.3 Resolutions to dissolve or wind up the Club passed at any General Meeting shall not be effective unless such resolution shall first have been passed at separate General Meetings of the members of the Outdoor Section and of the members of the Indoor Section.

**APPENDIX 1**

Disciplinary and Appeal Procedures

Initial Inquiry

An initial inquiry shall be made by the Management Committee to determine if there is a case to answer. The alleged offender to be written to by the Club Secretary and made aware of the investigation taking place by the Management Committee and the reason for the investigation. The Management Committee, if need be, may interview the member and/or the complainant concerned. Full minutes of the initial inquiry are to be recorded in the minute book.

The Hearing

If determined there is a case to answer the alleged offender to be advised in writing by the Club Secretary of the allegation against him or her and be invited to attend the hearing by the Management Committee and may also be represented thereat. The complainant shall also be invited to attend the hearing. At the hearing the allegations to be read out to all parties concerned. The complainant to be interviewed first and answer relevant questions from the Management Committee and then be allowed to ask questions deemed to be relevant. The hearing then to receive evidence from any witnesses, the allegations to be read out to the alleged offender, to be answered by him or her or his or her representative and then allowed to ask whatever questions are deemed relevant. The Management Committee to determine what action, if any, is to be taken, which must be seen to be

**NORFOLK BOWLING CLUB**  
**CONSTITUTION AND RULES**

fair, reasonable and appropriate to the offence committed. The offender to receive in writing within forty-eight hours of the hearing, the decision of the Management Committee including the following, all which to be fully recorded in the minutes of the meeting.

- a. Details of the offence of which he or she has been found guilty.
- b. Details of the decision of the Management Committee and what action to be taken.
- c. Explanation of the offender's right of appeal to the club at a Special General Meeting

**The Appeal Procedure**

The offender to be advised of his or her rights regarding the appeals procedure as follows:

- a. The request for an appeal hearing to include the reason for the request, i.e. new evidence or information, or unreasonable disciplinary action for the offence committed.
- b. The request for an appeal hearing to be made in writing to the Club Secretary within fourteen days from the receipt of the decision of the Management Committee.
- c. Following receipt of details of the appeal, the Club Secretary shall call a Special General Meeting of the club in accordance with Rule 5.9.
- d. The offender shall have the right to be represented and he or she to put the case as to why in his or her belief the decision of the Management Committee is unacceptable and be permitted to introduce witnesses who may have additional information of the alleged offence or simply be a character witness. When all the evidence has been provided the facts to be considered by the Special General Meeting and a decision made as to whether or not to uphold the decision of the Management Committee or to change it in the light of additional information. Upon a vote, the decision of the Special General Meeting, which is binding, to be communicated to the offender. Full minutes of the Special General Meeting to be recorded in the minute book.

Confirmed a correct and up to date copy of Club Rules.