

Wolstanton Bowling Club Limited

Industrial and Provident Society (No.9859R)

Rules

Approved by the FSA in 2007

1 Name, registered office and objects of the club

- 1.1 The Society (hereinafter called “the Club”) will be called the Wolstanton Bowling Club Limited, and the Registered Office will be at the Bowling Club, Knutton Road, Wolstanton, Newcastle-under-Lyme, Staffordshire ST5 0HU.
- 1.2 Notice of any change in the situation of the Registered Office will be sent to the Registrar within fourteen days in the format required by the Financial Services Authority.
- 1.3 The registered name of the Club shall be clearly displayed on a board so that it is visible from outside the premises.
- 1.4 The registered name will also be engraved in legible characters on the Club’s seal, and will be present in all business letters and official publications and documents of the Club.
- 1.5 The objects of the Club are to provide members with a means for social interaction and recreation
- 1.6 The Club will have the power to take the necessary action to fulfil all objectives specified in its Rules, including the power to purchase, hold, sell, mortgage, rent, lease or sub-lease any land or building, and to erect, demolish, repair or alter any building on its premises.

2 Membership

- 2.1 Membership is open to all adults aged eighteen years or over, regardless of gender, ethnicity, religion, political or other persuasion, who support the objectives of the Club.
- 2.2 Young people between the ages of 11 and 17 are also allowed membership but must be accompanied by a responsible adult member when visiting the Club.
- 2.3 Categories of membership, subscription rates and the timing of payments will be set by the Committee each year.
- 2.4 Any member whose subscription payment is overdue by three months or more will be contacted by a member of Committee. If payment is not made within fourteen days of the time of contact, the membership of that person may be terminated at the discretion of the Committee.
- 2.5 Any member wishing to resign must notify the Secretary in writing and where appropriate pay any overdue subscription covering the period up to the date of resignation.

- 2.6 Any member may invite friends onto the Club premises, but the number of times non-members can visit the Club in a given year will be limited to a number of days agreed by the Committee. The names of all visitors shall be entered in the Visitors Book.

3 Register of Members

- 3.1 The club shall maintain a register of members in which the Secretary will record the following:
- Names, addresses and other contact details as deemed appropriate by the Committee
 - The date at which membership started and where appropriate the date that membership ceased.
 - The category of membership
 - Details of all share issues, transfers and returns
 - Any official role the member exercises on behalf of the Club
- 3.2 A list of members, their categories and official roles (if any) for the current year, will be posted on the Club's membership notice board by 1st May each year.

4 Shares

- 4.1 The capital shall consist of shares of £1 each, payable on issue. The shares issued by the club will give shareholders a proportionate ownership of the Club's estate. They will not yield any dividend, nor will they change in face value with the passage of time.
- 4.2 The categories of membership entitled to share ownership and the maximum number of shares any individual member can hold will be determined by the Committee after consultation with members. No member, however, at any point, will be entitled to hold more than 5% of the total number of shares issued.
- 4.3 Notice of any proposed changes consequent on rule 4.2 will be displayed on the Club notice board for 28 days prior to any final decision of the Committee. If suggested changes are contested by five or more members, who notify the Secretary in writing, these decisions must be made by the Annual General Meeting or a Special General Meeting.
- 4.4 Any shareholder, who ceases to be a member of the Club for whatever reason can within twelve months of leaving return shares to the Secretary, who will arrange a refund of the appropriate amount of money to the former member. In the event of the death of a shareholder, the same right will apply to the person or persons inheriting the relevant part of the shareholder's estate. Any potential refunds left unclaimed after twelve months will be ceded to the Club.
- 4.5 No shareholder, who ceases to be a member, will be offered a refund unless all appropriate subscriptions have been paid up to the date of membership termination.
- 4.6 No transfer of shares between members will be allowed. No withdrawal of shares will be allowed. All shares returned to the Secretary will be cancelled.

- 4.7 A share register will be used to record the following details of all share transactions:
- The numbers and total value of the shares issued or returned
 - The date of the transaction
 - The name and address of the shareholder concerned

5 The Committee

- 5.1 The Committee shall consist of Officers fulfilling the roles of President, Vice-President, Treasurer, Secretary and Captain and a maximum of ten further Committee members, who shall remain in office until their successors are elected by ballot at the Annual General Meeting which must take place on or before 31st March each year.
- 5.2 All members of the Committee can stand for re-election.
- 5.3 Any vacancy among the officers will be filled by another member of the Committee, who will remain in office until the next General Meeting.
- 5.4 Any member of the Committee who ceases to be a member for whatever reason will automatically cease to hold office.
- 5.5 Meetings of the Committee will take place no less frequently than bimonthly, but the President or any member of the Committee may instruct the Secretary to call an emergency meeting of the Committee if circumstances demand it.
- 5.6 Five members of the committee including three of the officers will form a quorum.
- 5.7 Any shareholder who has been a member of the Club for a whole year and has paid the required subscription can stand for the Committee if proposed and seconded by two further shareholders.
- 5.8 Where nominations exceed the number of places on the Committee a secret ballot will take place, which will be supervised by two scrutineers who must not be members of the existing or proposed Committee.

6 The President

The President shall, when present, preside at all meetings of the Club and of any Committee held under these Rules, and may vote thereat, and shall in addition have a casting vote in the event of an equality of votes. In the absence of the President, the Vice-President or a Chair Person, elected by the Committee, shall fulfil the same role.

7 The Treasurer

- 7.1 The Treasurer shall receive all monies due to the Club and pay the debts of the Club as the Committee shall direct, except for petty cash payments, by cheques signed in accordance with the requirements of the bank.
- 7.2 The Treasurer shall maintain a record of all transactions and accounts, and prepare financial reports for Committee meetings and assist the Secretary in production of the Annual Return by providing the necessary balance sheets.

7.3 The Treasurer will also arrange the payment of all taxes and payments due to local and national government bodies.

8 The Secretary

8.1 The Secretary shall keep the official documents of the club and shall prepare and send the Annual Return and associated documents, required by the Industrial and Provident Societies Acts, to the appropriate Government agency, in the format and within the time limits, set by the agency.

8.2 The Annual Return shall include the Balance Sheets for the calendar year just ended, as approved by the Annual General Meeting.

8.3 In the case of the termination of the Club, the final Annual Return will include the final Balance Sheets drawn up at the point of dissolution.

8.4 The Secretary, or Committee member deputizing for the Secretary, shall take the minutes of all meetings.

8.5 The Secretary will also:

- maintain registers of members any shares they hold
- keep a record of the payment of subscriptions
- arrange for copies of the rules to be provided for all members
- keep insurance documents relating to the Club
- advise the Committee of measures need to be taken to meet current and future Government regulations relating to the Club
- handle documentary transactions with agencies of local and national government pertaining to the Club

9 The Captain

The Captain will be responsible for the organisation of competitions and the leadership of any teams representing the Club.

10 The Authority of the Committee

10.1 The Committee will conduct the general business of the Club and regulate the internal management, and shall have power to enforce Rules, and make such bye-laws as may be necessary from time to time.

10.2 The Committee can also appoint Sub-Committees to act under the supervision of the Committee, to manage particular departments or events.

10.3 The appointment and dismissal of anyone employed by the Club shall be vested solely in the Committee.

10.4 Upon a complaint being made about the conduct of any member, the Committee shall investigate the same and have the power to suspend or expel the offender.

- 10.5 The Committee shall have the power to define different categories of membership and set appropriate subscription rates for each category.

11 General Meetings

- 11.1 The Annual General Meeting (AGM) will be held on or before the 31st March each year, usually on the last Friday in March. Special General Meetings (SGMs) at other times of year can also be called by the Committee or by ten percent of the members writing to the Secretary.
- 11.2 It will be the responsibility of members to look at the notice boards for the timing of meetings, but the Committee will aim to contact all members who are not frequent visitors to the Club to ensure that they know the dates and times of general meetings.
- 11.3 A notice stating the date, time and purpose of the any general meeting must be posted on the club notice board at least twenty one days prior to the meeting.
- 11.4 Special General Meetings should be held within sixty days of the request being made.
- 11.5 Notice of any motion for inclusion in the agenda of a general meeting must be submitted to the Secretary in writing no later than ten days prior to the meeting.
- 11.6 No business other than that specified on the agenda can be transacted in a general meeting.
- 11.7 At a General Meeting, twenty-five percent of the current membership present shall form a quorum.
- 11.8 Apart from the approval of balance sheets, which will take place at the Annual General Meeting, both types of meetings, AGM or SGM, will have the same status.
- 11.9 Where voting is required each individual shareholder present will have a single vote, regardless of the number of shares held.

12 Audit

- 12.1 The audit of accounts will be in accordance with the requirements of the Friendly and Industrial and Provident Societies Act 1968.
- 12.2 In January each year, the Committee of Management shall submit all books and accounts of the Club to an approved person for the preparation of a statement of account up to 31st December in the previous year.
- 12.3 This person shall prepare the accounts for submission to the Annual General Meeting. He or she must not be an Officer of the Club or a member of the Committee, but shall have access to all the books, deeds, documents and accounts of the Club and shall examine the accounts of the Club, and shall verify the same with the books, deeds, documents and accounts and vouchers relating thereto. After preparation the document will be signed by the approved person and three members of the Committee.
- 12.4 The Club shall keep a copy of the last Balance Sheet which will be available to members on request.

13 Misconduct of Members

- 13.1 No drunkenness, bad language or disorderly conduct shall be permitted on the Club Premises.

In addition, any actions that might bring the Club into disrepute will be subject to disciplinary measures, which may result in the member/s concerned having their membership suspended or rescinded.

- 13.2 It is the duty of all members of the Club to take all reasonable measures to stop any offensive behaviour or action that might damage the interests of the Club.
- 13.3 All such matters must be reported to one of the Officers of the Club.

14 Days and Hours of Opening

- 14.1 The opening hours of the Club shall be fixed by the Committee and any changes to these shall be posted on the notice board.
- 14.2 The permitted hours for the sale of alcohol will be defined by the current licence held by the club.
- 14.3 The Committee has the power to change the hours as circumstances demand, and change the terms of the licence by applying to the local licensing authority and the chief officer of the police, in accordance with the Licensing Act, 2003.

15 Financial Matters

- 15.1 The Committee may from time to time, with the agreement of an AGM or EGM, borrow money from financial institutions, to develop or maintain the premises to meet the demands of the membership, provided the amount of money owing at any one time shall not exceed £20,000. The club buildings and land will provide the required security for any such loans.
- 15.2 The Club will not borrow money from members.
- 15.3 The Club shall not receive money on deposit.
- 15.4 No member of the Club shall be employed by the Club.
- 15.5 Any payments to members doing voluntary work for the Club will solely cover expenses incurred.
- 15.6 Other than the petty cash constituting the balance in the till, the Committee will invest the all funds of the Club in one or more Bank or Building Society accounts in order to benefit from the interest gained.
- 15.7 The Accounts Books of the club and the registers of members and shares shall be open to the inspection of any shareholding member on written request to the Secretary.
- 15.8 Any net profits of the Club's operations shall be applied in such a manner as the Committee considers being in the best interests of the Club and in furtherance of its aims and objectives.

16 Seal of the Club

The Club shall have a Common Seal with the name of the Club engraved on it in legible characters. The seal shall be kept securely on the premises and will be used by the Secretary to endorse share certificates, which must be signed by the Secretary and two other members of the

Committee before issue.

17 Nominations and Proceedings on the Death of a Member

If any member dies leaving items of personal property on the Club premises, those items will be returned to the personal representative of the deceased member on request. If a member becomes bankrupt and has items of personal property on the Club premises, those items will be returned to the Trustee in bankruptcy.

18 Alteration of the Rules

- 18.1 No new rule may be made, or any existing rule altered or rescinded without a majority of two thirds of the members present at a General Meeting.
- 18.2 No changes to the rules can be considered valid until registered and approved by the regulatory authority.
- 18.3 Proposed alterations to the Rules must be submitted in writing to the Committee at least five weeks prior to the date of a General Meeting, and shall be posted in a prominent part of the Club for at least fourteen days before the meeting.
- 18.4 No proposal will be considered unless supported by at least ten members, who shall attach their signatures to such notice.

19 Dissolution

The Club may dissolved by the consent of three quarters of its members, each of which must sign an instrument of dissolution, which will be expressed in the manner required by the regulatory authority. Alternatively, the Club can be wound-up in the manner provided by the Industrial and Provident Societies Acts.