



# PURLEY SPORTS CLUB

## RULES

*As adopted at the Annual General Meeting of the Club  
held on 10<sup>th</sup> August 2016*

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## **1. INTRODUCTION**

- 1.1 The name of the Club shall be "PURLEY SPORTS CLUB".
- 1.2 The object of the Club shall be the promotion of; Bowls, Bridge, Cricket, Hockey, Lawn Tennis, Squash, Racketball, Netball, and other games.
- 1.3 The following shall be the classes of members:
  - Life members (see 6.2),
  - Honorary members,
  - Playing members,
  - Non-playing members.
- 1.4 The following shall be honorary officers of the Club: The President who shall be elected by the members for a term of three years, and shall not hold office for more than three years continuously. Vice-presidents, who shall be elected by the members and shall hold office until death or resignation unless, removed from office by a resolution of the members.
- 1.5 The following shall be the officers of the Club: -
  - The Trustees
  - Members of the Management Committee
  - Honorary Treasurer or Treasurer
  - Club Manager
  - Honorary Secretary or Secretary

## **2. CLUB MANAGEMENT**

- 2.1 The Club is a member's Club and the management shall be deputed to a Management Committee consisting of up to ten members of the Club duly elected (see 2.10) and (as ex officio members for so long as they shall hold their respective offices) the Trustees, the Honorary Treasurer or Treasurer, the Club Manager, and the Honorary Secretary or Secretary.
- 2.2 The Club Board shall consist of four members of the Management Committee including the Chairman, Vice chairman, Treasurer, and one other member of the Management Committee, who shall be elected at the first meeting of the Management Committee, by that committee, and the Club Manager.
- 2.3 The facilities of the Club may be hired to members and to persons and organisations other than members as determined by the Management Committee who shall also determine the fee to be charged for any such

- hiring providing that such hiring complies with the conditions attaching to the Club's Licence.
- 2.4 The amount of entrance fees, the rates of subscriptions, the scale of charges for catering and refreshments and all other charges shall be determined by the management committee which shall also have power to appoint, pay and dismiss a Club Manager, Treasurer, a Secretary, and such other paid servants as it may deem necessary.
  - 2.5 Meetings of the Management Committee shall be called by the Club Manager, Honorary Secretary, or Secretary on the request of the Chairman or any two members of the Management Committee and the quorum for these meetings shall be seven.
  - 2.6 Meetings of the Club Board shall be called by the Chairman or Vice Chairman, and the quorum for Board Meetings shall be four.
  - 2.7 The Chairman of the Management Committee shall be elected by that committee each year at the first Management Committee after the Annual General Meeting .
  - 2.8 The management committee shall have the power to overrule any decision, resolution, or policy made by a meeting of the Board.
  - 2.9 The Management Committee shall also have power to enter into any agreement for the provision of services and may agree terms relating to revenues, the scale of charges, catering and refreshments, maintenance of the Club property and other matters as it shall in its discretion think fit in the interests of the Club and its members.
  - 2.10 The ten members of the Management Committee (see 2.1) shall consist of
    - (a) One member from each of the sections of the Club (Bowls, Bridge, Cricket, Hockey, Lawn Tennis, Squash Rackets, Netball) duly appointed by the section concerned and
    - (b) A maximum of three additional other members of the Club being life members or members of any section playing or non-playing members, and duly elected at an Annual General Meeting of the Club. These shall be floating members of the Management Committee, and not more than two of these three shall be representatives of sections, and shall retire in rotation at the Annual General Meeting of the Club and shall be eligible for re-election at that meeting.
  - 2.11 Each section shall give the Management Committee not less than fourteen days notice in writing of the date of the Annual General Meeting of the section.
  - 2.12 Subject to termination by resignation, retirement, or otherwise members of the Management Committee shall remain in office until their successors take office.
  - 2.13 The Management Committee shall have the power to appoint any member to fill a vacancy on the committee until the next Annual General Meeting

of the Club when that member shall retire but shall be eligible for re-election.

- 2.14 If the vacancy is for one of the section representatives, then that section shall appoint a replacement immediately.

### **3. ANNUAL GENERAL MEETING**

- 3.1 An Annual General Meeting of the Club shall be held each year on such date within nine months of the end of the Club's financial year as the Management Committee shall determine at which the following business shall be conducted: -

- a) Approval and adoption of the Management Committee's reports and independently examined accounts for the financial year ended on the previous 31st March.
- b) Election of Trustees
- c) Election of members of the Management Committee
- d) Appointment of an independent account examiner
- e) Election of President and Vice Presidents
- f) Appointment of Honorary Treasurer or Treasurer
- g) Election of Life Members

- 3.2 At such meeting no member shall put forward more candidates to the Management Committee than the number of vacancies.

- 3.3 Twenty-one day's notice of such meeting is to be given to every member, together with a copy of the summary independently examined accounts. A set of the signed independently examined accounts will be available in the Club Office during normal office hours.

- 3.4 Any ten members of the Club may require the Club Manager, Honorary Secretary or Secretary to call any other general meeting of the Club or of any section of the Club and failing compliance within fourteen days may themselves do so, giving to every member of the Club or of any section of the Club, seven days notice stating clearly the object for which the meeting is called.

### **4. GENERAL MEETINGS**

- 4.1 All members of the Club shall be entitled to attend general meetings, but only members over the age of 18 years who are life, playing or non-playing members shall be entitled to vote at such meetings.

- 4.2 At all general meetings of the Club, or of each section, voting shall be by show of hands unless a ballot is demanded by one third of those present

and entitled to vote. In the case of an equality of votes, whether on a show of hands or on ballot, the Chairman of the meeting shall be entitled to a second or casting vote.

- 4.3 Any two members of the Club entitled to vote at general meetings shall be at liberty to nominate a member as an honorary officer or officer of the Club having previously received the written consent of the nominee.
- 4.4 Nominations for the offices of President, Vice-Presidents, Trustees, Honorary Treasurer, Honorary Secretary or members of the Management Committee not being representatives of sections must be sent in writing not less than ten days before the Annual General Meeting of the Club to the Club Manager, Honorary Secretary or Secretary who shall cause the name of each such nominee with the names of the proposer and seconder to be posted on the Club notice board not less than seven days before such meeting.
- 4.5 Any general meeting of the Club or of any section shall be held in the clubhouse and at such time when the Club is open (see 14.1) as shall be specified in the notice summoning the meeting.

## **5. SECTION COMMITTEES**

- 5.1 The management of the Club's activities shall be deputed to the section committees of each section of the Club.
- 5.2 Each section shall convene, through its honorary secretary, a general meeting of its members once in every calendar year for the purpose of discussing and dealing with the general affairs of the section.
- 5.3 Fourteen clear days notice of such meeting shall be given and all members of the Club shall be entitled to attend general meetings of each section but only full members of the section concerned over the age of eighteen years shall be entitled to vote.
- 5.4 At such meetings each section shall appoint its officers and the members to act as a section committee for the ensuing season in accordance with the section Bye-Laws. When such election is due the section committee shall elect one of their members to the Management Committee.
- 5.5 The number of the section committee shall be not less than the quorum required by the Bye-Laws of that section. The Club Manager, Honorary Secretary, or Secretary, of the Club shall be ex-officio a member of each section committee without power to vote. No member shall vote for more candidates than the number of vacancies.
- 5.6 The section committees shall be responsible for the administration of the affairs of their respective sections but shall have no authority in the general management of the Club.

5.7 If any vacancy shall occur on any section committee, that committee may fill such a vacancy by the appointment of a section member.

## **6. CLUB MEMBERSHIP**

- 6.1 Every candidate for membership for Bowls, Cricket, Hockey, Lawn Tennis, Squash, Racketball, Netball, must submit a Membership Application Form to be obtained from the Club Office. Such form must be signed by the candidate and must state the address of the candidate together with such other particulars as the Management Committee may require and must be lodged with the Club Manager, Honorary Secretary or Secretary, together with the relevant subscription. Candidates for membership of Bridge must submit a form, without payment, including details of a proposer and seconder, for approval by the Bridge Committee for acceptance, after which payment is made.
- 6.2 The election of members shall be deputed to the Management Committee and after the nomination has had the approval of the section committee concerned the Management Committee shall notify all successful candidates of their election.
- 6.3 The election of life members shall be subject to the approval of the Management Committee and of the members at an Annual General Meeting.
- 6.4 No member shall be entitled to exercise any of the privileges of membership until after payment of the appropriate subscription for the current season and the issue of a valid membership card.
- 6.5 Temporary members are those who have paid their subscriptions for a period of less than six months, shall not be eligible to call or attend general meetings, shall not be eligible to vote at General Meetings, nor shall they enjoy the privileges of full members.

## **7. VISITORS**

- 7.1 Any member may personally introduce a maximum of three visitors on any one occasion, with liberty as such to use the Club premises, name and address of each visitor and the name of the introducing member be entered in the book kept for that purpose, together with the date of each visit.
- 7.2 No visitor may be introduced more than three times in the same year.
- 7.3 No member may introduce as a visitor any person who has been rejected as a candidate, or who has had their membership suspended or terminated by the management committee. (See 8.3)
- 7.4 No visitor shall be permitted to play any game until the introducing member has paid the appropriate fee in accordance with the list of visitors fees in force at that time.

## **8. SUBSCRIPTIONS**

- 8.1 Bowls, Cricket, Tennis, Hockey, Lawn Tennis, Squash, Racketball, Netball, and Non-playing subscriptions shall become due on date as determined by the relevant section committee, where applicable, and as approved by the Management Committee.
- 8.2 Any member whose subscriptions are unpaid seven days after the due date shall cease to be a member and shall under no circumstances be entitled to the use of the Club. The Management Committee shall have power to re-admit any such members who shall explain and make good their default to its satisfaction.

## **9. CONDUCT**

- 9.1 In cases where the conduct of any member is, in the opinion of the management committee or any seven members of the Club who shall certify the same in writing to the Club Manager, Honorary Secretary or Secretary, injurious to the character or interest of the Club, the management committee shall, if they think the circumstances warrant such procedure, instruct the Club Manager or Honorary Secretary or Secretary to communicate in writing with such members giving them the option of satisfactorily explaining their conduct or resigning membership of the Club.
- 9.2 If the member fails to comply with either of these courses within fourteen days from the date of Club Manager or Honorary Secretary or Secretary's notice to them, the next meeting of the Management Committee shall deal with the matter.
- 9.3 If such meeting agrees by assent of two thirds of the members of the Management Committee present and voting on the expulsion or suspension of such members, they shall cease to exercise any of the privileges of membership.
- 9.4 Members so expelled or suspended shall be informed in writing of their expulsion or suspension and shall have the right to appeal to the Management Committee within twenty eight days of the receipt of a request in writing of the member expelled or suspended, provided such request be received from them within twenty one days of their expulsion or suspension.
- 9.5 In the event of the right to appeal not being exercised, the defaulting member shall be deemed to have ceased to be a member of the Club on the day of the Management Committee's decision.

## **10 COMPLAINTS**

- 10.1 All complaints shall be made in writing to the Club Manager or Honorary Secretary or Secretary, who shall submit them to the appropriate committee and the decision of such committee shall be final.
- 10.2 In no instance shall an employee of the Club be reprimanded directly by any member.

## **11 DAMAGE**

- 11.1 Members shall be responsible for every expense incurred or damage caused by them to the club premises or to club property, or by visitors introduced by them.
- 11.2 The Club accepts no responsibility for loss or damage of property belonging to members or visitors.

## **12. RULES**

- 12.1 A copy of the Rules for the time being in force shall be exhibited on the Club notice board in the clubhouse at all times and shall be considered as notice to all members of their contents.
- 12.2 Each member shall be entitled to be supplied with a hard copy of the Rules on application to the Club Manager or Honorary Secretary or Secretary, but members shall not be absolved from their effect for the reason that they have no knowledge of them.
- 12.3 The Management Committee is empowered to make, repeal and amend such Rules and Bye-Laws as it may consider necessary for the regulation of the ground and condition of playing surfaces or to meet temporary emergencies considered expedient for the well-being of the Club.
- 12.4 The section committee of each section is, with the approval of two thirds of the members of its section and voting in a general meeting and with the approval of the Management Committee, or with the approval of two thirds of those members of the Club present and voting in a general meeting, empowered to make repeal and amend such Bye-Laws as that section committee may consider necessary for the internal management, use of playing surfaces and well-being of its section. All such Bye-Laws, provided they are not inconsistent with the Rules of the Club for the time being, shall

be binding on all members and construed as part of the Rules of the Club until repealed by the committee concerned or set aside by a resolution of a general meeting of the Club passed by two thirds of those members present and voting.

12.5 The Rules of the Club may from time to time be altered at any General Meeting convened for that purpose, such proposed alteration or addition to be notified in the notice convening the meeting. No alteration in the Rules of the Club shall be effective unless approved by the Trustees of the Club prior to such meeting and by two thirds of those members present and voting at that meeting. Twenty-one clear days' notice shall be given by the Club Manager or Honorary Secretary or Secretary of any proposed amendment or alteration in the Rules or Bye-Laws of the Club.

12.6 Any notice to be given to the members of the Club or of any section in pursuance of these Rules or Bye-Laws shall be in writing and a copy of any such notice shall be posted on the Club notice board and such copy shall be deemed to be notice in writing to all members.

### **13. CLUB COLOURS**

13.1 The Club colours shall be pink, grey and black in such settings as may be approved by the Management Committee from time to time.

13.2 The club colours may be changed by members of the Club and agreed in accordance with the procedure given in Rule 12.5.

### **14. OPENING TIMES**

14.1 The Club shall be open at such times as the management committee shall decide and the opening hours will be displayed on the Club notice board.

14.2 The permitted hours applicable to the Club shall be fixed by the management committee in accordance with the current Licensing Legislation.

### **15. TRUSTEES**

15.1 There shall be three Trustees of the Club.

15.2 All the real and personal property of the Club, other than cash which shall be under the control of the Honorary Treasurer, or Treasurer, but including investments, shall be vested in the Trustees, or placed under their control to be dealt with as the Management Committee, with approval of the Trustees,

shall from time to time direct by resolution, of which an entry in the minute book purporting to be signed by the chairman shall be conclusive evidence.

- 15.3 The management committee shall ensure that all property of the Club, which is of an insurable nature, shall be kept properly insured in the names and to the satisfaction of the Trustees.
- 15.4 The Trustees shall be indemnified out of the Club property against any expenses, losses or liabilities that they may incur or sustain in exercising their duties as Trustees of the Club.
- 15.5 The Trustees shall be nominated by the members to serve for a period of three years or until death or resignation whichever shall be sooner or until removed from office by a resolution by the members in general meeting passed by two thirds of those members present and voting but without prejudice to their right of indemnity in respect of anything done or suffered during their tenure of office. When it shall be necessary to appoint a new Trustee or Trustees the members in general meeting shall by resolution nominate the person or persons to be appointed as the new Trustee or Trustees. Nothing in this rule shall prevent a Trustee from being nominated for a second or subsequent term of three years.
- 15.7 The Management Committee shall have the power to nominate a new Trustee or Trustees to serve only until the next Annual General Meeting of the Club. For the purpose of giving effect to such nomination the Chairman for the time being of the Management Committee is nominated as the person to appoint new Trustees of the Club within the meaning of the current legislation (The Trustee Act 1925 and the Charities Act 1992, 1993, 2001, and 2013) and shall by deed duly appoint the person or persons nominated by the members as the new Trustee and Trustees of the Club and the provisions of the current legislation shall apply to such an appointment. Any statement of the fact in any such deed of appointment shall be in favour of the person dealing bona fide and for value with the Club or the Management Committee be conclusive evidence of the fact so stated.
- 15.8 If at any time the Management Committee shall, with the approval of the Trustees, pass a resolution authorising the Trustees to borrow money, the Trustees shall be empowered to borrow for the purposes of the Club such amount of money either at one time or from time to time and upon such terms as to security and otherwise as shall be specified in such resolution and the Trustees may make all such dispositions of the Club property or any part thereof and enter into such agreements in relation thereto as they may

deem necessary for the purpose. The Trustees shall be indemnified out of the Club property against any liability which they may incur as the result of the exercise of the above powers, but no member of the Management Committee, not being a Trustee, and no member of the Club shall be under any personal liability in that respect.

## **16. DISSOLUTION**

- 16.1 The Club may be dissolved by the members in general meeting pursuant to a resolution passed at such a general meeting by a majority of three quarters of the members present and voting.
- 16.2 No resolution to dissolve the Club may be considered in general meeting unless notice of proposal for the resolution signed by at least twenty members of the Club shall have been given to the members at least twenty-one days before the date of the meeting.
- 16.3 If on the dissolution of the Club any property remains after the satisfaction of all its debts and liabilities that property must not be paid to or distributed among the members but must be given or transferred to some other institution or institutions having objects similar to the objects of the Club to be determined by the members of the Club at or before the time of dissolution and in default, then to some charitable object.

## **17. GENERAL**

- 17.1 Dogs and other animals shall not be allowed on the Club Premises, with the exception of guide dogs for the visually impaired.
- 17.2 Members, visitors, members of staff, coaches, and employed contractors, shall observe the Health & Safety policy of the Club at all times.
- 17.3 The playing of football on the club grounds is not permitted

## **Section Bye-Laws**

### **Bowls**

1. The name of the section for playing purposes shall be: "PURLEY BOWLS CLUB".
2. The club shall be affiliated to Bowls England, the Surrey County Bowling Association and the Surrey County Women's Bowling Association.
3. The club shall observe the Rules and regulations of Bowls England.
4. The club shall confirm to the procedures as set out in Bowls England Regulations 9 (Discipline)
5. The club shall adopt the requirements of the Bowls England "Safeguarding Policy".
6. The officers of the section shall be the captains, vice-captains, match secretaries of the men's and ladies sections, the section secretary the treasurer and the Green Ranger.
7. The section committee shall consist of the officers and not more than two members including the management committee representative appointed to act with them by the Annual General Meeting of the section. The quorum of a section committee meeting shall be five members personally present.
8. The teams to play matches shall be chosen by the captain or vice-captain or, in their absence, by a member of the section committee.
9. A green ranger being the member appointed by the committee, shall decide after consultation with the groundsman as to the fitness of the green for play and in his absence, the groundsman's decision shall be final. The green will not be available if a notice "no play" is displayed and such notice may only be removed by a green ranger or the groundsman.
10. Players shall be required to abide by the club dress code as decided by the committee from time to time. However, no player shall be allowed on to the green except when wearing heeless shoes in colours directed within the "Laws of the Sport of Bowls.

