Any revisions or changes to the constitution will be submitted to Inverclyde Licensing Board and the club will ensure full training records, a list of committee members, a copy of the constitution, and any financial records will be available for inspection at all times.

These Laws and Regulations were revised and approved at the Special General Meeting of 9 January 2009.

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Signed

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J. Burns J. Quye

Vice President Secretary

**Page 12 of 12**

# Laws and Regulations

**Contents**

1. Membership

2. Office Bearers

3. Management

4. Bye-Laws

5. Meetings of Management Committee

6. General Meeting

7. The President

8. The Secretary

9. The Treasurer

10. Annual Subscription

11. Admission of New Members

12. Competitions

13, Disputes

14. Play on the Green

15. The Laws of the Game

16. Playing Members

17. Playing Members Privileges

18. Honorary Members

19. Honorary Members Privileges

20. Junior Members

21. Junior Members Privileges

22. Limited Members

23. Limited Members privileges

24. Visitors to the Club House

25. Affiliated Clubs

26. Opening Hours

27. Members Roll

28. Penalty of Violation of Rules

29. Alteration of Rules and Regulations

30. Profits and Surpluses

**Page 1 of 12**

1. **Membership**

The Club shall be called the Port Glasgow Bowling Club. Membership shall consist of the following:

1. Playing Members

2. Honorary Members

3. Junior Members

4. Limited Members

Regulations governing these categories are defined in paragraphs 16 to 23 of the constitution.

1. **Office Bearers**

The business of the Club shall be managed by the following Office Bearers elected from the Playing Membership, viz.:

President, Vice President, Secretary, Match Secretary, Treasurer, and Green Bailiff who shall retire annually and be available for re-election, and six members two of whom shall retire annually by rotation, but shall be eligible for re-election. The Retiring President shall serve in the Committee for a further period of one year. The above shall form a Committee of Management, hereinafter called the Management Committee.

1. **Management**

The Management Committee shall have full power to transact all business of the Club. No Member of the Committee and no Manager or Servant employed in the Club shall have any personal interest in the sale of excisable liquor therein, or in the profits arising from such a sale.

The Management Committee shall have the power to appoint all Sub-Committee as may be considered necessary, the President to be ex-officio member of all such committees. In the event of a vacancy occurring in their own number the remaining members shall have the power to fill the vacancy. Five playing members shall form a Quorum.

There will be at least one personal licence holder on the club committee and one personal licence holder employed by the club. This personal licence holders will ensure that any person serving alcohol behind the club bar has completed mandatory staff training as set down by the Licensing (Scotland) Act 2005, and that records are held and maintained for inspection. The current personal licence holders for the club are:

**Page 2 of 12**

**27.** **Members** **Roll**

A roll of member’s names and addresses shall be displayed in the Club House.

Change of address to be notified to the Secretary.

**28. Penalty of Violation of Rules**

It shall be competent for the Management Committee to ask any member whose conduct is considered to be unsatisfactory to appear before them and shall have the right to penalize any such member by reprimand, suspension or by expulsion

**29.**  **Alterations** **to** **Rules** **and** **Regulations**

No alteration of the Laws and Regulations herein subscribed shall be made except at the Annual General Meeting of the Members or at an extraordinary General Meeting convened for the purpose. Notice of any proposed alteration, deletion or addition with the names of the mover and Seconder must be handed to the Secretary not later than the 31st January for inclusion in the circular calling the Annual General Meeting and similar notice must be given to Members by circular or postcard at least one week before an extraordinary General Meeting. Any two thirds of those voting must be in favour of the alteration to be adopted.

**30. Profits** **and** **Surpluses**

Port Glasgow Bowling Club is a non-profit making organization. All profits and surpluses will be used to foster and promote Bowling. No profits or surplus will be distributed other than to another non-profit making body or to members on winding up or dissolution of the Port Glasgow Bowling Club.

**Page 11 of 12**

Summer 1 April — 31 October

|  |  |  |
| --- | --- | --- |
| Day | ON Consumption | |
| Opening time | Terminal hour |
| Monday | \*11 am-2.30pm  6.30pm | 11.45pm |
| Tuesday | \*11 am-2.30pm  6.30pm | 11.45pm |
| Wednesday | \*11 am-2.30pm  6.30pm | 11.45pm |
| Thursday | \*11 am-2.30pm  6.30pm | 11.45pm |
| Friday | \*11am-2.30pm  7pm | 1am |
| Saturday | \*10am | 11.45pm |
| Sunday | \*10am | 11.45pm |

Winter 1 November - March 31

|  |  |  |
| --- | --- | --- |
| Day | ON Consumption | |
| Opening times | Terminal hour |
| Monday | 11am | 2pm |
| Tuesday | 7pm | 11.45pm |
| Wednesday | 7pm | 11.45pm |
| Thursday | 7pm | 11.45pm |
| Friday | 6.30pm | lam |
| Saturday | 11 am | 11.45pm |
| Sunday | 12.30pm | 11.45pm |

**Page 10 of 12**

1. **Bye-Laws**

The Management Committee shall have power of enacting Bye-Laws, which Bye-Laws must be consistent with the Laws of the Club,the operating plan, and take into consideration the objectives of the Licensing (Scotland) Act 2005

1. **Meetings of Management Committee**

The Management Committee shall meet monthly during and outwith the bowling season, and the President shall at all times have the power to call a meeting of the Management Committee and shall be bound to do so within six days of a requisition signed by two members of the Management Committee.

1. **General Meeting**

The Annual General Meeting of the club shall be held not later than the 28th February (notice of which shall be given by the Secretary one week prior to the date of the meeting) for the election of Office Bearers in room for those retiring, and for the transaction of any business of the Club. Other General Meetings may also be convened by the Secretary on instructions from the Management Committee, and the President shall be bound to instruct the Secretary to call a General Meeting within eight days after receipt of a requisition to do so signed by at least twelve members, said requisition to specify the purpose for which the meeting is required. Twenty will form a quorum. Unless in case of urgent business, at least 48 hours notice of any Special General Meeting shall be given to Members, such notice shall mean during the bowling season an intimation shall be posted in the Club-House Notice Board, and non-playing season in intimation in the Local Press. The financial year of the club shall close on 31st December.

**7. The President**

The President, or if absent the Vice-President, or in the absence of both, any other member of the Management Committee elected by the meeting shall preside at all meetings of the club or management Committee and besides deliberative shall have a casting vote in cases of equality.

**Page 3 of 12**

1. **The Secretary**

The Secretary shall issue notices of all Meetings of the Club and Management Committees, and shall keep accurate minutes thereof.

1. **The Treasurer**

The Treasurer shall keep correct accounts and books showing the financial affairs of funds of the club, and shall at the A.G.M. submit a statement of income and expenditure for the previous year (duly audited by two members of the club, not on the committee) or external auditors.

A printed copy of the said statement shall be distributed to each member of the club at least seven days before the meeting.

1. **Annual Subscriptions**

The Annual Subscription of the various categories of membership shall be decided each year at the Annual General Meeting and shall be payable before the End of March.Any member failing to pay fees by Opening day ceases to be a member of the club, and will be notified in writing to that effect.

Opening Day shall be April 1.

Members intending to resign from the club shall be required to give written notice before the Annual General Meeting.

1. **Admission of New Members**

All applications for admission must be signed by the applicant and must be recommended by two playing members to whom the applicant is known. This application should be made through the Secretary by a form supplied by the club; such applications shall be considered by the Management Committee at its first meeting. If approved by the Management Committee the applicant shall be placed on the waiting list (if any). When a vacancy occurs the applicant shall be placed on the notice board for at least 7 days. The Management Committee reserve the right to interview the proposer and seconder of any application before approval. An interval of two weeks must elapse between nomination and election of any member.

**Page 4 of 12**

**25. Affiliated Clubs**

The club regularly hosts bowling tournaments and members from affiliated bowling clubs use the club facilities on these occasions. These clubs are any which are governed by the Scottish Bowling Association and the British Isles Bowling Association.

**NB - The club will also be involved in the local `Active Schools' project and children and young persons will on occasion be on the premises for the purpose of playing bowls.**

On these occasions, children and young persons – if in need of use of the clubhouse facilities - will remain within the defined area of the lounge and will be supervised by suitable adults.

**The bar should remain closed in the lounge during this time.**

**26. Opening** **Hours**

The Club House shall be open to members daily between such hours as the Management Committee shall determine. Licensed trading hours are as stated within the Club’s operating plan. Such times will be displayed in the Club House. These hours are:

**Page 9 of 12**

**23. Limited Members Privileges**

Limited Members may use the facilities and amenities of the Club and shall be allowed to play seven games in any season. They shall not have the right to attend or vote at club meetings.

Their playing rights shall be secondary to Playing Members.

**24.** **Visitors** **to** **the** **Club** **House**

To comply with the legal requirements a visitor shall not be supplied with excisable liquor in the club premises, unless on invitation and in the company of a member, and the member shall upon admission of such a visitor to the Club premises and prior to the visitor being supplied with such liquor, enter their own name and the name and address of the visitor, in the book provided, together with the date of the visit.

Each member shall be permitted maximum of four guests. The club will ensure that total capacity and ratio of members to guests is not exceeded.

Visitors may not remain in the Club House after the member signing the visitors book has left. No excisable liquor shall be sold or supplied in the Club premises for consumption off the premises.

No excisable liquor shall be kept in or brought into the Club premises by members.

No excisable liquor shall be sold or supplied to any person under the age of 18 years.

It is incumbent to allmembers that these regulations be strictly adhered.

Any member who invites a visitor into the Club House but does not use the Visitors Book shall be subject to disciplinary action. No vulgar or unbecoming language or unseemly conduct will be tolerated in the Club House.

**Page 8 of 12**

1. **Competitions**

All regulations regarding competitions shall be entirely in the hands of the Management Committee or any other Sub-Committee appointed by them. No competition shall take place unless duly authorised by the Management Committee. Competitions which place the onus on members first drawn in each tie shall be governed by the Challenge Rule. A “Challenge Book” with directions to procedure is available in the Club-House and Members finding difficulty in arranging ties must make use of the book.

Should more members desire to play in Weekly Wapenschaw’s than there is accommodation available on the green, the surplus will be balloted out, but provision will be made that no Member be excluded from play twice in the same year.

1. **Disputes**

Should any dispute arise in connection with any of the matches or competitions, the same shall be referred to the Management Committee whose decision shall be final. Any Member of Management Committee interested in a dispute shall retire during the consideration of the matter in dispute.

1. **Play on the Green**

The play on the Green shall be regulated by:

(a) The Green Bailiff or

(b) A Sub-Committee appointed by the Management Committee who shall have the power to decide when the green shall not be played upon. The Green shall be opened for play at 10:00 a.m. daily, or at such other times that the Green Bailiff or Committee shall allow. All persons must wear smooth soled heel-less footwear when on the Green. The wearing of denim trousers shall not be allowed on the green.

One rink on the Green, allocated by the Green Bailiff, shall be reserved for general play until 7:00 p.m. after which hour ties may be played if the rink is vacant. The Management Committee shall have full power in the allocation of Green for representative of friendly matches.

No vulgar or unbecoming language or unseemly conduct will be tolerated on the Green.

**Page 5 of 12**

1. **The Laws of the Game**

The Rules and Laws of the Game enacted by the Scottish Bowling Association and as altered or amended by the said association from time to time shall be observed by Members of this Club. A copy of these rules shall be available in the Clubhouse.

1. **Playing Members**

Male and Female Playing Members shall not exceed 210.

1. **Playing Members Privileges**

Playing Members shall have the right to attend all General Meetings and have full voting rights therein.

Every Playing Member shall have the privilege of bringing guests to the Green. No individual visitor shall be allowed to play more than four times in the season. Visitor’s names and addresses must - before play and subject to availability of rinks - be entered in the Visitors Book which will lie on the table in the Club House, along with the date and the name of the member signing the guest in. The Management Committee shall have the power to exclude any visitor in whose case the privilege may seem to be abused.

1. **Honorary Members**

The Members of the Club shall have the right of nominating for Honorary Membership any person who in their opinion is entitled to that honor. Honorary members would be current members who have either shown exceptional sporting achievements in bowling, or have shown exceptional dedication to the club in terms of long-standing membership and giving their time and service to the club and/or the committee.

Such nomination shall be submitted to the Management Committee.

1. **Honorary members Privileges**

Honorary Members shall have the same privileges as Playing Members Including the right to voting at meetings, but they shall have no financial responsibility.

1. **Junior Members**

This category shall be open to male and females from the age of five to 17 years.

**Page 6 of 12**

**21. Junior Members Privileges**

They shall all have playing rights as members.

No member under 18 years is entitled to vote.

Junior members may have up to three guests at one time. These guests must not be over 18 and when signed in by a junior member, be on the premises for the purpose of playing bowls.

Junior members will be allowed in the defined section to the rear of the members lounge, male and female toilets, and the locker room, as defined on the club's layout plans. They will not be permitted to approach the bar area or gain access to the members bar.

Junior Members when in the members lounge must be accompanied by an adult.

Junior members from the age of five up to the age of 15 will be allowed within the defined area of the members lounge until 8pm.

Junior members aged 16 and 17 will be allowed within the defined area of the premises until 10pm.

Children and young persons would also be allowed entry for the purpose of a family function as long as they are supervised by a suitable adult.

Children would be allowed entry until 11pm for the purposes of a family function.

Young persons would be allowed entry until lam for a family function.

**22. Limited Members**

This category which is be open to any Member or former Member of Port Glasgow Bowling Club who feel that they are no longer able to play bowls for a full season, may apply for Limited Membership. Acceptance will be at the discretion of the Management Committee.

Limited Membership shall be restricted to 30% of the Playing Membership.

Fees shall be at least 25% of the prevailing Playing Members regular Annual Subscription.

Limited Members may not propose or second applications for club membership.

**Page 7 of 12**