

ABERDEEN INDOOR BOWLING CLUB

Constitution Rules and Bye Laws

1. NAME

The Club shall be called "Aberdeen Indoor Bowling Club".

2. OBJECTS

The objects of the Club are to promote, foster and encourage the game of indoor bowling and other indoor games and social activities.

3. PROTECTION OF CHILDREN AND VULNERABLE ADULTS

The Club will adopt the Scottish Indoor Bowling Association policy and procedure with regards to the protection of children and vulnerable adults.

4. MEMBERSHIP

Membership is open to all without discrimination.

The membership shall consist of Ordinary Members, Junior Members, Social Members and such Honorary and Temporary Members as may from time to time be elected or admitted under the Rules.

No persons shall be allowed to become Honorary or Temporary Members of the Club or be relieved of the payment of the regular entrance fee or subscription except those possessing certain qualifications defined in the Rules and subject to conditions and regulations prescribed therein.

The election of members shall be by simple majority of the Committee who will ensure that all candidates for admission to membership of the Club must complete the Membership Application Form providing their name, address and date of birth.

All applications for membership must be accompanied by a non refundable fee of £10.

The names and addresses of all candidates for membership shall be displayed in a conspicuous place in the premises occupied by the Club for at least a week before their election and an interval of not less than 14 days shall elapse between the nomination and election of such candidates.

On the admission of an Ordinary Member and Junior Member the Secretary shall notify their election and furnish a copy of the Constitution, Rules and Bye-Laws of the Club. Intimation shall, at the same time, be given that, until the annual subscription or the applicable part thereof for the current year has been paid, the member cannot enjoy the privileges of the Club.

5. HONORARY MEMBERSHIP

On a recommendation to that effect from the Committee it shall be competent for two-thirds of the members present at a General Meeting to confer upon anyone the distinction of Honorary Member in recognition of being a distinguished bowler or for services rendered to the Club or to the game of bowling.

Honorary members shall be exempt from payment of subscription. They shall be subject to the whole Rules and Bye-Laws of the Club but shall be eligible to be elected to office.

6. HONORARY PRESIDENT & HONORARY VICE-PRESIDENT

On a recommendation to that effect from the Committee it shall be competent for two-thirds of the members present at a General Meeting to confer upon anyone the distinction of an Honorary President or an Honorary Vice-President for exceptional services rendered to the Club or to the game of bowling. Only one such distinction shall be held by one person at any one time.

An Honorary President and an Honorary Vice-President shall be exempt from payment of subscription but shall be subject to the whole Rules and Bye-Laws of the Club and have the full voting rights of an ordinary member in the affairs of the Club but shall not be eligible to hold any other office.

An Honorary President and an Honorary Vice-President shall be a guest at any social event hosted by the Club.

7. TEMPORARY MEMBERSHIP

The Committee in their discretion may admit as Temporary Members without payment of subscription, bowlers who are members of a team representing a Bowling Club who are to take part in a representative match at the Club. A notice giving the names of such members and of the Club or Association which they represent and the date of the visit must be posted on the Club`s notice board at least 48 hours prior to such visit.

The Committee may also admit as Temporary Members parties whose permanent residence is outwith the City of Aberdeen and who are visiting for holidays or other purposes.

The Committee may also admit as Temporary Members spectators at International and National Bowling Championships being held in the premises but only for the duration of such Championships and that on the issue of a non-transferable admission ticket or on such other conditions as may be decided by the Management Committee.

Temporary Members shall be subject to the Rules and Bye-Laws of the Club and shall have no voice in the management of the affairs of the Club, nor shall they be permitted to introduce visitors or guests.

8. JUNIOR MEMBERS

The Committee may at their discretion invite persons up to 16 years old to be Junior Members.

Junior Members shall pay £10 annual fee provided they are under 16 years of age on the date fixed by the Committee for payment of annual subscriptions.

Junior members shall have no voting rights.

Junior Members may progress to full membership on attaining the age of 16 and shall pay the full membership fees or the relevant part thereof.

9. SOCIAL MEMBERS

The Committee may, at their discretion, allow members who are unable to continue bowling through age, illness or disability but wish to retain membership of the Club to transfer to Social Members.

Such members shall have no voting rights and shall be subject to the Rules and Bye-Laws of the Club but shall have access to the catering and licensed facilities.

The Annual fee shall be 50% of the ordinary fee.

10. SUBSCRIPTIONS

The annual subscriptions shall be such sums as the Club may in General Meeting determine from time to time and the same shall be payable on a date fixed by the Committee in each year.

Candidates admitted to membership at any time during the year after the date fixed by the Committee for the payment of annual subscriptions will pay a subscription in direct proportion to the percentage of the year remaining at the time of their election to membership

No member shall be admitted to any of the privileges of the Club until the subscription has been paid.

11. REDUCED SUBSCRIPTIONS

The Annual Subscription of any member attaining the age of 80 years and having been a member for 20 years shall be reduced to 25% from the succeeding date fixed by the Committee for the payment of the annual subscriptions.

12. NON-PAYMENT OF SUBSCRIPTIONS

Non-payment of the Annual Subscription or the applicable part thereof within one month from the date of the election shall make the election of the member null and void unless reasons satisfactory to the Committee for the non-payment be assigned.

Members abroad may have their case specially dealt with by the Committee.

13. RESIGNATION FROM MEMBERSHIP

Any Member wishing to resign shall give written notice to the Secretary prior to the date fixed by the Committee for payment of annual subscriptions.

Any Members who fail to pay within one month from the due date will automatically be deemed to have resigned.

Any Member who ceases to be a member of the Club will forfeit all rights to or claims upon the Club, its property or its funds.

14. GUESTS

Every Ordinary Member shall have the privilege of introducing to the Club premises three visitors or guests. The Member exercising such privilege shall be responsible to the Committee for the conduct of the visitors or guests, who may only remain on the premises whilst the Member introducing them is present.

Visitors or guests shall not be supplied with excisable liquor in premises occupied by the Club unless on the invitation and in the company of a member and the member shall, upon such admission of such visitors or guests to the premises occupied by the Club, enter his own name and membership number, the names and addresses of the visitors or guests in a book which shall be kept for the purpose and which shall show the date of such visit.

A visitor or guest invited to play on the rinks shall be admitted as a Temporary Member but shall not be permitted to play on more than two occasions during the period from 1 October to 30 April. Any game authorised by the Committee shall not be reckoned as an "occasion" for the purpose of this rule.

15. SUPPLY OF EXCISABLE LIQUOR

The supply of excisable liquor to the Club shall be under the control of the Committee.

The permitted hours for the sale of excisable liquor shall be in accordance with the Operating Plan in the Premises Licence issued under the Licensing (Scotland) Act 2005.

No member of the Committee or governing body or employee of the Club shall have any personal interest in the sale of excisable liquor therein or in the profits arising from such sales.

No excisable liquor shall be sold or supplied in the Club premises for consumption off the premises except to a member of the Club in person for consumption by the member or to a person holding a licence for the sale of such liquor.

16. DESCRIPTION OF A CLUB

As contained in The Licensing (Clubs) (Scotland) Regulations 2007
In these Regulations, "the Act" means the Licensing (Scotland) Act 2005.

Clubs prescribed for the purposes of section 125(1)

The description of club prescribed for the purposes of section 125(1) of the Act is a club;

- (a) which is not conducted for the purposes of making a profit; and
- (b) which has a written constitution and rules which make provision to the effect specified in paragraph (2).

That provision is that;

- (a) the business of the club is to be under the management of a committee or other governing body elected by the members of the club;
- (b) no person under 18 is to be admitted as a member of the club (unless the club is devoted primarily to some sporting purpose or is a students' union to which paragraph (3) applies);
- (c) no member of the committee or other governing body and no person employed by the club is to have any personal interest in the sale of alcohol on the club premises or in the profits arising from such sale;
- (d) other than when an occasional licence has effect, no person is to be supplied with alcohol on the club premises unless that person is;
 - (i) a member of the club;
 - (ii) a person who is on the premises at the invitation of a member of the club and is accompanied by that member
 - (iii) a member of another club which falls within the description prescribed in paragraph (1)
- (e) where a person referred to in sub-paragraph (d)(ii) is supplied with alcohol on club premises when an occasional licence is not in effect, there is to be entered in a book kept for the purpose;
 - (i) the date in question;
 - (ii) the name and address of the person; and
 - (iii) the name of the member accompanying the person;
- (f) correct accounts and books are to be kept showing the financial affairs and intromissions of the club;
- (g) the club has to have at least 25 members to be properly constituted; and

(h) no person is to be allowed honorary or temporary membership of the club or to be relieved of the payment of the regular entrance fee or subscription;

(i) except to allow temporary participation in the activity which is the prime purpose of the club; and

(ii) except in accordance with specific provision set out in the club rules.

17. CONDUCT OF MEMBERS

If the conduct of any member either in or out of the premises occupied or used by the Club shall, in the opinion of the Committee, be injurious to the character or interest of the Club it shall be in the power of the Committee to censure the member verbally or in writing, impose a period of suspension, recommend such member to resign or expel the member.

In circumstances where there is no alternative to immediate suspension the Executive may impose a period of suspension. Such suspension will be subject to its being ratified by the full Committee of Management at the monthly meeting immediately following the suspension with the proviso that if such suspension is imposed within seven days prior to the monthly meeting, ratification will be delayed until the next full Committee meeting. The member whose conduct is under consideration will, in the interim period, be given the opportunity to give an explanation of his or her conduct.

Where a recommendation to resign has been made to a member by the Committee of Management and such member refuses or delays resignation for more than 7 days from the date of such recommendation, the Committee of Management may expel the member.

Any Office Bearer or Committee Member suspended under the terms of the foregoing paragraphs must immediately resign from office and if the Office Bearer or Committee Member refuses or delays such resignation the Committee may expel the Office Bearer or Committee Member from the Club.

Any decision to ratify a period of suspension, to recommend a member to resign or to expel a member, will require an affirmative vote by a simple majority of the Committee of Management.

An expelled member will not be allowed in any circumstances to enter the premises occupied or used by the Club.

Any member ceasing to be a member of the Club under the terms of this section will forfeit all rights to or claims upon the Club, its property and funds.

18. MANAGEMENT

The whole business and affairs of the Club shall be under the management of a Committee of Management (hereinafter referred to as "the Committee") which shall consist of a President, a Vice-President, a Secretary and a Treasurer and 12 male members elected to hold office for not less than one year by the general body of members.

Seven members of the Committee shall form a quorum.

No member shall continue to hold office if already holding office in or registered with any other Indoor Bowling Club.

19. THE COMMITTEE

The President shall be the Chairman of the Committee.

The Committee shall consist of a President, Vice-President, Secretary and Treasurer who will be elected annually. The Immediate Past President who will remain until the newly elected President retires from Office. Also twelve elected members to serve four years. Three members of the Committee, other than the Office-bearers shall retire each year after serving four years, but shall be eligible for re-election.

Should a vacancy arise in the Committee during the year, the Committee may co-opt a member to fill the vacancy, but the member elected to fill such vacancy shall, as regards retiral, occupy the same position as the member whose place he has filled. The co-opted member, when possible, shall be the unelected member who polled the highest number of votes in the previous election for Committee.

Nominations for Office-Bearers and membership of the Committee with the names of the Proposer and Secunder should be lodged with the Secretary in writing not less than fourteen days before the date of the Annual General Meeting. Such nominees will not be eligible for election if already holding office in or registered with any other Indoor Bowling Club.

Any former Office-Bearer or Member of the Committee whose membership was suspended under the terms of paragraph 18 of this Constitution will not be eligible to stand for election or be co-opted as a member of Committee.

In the event of a ballot to elect Member(s) to a Committee the number of votes cast on each ballot paper shall equal the number of vacancies required to be filled. Any lesser or greater number of votes cast shall render the ballot paper void.

Subject to the provisions contained in these Rules the Committee shall have the power to make, alter or amend the Bye-Laws of the Club and make new Bye-Laws which shall be binding on the members until revoked or otherwise determined by the Club.

The Committee shall hold a meeting at least once every month during the Indoor Bowling season and during the remainder of the year as often as may be necessary.

20. EXECUTIVE

The President, Vice-President, Secretary and Treasurer shall be the Executive and are empowered to make management decisions between Committee Meetings.

In emergency situations they may authorise expenditure of up to £10,000 without reference to the Committee but shall, in such situations, call a meeting of the Committee within 3 days of such an occurrence.

The Executive are empowered to make management decisions authorising expenditure on any single item of up to £2,000 in any period between Committee Meetings.

Any two Office-Bearers shall form a quorum.

All expenditure authorised by the Executive and any management decisions made by the Executive shall be reported to the Committee at the Committee Meeting held immediately following the date of such decisions.

The Committee may at any time, by a majority decision, suspend or revoke the powers of the Executive.

21. SUB-COMMITTEES

The Committee may form Sub-Committees from among their number or from the general membership whenever the need arises

Such Sub-Committees shall make recommendations to the Committee but shall have no power to implement such recommendations unless specifically empowered to do so by the Committee.

22. SECRETARY'S DUTIES

It will be the duty of the Secretary to conduct the correspondence, to give notice of all meetings, to keep a Minute Book in which he will enter all Minutes and submit the same for approval to the next meeting. He shall also keep a list or register of the members of the club.

23. TREASURER'S DUTIES

The Treasurer will supervise the receipt and disbursement of monies belonging to the Club. All cheques issued must have two signatories.

24. GENERAL MEETINGS

A General Meeting of the members, of which twenty-one days notice shall be given, shall be held annually on a date to be fixed by the Committee for the purpose of approving Annual Accounts, appointing a President, a Vice-President, a Secretary, a Treasurer, electing Members of the Committee and an Auditor, and transacting any other competent business of the Club.

A Special General Meeting may be called at any time by the Committee or upon the written requisition of not fewer than 20 members of the Club addressed to the Secretary, specifying the business it is proposed to transact at such meeting and no other business shall be transacted. Such meeting shall be called and held within 21 days from the date of the receipt of such requisition.

At General Meetings 12 members shall form a quorum.

25. CONDUCT OF MEETINGS

The conduct of all Committee, General and Special General Meetings will be in accordance with Standing Orders.

26. NOTICES OF MOTION

The foregoing Rules shall come into operation on the day on which these Rules are enacted and shall not be altered or added to except on a Resolution passed by a majority of not less than two-thirds of these members present and voting at a General Meeting or Special General Meeting of the Club.

Notice of any motion for alteration of or addition to the Rules and Bye-Laws and all other notices of motion (except Bye-Laws made by the Committee in terms thereof and motions submitted by the Committee) must be lodged with the Secretary in writing not less than 14 days before the date of such meeting.

27. NOTICE OF GENERAL MEETINGS

Notice of Ordinary or Special General Meetings of members shall be deemed to be sufficiently given if a notice convening the meeting is published in a newspaper circulating in the City and neighbourhood of Aberdeen and a copy of such notice posted on the Club's Notice Board.

28. LEGAL PROCEEDINGS

The Committee shall have power to begin or defend any proceedings taken by or against the Club.

As soon as possible after proceedings are commenced, the Committee shall call a General Meeting of the Club to consider the matter, at which meeting the President or Vice-President shall be present, and such meeting with those present and consenting and also dissenting shall be expressly minuted.

In any litigation in which it is considered that serious expenditure may be incurred the Committee shall, when the pleadings are settled, call a General Meeting of the Club, with the attendance of the Solicitor of the Club to explain and consider the situation with a view to whether the litigation should be continued.

30. PROCEDURE FOR WINDING UP

The club is a non-profit making organisation.

All profits and surpluses will be used to improve the club's facilities.

On winding up or dissolution of the Club all assets will be distributed among local Indoor Bowling clubs registered with CASC.

ABERDEEN INDOOR BOWLING CLUB

Bye Laws

1. The premises shall be opened and closed at times decided by the Committee of Management.
2. The Club will undertake no responsibility for any article taken into or left in the premises occupied by the Club.
3. All complaints shall be made in writing to the Secretary for the consideration of either the Executive Committee or Committee of Management depending upon the seriousness or urgency of the situation. The conduct of a member of staff shall in no circumstances be made the matter of personal reprimand.
4. No expenses incurred in the premises occupied by the Club shall be paid by visitors. Visitors shall only be liable for the charges for the use of the rinks in the event of their taking part in any game.
5. Members shall pay their bills before leaving the premises occupied by the Club, under no circumstances will credit be given.
6. Unless otherwise provided for in the Club's Competition Rules all competitions shall be played under the laws of the game as adopted by the Scottish Indoor Bowling Association.
7. No person under 18 years of age shall be supplied with alcoholic liquor nor shall be permitted to play the Gaming Machines.
8. Trays must be used to carry all refreshments from either the catering or bar areas. No refreshments may be consumed at the sides of Rinks 1 and 8.
9. All available rinks can be booked 4 weeks in advance by Members.
10. In all competitions Regulation dress must be worn.
For Ladies this is either grey or black regulation skirt or trousers and a predominantly white top.
For Gents this is either grey or black trousers and a collared predominantly white top.
Bowling shoes can be either black, brown, grey or white.
11. All clothing, bowling bags etc. must be left on the appropriate racks or in the Locker Rooms. Ladies handbags must be left under the table at the far end of the respective rinks.
12. The (5) named spaces and the next (5) yellow boxed spaces in the front car park are reserved for Committee members at all times.
The remaining (6) Committee spaces within the white line can be used by members up to 4.30 pm daily after which time they are reserved for authorised personnel only.

The foregoing Bye-Laws may be altered by the Committee from time to time.

Notice of such alteration being given to the members of the Club by being posted on the Club notice board.

ABERDEEN INDOOR BOWLING CLUB

Rules and Regulations for Competitions

1. General

All players taking part must be members of the Aberdeen Indoor Bowling Club. It is a condition of entry that every league fixture must be fulfilled. The person who enters the team is responsible for the rink fees of each member of the team. It is also their responsibility to ensure that no non-eligible member plays in the team. A team which includes a non-eligible player in a game will forfeit the points and the shots scored in that game and the team is liable to be disqualified.

In all Competitions a full team complement must be played and regulation dress must be worn.

Trial ends are not permitted in any competition.

All burnt ends other than the second last in the first stage must be replayed.

An end will deem to have started when the mat is properly laid and the jack delivered from the Lead player's hand.

In Seniors Competitions all players must be 60 years of age or over.

In all games, the Manager, his Deputy, a Member of the Committee or any other member mutually agreeable to both Skips shall act as Umpire.

2. Dates and Duration of Play

Time tables shall be issued for all League Competitions, and these shall be the only notification for matches to be played.

Knock-out Competitions shall be exhibited on the Notice Board. A date and session having been specified, the contesting sides are responsible for the rink charges.

In the first stage sessions will consist of two hours or 21 shots for Singles and will be timed by a chronometer which will automatically sound a buzzer thirteen minutes from the end of the session when the end in play will be completed and one further end will be played.

In the second stage the number of ends will be agreed by the Committee and clearly shown on the Draw Sheet, before the commencement of the Competition.

3. Points System

In League Competitions two points will be awarded for a win and one point for a draw. In the event of equality in points, and shot difference the result of their game will decide the winner.

In League competitions the non-defaulting team will be awarded two points and eight shots and the defaulting penalised eight shots.

4. Disputes

Any question, dispute or protest arising in the course of, or in connection with, the game may be referred to the Committee provided such is intimated in writing to the Club Secretary within 48 hours of the termination of a game. The decision of the Committee shall be final. The Committee may delegate this duty to a Sub-Committee.

5. New Players

New players can be introduced at any time during the League competitions with a pool maxima of Pairs - 4, Triples - 6 and Fours - 8.

New players can be introduced at any time during the Knock Out competitions (except two bowl pairs) with a pool maxima of Pairs - 4, Triples - 5 and Fours - 6.

In two bowl pairs where two rounds are scheduled for the same evening no substitutes will be allowed unless authorised by the Committee.

6. Delayed Start

A period of grace – 15 minutes – will be allowed for a competitor (s) delayed by weather or other cause. If, after that period has elapsed and the competitor (s) is/are not on the rink ready to play, their opponents will be declared the winners.

(Please note the 15 MINUTES period of grace allowed for delayed start to matches will be taken from the Stadium clock at the Main Scoreboard)

7. POSTPONEMENTS and DISPENSATION

All games must be played on the date and at the time specified in the Competition time table. Postponements and Dispensations shall be allowed under the following circumstances

a) Dispensation (Representing the Club)

When representing the Club in various competitions such as League matches, National Competitions or as authorised by the Committee.

Two dates will be offered for the rearranged match.

If these are unsuitable the Manager will then allocate an independent third date when the match will take place.

b) Dispensation (Funeral of team member)

After the death of a team member the team will get dispensation if they wish to attend the funeral.

Two dates will be offered for the rearranged match.

If these are unsuitable the Manager will then allocate an independent third date when the match will take place.

c) Bereavement

In ALL cases of bereavement NO dispensation is allowed as the team pool can be used. If there is an insufficient pool of players then the team affected should scratch from the match.

d) Postponement (Adverse weather or other cause)

If any team is unable to fulfil a fixture due to adverse weather conditions or other cause the following procedure must be adhered to if a re-arranged game is to be considered;

1. The sponsor of the team unable to fulfil the fixture must contact both the Office and the opposing sponsor advising them of the situation as soon as possible.
2. A written request for a re-arranged game must be submitted to the Office by the sponsor of the team unable to fulfil the fixture within three (3) days stating the reasons for such a request.
3. The Competitions Committee will consider the request and inform the sponsor of their decision at the earliest opportunity.
4. If the weather is extremely severe or the other cause is of a serious nature the Competitions Committee may refer requests to the Committee of Management for their consideration and action.
5. If postponement is approved a date will be offered for the re-arranged match. If this is unsuitable the Manager will then allocate an independent date when the match will take place.
6. If postponement is not approved the team unable to fulfil the fixture shall be deemed to have scratched from the fixture.

Except for the above regulations, the rules adopted by the Scottish Indoor Bowling Association shall apply.

ABERDEEN INDOOR BOWLING CLUB

Standing Orders for use at ANNUAL, SPECIAL, GENERAL and COMMITTEE MEETINGS

1. Quorum

The Quorum at a General Meeting shall be twelve (12) members who are entitled to vote and at a Committee Meeting shall be seven (7) members. Any member may, unless when a member is addressing the Meeting, request the Chairman to count those present with voting rights, and if there are not the required number of members with voting rights present, then the Meeting shall thereupon terminate.

2. Chairman

- a) The President or in his absence the Vice-President or a Committee Member in order of Seniority, shall take the chair; if all of the foregoing are absent, the meeting shall appoint a Chairman.
- b) The Chairman may vary the order of business in order to give precedence to business of special urgency.
- c) Deference shall at all times be paid to the authority of the Chairman. When the Chairman rises to speak, the member, if any, who is addressing the Meeting, shall resume his seat. It shall be the duty of the Chairman to preserve order and to ensure that members obtain a fair hearing. He shall decide all matters of order, competence and relevancy. He shall be entitled, with the approval of the majority in attendance, to adjourn the meeting to a time he may fix, and his leaving the chair shall be the signal that the Meeting has been adjourned. The Chairman shall have both a deliberative and a casting vote.

3. Order of Business

- a) The Minutes of the previous Meeting shall be read, or held as read, corrected if need be, and signed by the Chairman of the Meeting.
- b) Matters arising out of the Minutes shall be considered and disposed of.
- c) Election of office bearers.
- d) Correspondence shall be read and disposed of.
- e) The Financial Report and any other Reports shall be given and disposed of.
- f) Motions of which appropriate notice has been given shall be considered.
- g) Questions concerning any competent and relevant subject shall be put to the Chairman who may direct that the reply be given by one or other of the Office-Bearers, Officers or Conveners of Sub-Committees.
- h) Any other competent business shall be considered.

4. Notice of Motion

- a) Notices of Motion for the Agenda shall be given in writing, not later than fourteen (14) days before the Annual or Special General Meetings, and in the case of a Committee Meeting, not later than 3 days before such Meeting, and shall be considered, provided that motions which, in the judgement of the Chairman are irrelevant or incompetent shall not be entered in the Minutes or put on the Agenda.

b) Motions submitted in writing to the Chairman at the meeting may be considered if, in his judgement, they are competent, relevant and urgent, and if the consent of two thirds of the members present and voting will be obtained.

c) If a motion of which notice has been given, be not moved by the member who has given the notice or by some member on his behalf, it shall, unless postponed by leave of the meeting, be considered as dropped and shall not be moved without further notice.

5. Order of the debate

a) The movers of a motion shall not speak for more than 5 minutes, unless with the consent of the Meeting. Each succeeding speaker shall not speak for more than 3 minutes, and shall speak only once in the same discussion, unless to call attention to a point of order, or with the sanction of the Chairman to make an explanation.

b) The mover of the original motion shall have the right to speak for 3 minutes in reply, but no new matter shall be introduced by him in such reply. The discussion shall thereupon be closed and the question put by the Chairman.

c) A member desiring to speak shall rise in his place and, when called upon, shall address the Chairman. He shall direct his speech strictly to the matter under consideration, or to a question of order.

d) If two or more members rise at the same time to speak, the Chairman shall decide to whom priority shall be given.

e) A member who is addressing the Meeting when a question of order is raised shall resume his seat until the question has been decided by the Chairman.

6. Closure of Debate

a) At the close of any speech, provided not less than five have spoken, any member who has not spoken on the question before the Meeting, may move "That the question is now put". If this be seconded, the Chairman shall, without further debate, take a vote. No speeches shall be made on the motion. If it be carried the mover of the original motion shall have the right of reply and the question under discussion shall then be put to the Meeting.

b) If a motion is before the Meeting, and an amendment to the motion be moved, a further amendment shall not be moved until the first amendment is disposed of. If any amendment be negatived, a further amendment may be moved to the original motion, but only one amendment shall be submitted at one time. Whenever an amendment to a motion is declared to be carried, the motion, as so amended, will thereupon become the substantive motion, to which a further amendment may be moved.

7. Voting

Voting shall be by show of hands, but twelve (12) members with voting rights, on rising in their places shall secure that any vote shall be by ballot. When required, or when deemed necessary by the Chairman, scrutineers or tellers shall be appointed by the Meeting. Any member taking part in a vote may at the same meeting enter his dissent from the finding.

8. Six Months

A motion or proposal which is contradictory of a resolution already adopted shall not be competent within six months from the date of adoption of such resolution, unless with the consent of two-thirds of the members present and voting.

9. Standing Orders remain in force

Unless motions for modification, alteration or addition are received fourteen clear days before the Annual General Meeting, such Standing Orders shall remain in force

throughout the current year.

10. Suspension of Standing Orders

Any one or more of the Standing Orders, with the exception of Standing Order No 4, may be suspended at any Meeting, provided that the consent of two-thirds of the members present and voting be secured. The above Standing Orders so far as possible shall also be Standing Orders for all Special and other Meetings of the Club.

CLUB SECRETARY'S DUTIES

1. Give notice of all meetings, prepare an agenda, take and keep minutes of the following i.e.
 - a) A.G.M.
 - b) Committee of Management meetings
 - c) Executive Committee
Urgent matters and discipline of staff and members.
 - d) Finance Committee
Fees and Wage increases.
 - e) Any other meetings to be convened
e.g. Internationals
Discrimination
2. Prepare all documentation for the A.G.M;
 - a) Nomination forms
 - b) Notices of Motions
 - c) Advert in the local press
3. Keep the Club Constitution, Bye Laws, Competition rules up to date.
4. Conduct all correspondence of the Club.
5. Invite Clubs to participate in Sunday afternoon games. Organise rinks for other groups on other occasions e.g. Churches league, Hall Russell. Probus etc.
6. Maintain list of members and waiting lists
Prepare and issue invitation of membership letters
7. Organise quotations and arrange contracts for;
 - a) Travel requirements for all league and cup games
 - b) Catering franchise
 - c) Snow clearing
8. Maintain and renew as necessary:
 - a) T.V. Licence
 - b) Gaming Machine licences
 - c) Performing rights certificate
 - d) Club Insurances
 - e) Business rate relief
 - f) Valuation returns
9. Maintain and renew as necessary; All items applicable to the new 2005 Scottish Licencing Act. Including register of trained bar Staff.
10. Instruct
 - a) our Solicitors (Raeburn Christie Clark and Wallace) as necessary.
 - b) our Property Surveyors (Ryden's) as necessary
11. Invite all guests and sponsors to the Gala night, organise presentation party etc.
12. Organise Club Xmas Card and send to all sponsors and Indoor Bowling Clubs including SWIBA and SIBA Presidents and Secretaries.
13. Ensure that capitation and entry fees etc are paid to both the SIBA and SWIBA.
14. Source and obtain suitable merchandise e.g. pens and Club diaries.
15. Prepare a Club Newsletter for display on the end of rink tables.

16. Prepare programmes for Gala and any National playdowns, also team sheets for League and Cup games for Mens, Senior Mens and Ladies teams.

25. GENERAL MEETINGS

A General Meeting of the members, of which twenty-one days notice shall be given, shall be held annually on a date to be fixed by the Committee for the purpose of approving Annual Accounts, appointing a President, a Vice-President, a Secretary, a Treasurer, electing Members of the Committee and an Auditor, and transacting any other competent business of the Club.

A Special General Meeting may be called at any time by the Committee or upon the written requisition of not fewer than 20 members of the Club addressed to the Secretary, specifying the business it is proposed to transact at such meeting and no other business shall be transacted. Such meeting shall be called and held within 21 days from the date of the receipt of such requisition.

At General Meetings 12 members shall form a quorum.

ABERDEEN INDOOR BOWLING CLUB
Standing Orders for use at
ANNUAL, SPECIAL, GENERAL and COMMITTEE MEETINGS

8. Six Months

A motion or proposal which is contradictory of a resolution already adopted shall not be competent within six months from the date of adoption of such resolution, unless with the consent of two-thirds of the members present and voting.

