



PORTISHEAD LADIES BOWLING CLUB

CONSTITUTION AND RULES

(Adopted 31 October 2016)

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1. Name and Objectives

- 1.1. The name of the Club shall be Portishead Ladies Bowling Club (hereinafter referred to within this Constitution and Rules as “the Club).
- 1.2. The Club shall be affiliated to Bowls England and Somerset Bowls Association.
- 1.3. The members of the Club are members of The Association of Portishead Bowling Clubs (hereinafter called “the Association”).
- 1.4. The objectives of the Club are to provide opportunities for, and to promote participation in, the amateur sport of outdoor flat green bowls.
- 1.5. The Club shall adopt and conform to Bowls England Rules & Regulations and the Crystal Laws of the Sport of Bowls.

2. Officers of the Club

- 2.1. The Officers of the Club shall be Full Members of the Club and shall consist of

President	Captain
Secretary	Vice-Captain
Assistant Secretary	Competition Secretary
Treasurer	Fixture Secretary
Welfare Officer	Catering Officer
General Member	

Officers shall be elected at the Annual General Meeting and shall hold office for the period of election, retiring at the end of the period of election. All Officers of the Club shall be eligible for re-election to the same office or another office at the end of their current period of election.

- 2.2. Election of Officers

- 2.2.1. Nomination for all Officers shall be proposed and seconded by Full Members. The consent of the nominee must be obtained before being put forward. Preliminary notice of the date for the Annual General Meeting shall be displayed on the Club notice-board before the end of August each year. This notice will also make provision for the nominations for the election of Officers.

- 2.2.2. The Secretary, Assistant Secretary, Treasurer, Competition Secretary and Fixture Secretary shall normally serve for a minimum period of three years and shall be eligible for re-election thereafter.

- 2.2.3. The President shall normally serve for a period of two years.

- 2.2.4. The remaining Officers shall serve for a period of one year and shall be elected annually.

- 2.3. Selection

- 2.3.1. Players for matches shall be selected by a Selection Committee consisting of the Immediate Past Captain, Captain, Vice-Captain and one member elected at the Annual General Meeting.

Three members of the Committee shall form a quorum. An additional experienced member shall be invited by the General Committee to augment the Selection Committee for major knock-out matches.

3. Membership

3.1. Categories and votes of Membership

3.1.1. There shall be the following categories of membership with power to vote at all relevant meetings of the Club as indicated hereunder.

- 3.1.1.1. A FULL MEMBER – being a person who, at the date of election, shall have attained the age of eighteen years shall have one vote.
- 3.1.1.2. A JUNIOR MEMBER – being a person who, at the date of election, is under the age of eighteen shall have no vote. Such a member shall be one who at the commencement of the subscription year joins the Club other than as a full member.
- 3.1.1.3. A LIFE MEMBER – being a person who is no longer a Full Member, in recognition of exceptional service to the Club who shall not have voting powers. A member so elected shall enjoy the same privileges as a Social Member without payment of an annual subscription.
- 3.1.1.4. A SOCIAL MEMBER shall have the full use of the Club-house and shall be entitled to play on captain/president's day and on club days on payment of a concessionary green fee. At other times a social member may play a game of bowls as a member of the public on payment of the appropriate green fee. A social member shall have no vote.

3.2. Rights and privileges of members

3.2.1. The rights and privileges of each category of membership shall be as follows:-

- 3.2.1.1. A FULL MEMBER shall have the full use of all Association facilities. Affiliation fees shall be payable to Somerset Bowls Association and Bowls England.
- 3.2.1.2. A JUNIOR MEMBER shall have the full use of all Association facilities. Affiliation fees shall be payable to Somerset Bowls Association and Bowls England.
- 3.2.1.3. A LIFE MEMBER shall have the full use of all the Association facilities.
- 3.2.1.4. A SOCIAL MEMBER shall have the full use of the Association facilities and as per 3.1.1.4 above.
- 3.2.1.5. Candidates for membership shall have no privileges whatsoever in relation to the use of the Club or premises until they have become a member.

3.3. Membership and Subscription Fee

3.3.1. The rate of subscription fee for each category of Membership is proposed by the Association at their Annual General Meeting each year. Any proposed changes shall be approved by a majority of those present and entitled to vote and shall become operative from 1 April. The fees shall be prominently displayed in the Club-house.

- 3.3.1.1. Membership of the Club shall be open to anyone interested in the sport of outdoor flat green bowls on application regardless of age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Membership may however be limited according to available facilities on a non-discriminatory basis.
- 3.3.1.2. Membership subscriptions to the Club will be kept at levels that will not pose a significant obstacle to people participating.
- 3.3.1.3. The Club Committee may refuse membership or, subject to point 3.6.2 of this Constitution, remove it, only for good cause such as conduct likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the Appeals Panel.

3.3.2. All members shall pay their first annual subscription fee upon election to the Club and thereafter by 1 May.

3.4. Members' duty to provide contact details

3.4.1. Every member shall furnish the Honorary Secretary with up-to-date contact details that shall be recorded in the Register of Members and any notice sent to such address/es either by post or electronically shall be deemed to have been duly delivered.

3.5. Election and retirement of members

3.5.1. Application for membership

3.5.1.1. An application for membership shall be in the form prescribed by the Committee and shall include the name, address and contact details of the candidate.

3.5.2. Election of Members

3.5.2.1. Upon receipt of an application for membership, there shall be an interval of at least two days before the meeting of the Committee at which such application for membership shall be considered. The election of all classes of members is vested in the Committee and shall be a simple majority vote of those of the Committee. The Committee may refuse applications only for good cause such as conduct likely to bring the Club into disrepute. The Honorary Secretary shall inform each candidate in writing of the candidate's election or non-election. The Assistant Secretary shall furnish an elected candidate with a copy of the Constitution and Rules of the Club and make request for such payments as are necessary.

3.5.3. Payment of Fees upon Election

3.5.3.1. Upon election, a candidate shall pay, within one calendar month fees as shall be requested. In default of such payment, the election shall be void unless sufficient cause for delay is shown.

3.5.4. Resignation of a member

3.5.4.1. A member wishing to resign their membership shall give notice in writing to the Honorary Secretary before the [last day of the season/first day of the season] and shall not then be liable to pay the subscription for the following year.

- 3.5.4.2. A member who retires in accordance with this Rule shall not be entitled to have any part of the annual membership fee or any other fees refunded.

3.5.5. Arrears of Subscription

- 3.5.5.1. The Committee may cancel, without notice being given, the membership of any member whose annual subscription and other annual fees are more than one month in arrears provided that the Committee may, at its absolute discretion, re-instate such member upon payment of arrears. No member whose annual payment is in arrears may use the Club premises or vote at any meeting.

3.6. Conduct of Members

3.6.1. Undertaking by members to comply with rules

- 3.6.1.1. Every member, upon election and thereafter, is deemed to have notice of, and undertakes to comply with the Club Rules, any Byelaws and Regulations of the Club and the Rules of the Association.

3.6.2. Disciplinary action against members

- 3.6.2.1. All disciplinary matters will be dealt with in accordance with Bowls England Regulation 9 (Misconduct).
- 3.6.2.2. Should any member be expelled, the former member shall not be entitled to have any part of the annual membership fee refunded and must return any property belonging to the Club.

3.6.3. Complaints

- 3.6.3.1. Complaints of any nature shall be addressed in writing to the Honorary Secretary.

3.6.4. Members of other Bowls Affiliated Clubs

- 3.6.4.1. A member of any Club affiliated to Bowls England (a list whereof is published by Bowls England annually) may be authorised to use the premises of the Club.

3.7. Limitation of Club liability

- 3.7.1. All references to the Club in this Section shall mean each and every individual member of the Club from time to time.

- 3.7.2. Members are bound by the following Rule which shall also be exhibited in a prominent place within the Association premises:

“Members of the Club may use the Association premises, and any other facilities of the Association, entirely at their own risk and impliedly accept:

- (a) The Association will not accept any liability for any damage to or loss of property belonging to members.
- (b) The Association will not accept any liability for personal injury arising out of the use of the Club premises, any other facilities of the Association either sustained by members or caused by the said members whether or not such damage or injury could have been

attributed to or was occasioned by the neglect, default or negligence of any of them, the Officers, Committee or Servants of the Club.

3.7.3. Membership of the Club and acceptance of these Rules by the member will be deemed to constitute consent to the holding of relevant personal data for the purposes of the Data Protection Act.

4. Management Committee

4.1. Composition of Committee

4.1.1. The Committee shall consist of the Officers elected at the Annual General Meeting to hold office for the term of their elected period.

4.1.2. Candidates for election to the Committee shall be those members of the retiring Committee eligible to offer themselves for re-election and such other full members whose nominations (duly proposed and seconded in writing by full members of the Club) with their consent shall have been received by the Honorary Secretary at least twenty-eight days before the date of the Annual General Meeting in each year. Such nominations together with the names of the Proposer and Secunder shall be posted to the Club premises at least fourteen days prior to the date of the Annual General Meeting.

4.1.3. If the number of candidates for election is greater than the number of vacancies to be filled then there shall be a ballot of those members present and entitled to vote at the Annual General Meeting.

4.1.4. If the number of candidates for election is equal to or less than the number of vacancies to be filled then all candidates shall be deemed to be elected if majority of those present at the Annual General Meeting and entitled to vote, vote in favour of such election.

4.1.5. In the event of the ballot failing to determine the members of the Committee because of an equality of votes the candidate or candidates to be elected from those having an equal number of votes shall be determined by lot or previously nominated person.

4.1.6. If, for any reason, a casual vacancy shall occur, the Committee may co-opt another person to fill such a vacancy until the next following Annual General Meeting. Co-opted members will be entitled to vote.

4.2. Committee Meetings

4.2.1. The Committee shall endeavour to meet regularly to make such arrangements as to the conduct, place of assembly and holding of such meetings as it may wish.

4.2.2. Voting shall be by show of hands. In the case of equality of votes the President (or other nominated person) shall be entitled to a second and casting vote.

4.2.3. Three members personally present shall form a quorum at a meeting of the Committee.

4.2.4. Any conflict of interest must be declared to the President (or other nominated person) prior to the start of the meeting. The President (or other nominated person) will determine if the person may remain in the meeting and/or vote when the item is discussed.

4.2.5. Any member absenting herself from three consecutive meetings, without good reason, shall be deemed to have resigned from the Committee.

4.3. Powers of the Committee

4.3.1. The Treasurer will keep accounts of the finances of the Club and report to the Committee as necessary. The accounts should be examined and presented to the Annual General Meeting. The Club shall maintain a bank account with cheques signed by two of four authorised signatories.

4.3.2. The Committee shall manage the affairs of the Club according to the Rules and shall cause the funds of the Club to be applied solely to the objects of the Club.

4.3.3. In particular the Committee shall ensure that the property and funds of the Club will not be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules. No surpluses or assets will be distributed to members or third parties and all surplus income or profits will be re-invested in the Club.

4.4. Appointment of Sub-committees

4.4.1. The Committee may appoint such sub-committees as it may deem necessary and may delegate such of its powers as it may think fit upon such terms and conditions as shall be deemed expedient and/or required by the law.

4.5. Disclosure of interest to Third Parties

4.5.1. A member of the Committee, of a sub-committee or any member of the Club, in transacting business for the Club, shall disclose to third parties that they are so acting.

4.6. Limitation of Committee's authority

4.6.1. The Committee, or any person or sub-committee delegated by the Committee to act as agent for the Club or its members, shall enter into contracts only as far as expressly authorised, or authorised by implication by the Committee. No-one shall, without the express authority of the Committee, borrow money or incur debts on behalf of the Club or its membership.

4.7. Members' indemnification of the Committee

4.7.1. In pursuance of the authority vested in the Committee by members of the Club, members of the Committee are entitled to be indemnified by the members of the Club against any liabilities properly incurred by them or any one of them on behalf of the Club wherever the contract is of a duly authorised nature or could be assumed to be of a duly authorised nature and entered into on behalf of the Club.

4.7.2. Each member of the Club shall to the extent that such person is not entitled to recover under any Policy of insurance) be entitled to be indemnified out of all funds available to the Club which may lawfully be so applied against all costs, expenses and liabilities whatsoever reasonably incurred by such person in the proper execution and discharge of duties undertaken on behalf of the Club arising therefrom, or incurred in good faith in the purported discharge of such duties, save in any such case where any such costs, expenses and liabilities arise in connection with any negligence, default, breach of duty or breach of trust provided that any such member so indemnified has been properly authorised in relation to the duties undertaken on behalf of the Club by the General Committee.

4.8. Nomination of Life Membership by the Committee

4.8.1. The Committee may nominate for election at an Annual General Meeting such Life Membership as the Committee may think fit.

4.8.2. The election of Life Membership shall be placed before the Annual General Meeting each year and such Life Member shall be duly elected if two thirds of those present, and entitled to vote, vote in favour of election.

5. Annual General Meeting

- 5.1. An Annual General Meeting of the Club shall be held each year in the month of October or November on a date to be fixed by the Committee. Twenty-one clear days' written notice of the meeting, together with the agenda, shall be given to members by circulating them to every member at her home address either by post or electronically. A notice shall be posted on the Club notice-board in August each year. Members must advise the Secretary, in writing, at least thirty-one days before the meeting of any extraordinary items for inclusion in the agenda.
- 5.2. No business, except the passing of the Accounts and the election of the Officers of the Committee and any business that the Committee may order to be inserted in the agenda for the meeting shall be discussed at such meeting unless notice thereof be given in writing by a member entitled to vote to the Honorary Secretary at least 31 days before the date of the Annual General Meeting.
- 5.3. The Committee may at any time, upon giving twenty-one days' notice in writing, call a Special General Meeting ("SGM") of the Club for any special business, the nature of which shall be stated in the summons convening the meeting, and the discussion at such meeting shall be confined to the business stated in the notice sent to members.
- 5.4. The Committee shall call a SGM upon a written request addressed to the Honorary Secretary signed by at least ten members. The Committee shall meet within 10 days of the requisite number of requests in order to call a SGM. The Committee shall give twenty-one days' notice in writing of any such SGM. The discussion at such meeting shall be confined to the business stated in the notice sent to members.
- 5.5. At every meeting of the Club the President will preside, or in their absence, a Chair elected by a majority of those present shall preside.
- 5.6. One third of the members entitled to vote at the relevant meeting and personally present shall form a quorum at any General Meeting of the Club.
- 5.7. Only Full Members shall vote at any General Meeting of the Club. Other members may attend and speak but are not entitled to vote.
- 5.8. Voting, except upon the election of members of the Committee, shall be by show of hands. In the event of equal votes the status quo shall prevail.
- 5.9. In the case of an equality of votes the President (or other nominated person) shall have a second or casting vote, on any matter.
- 5.10 On any resolution properly put to a meeting of the Club relating to the creation, repeal or amendment of any Rule, Byelaw or Regulation of the Club such Rule, Byelaw or Regulation shall not be created, repealed or amended except by a majority vote of at least two-thirds of those present and entitled to vote.

6. Dissolution of the Club

- 6.1. If, at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Honorary Secretary shall immediately convene a Special General Meeting to be held not less than one month thereafter to discuss and vote on the resolution.
- 6.2. If, at that Special General Meeting, the resolution is carried by at least two-thirds of the members present, the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.
- 6.3. If, upon the winding up or dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed amongst the members of the Club.
- 6.4. Upon dissolution of the Club, the Committee shall give or transfer the net assets remaining to one or more of the following:
 - 6.4.1. To another Club with similar sports purposes which is a charity and/or
 - 6.4.2. To another Club with similar sports purposes which is a registered CASC and/or
 - 6.4.3. To Bowls England for use by them in related community sports.

Rules

1. Circulation

1.1. Every member shall be provided with a copy of the Constitution and Rules.

2. Requirement of Club Members

2.1. It is expected that every Full Member shall submit her name for possible selection for matches on a regular basis (subject to health or other exceptional circumstances).

2.2. It is expected that all members will make every effort to attend special days and activities.

3. Dress Code

3.1. For all competitive and friendly matches, white or cream regulation skirt, trousers, culottes, cropped trousers or knee length tailored shorts with coloured tops to be worn.

3.2. For Club mornings and casual play, regulation grey skirt, trousers, culottes, cropped trousers or knee length tailored shorts, white or cream plain-style top with sleeves and collar and plain knit cardigan, waistcoat or pullover, or club coloured tops to be worn.

3.3. Brown, white or grey bowling shoes to be worn. Bowlers wearing sandals do so at their own risk and are not covered by insurance.

3.4. The wearing of brown tights/stockings is optional. Ankle or sports/trainer socks must only be worn with full length trousers.

3.5. For all Club competitions regulation grey skirt, trousers, culottes, cropped trousers or knee length tailored shorts with club coloured tops shall apply up to and including semi-finals.

3.6. White or cream regulation skirt, trousers, culottes, cropped trousers or knee length tailored shorts with tops (as in 3.2) to be worn for President/Captain's Day.

3.7. All players and markers to wear white or cream regulation skirt, trousers, culottes, cropped trousers or knee length tailored shorts with club coloured tops for Finals Day.

3.8. Plain white/cream hats or caps or club cap maybe worn during play.

4. Competitions

4.1. There will be eight competitions, namely:

- Club Championship
- Two Woods Singles
- Veterans Pairs (Two Woods)
- Joan Neville Trophy
- Ladies Pairs
- Mixed Pairs
- Points
- Fixed Jack

4.2. The Joan Neville Trophy competition is open to those members who have not previously won any other competition within the Club, including Pairs.

4.3. It is the responsibility of the person who is on top of the fixture to arrange a convenient date for the contest (two dates should be offered) and in the case of Singles competitions obtaining a marker for the contest. This should be an experienced member of the Club.

5. **Club mornings**

5.1. These will be held on Monday mornings and will commence with notices, information, etc. as required.

6. **Social Members**

6.1. Those who have been Full Members may apply to the Committee for this category of membership. Such an application should be made to the Honorary Secretary, in writing, at least one month before the Pre-season meeting.

6.2. Such members are encouraged to join all special days and activities of the Club.