

PORTISHEAD BOWLING CLUB

CONSTITUTION & RULES (2024)

Section 1: Name and Objectives

- 1.1 The name of the Club shall be Portishead Bowling Club (hereinafter referred to within these Rules as the 'Club').
- 1.2 The Club shall be affiliated to Bowls England, the Somerset Bowls Association and the Association of Portishead Bowling Clubs (hereinafter referred to within these Rules as the 'Association') or as may be varied from time to time by the committee.
- 1.3 The objective of the Club is to promote participation in the amateur sport of outdoor flat green bowls in the local community of Portishead and surrounding areas and through the Association to provide facilities for the said sport.
- 1.4 The Club shall adopt and follow all policies and guidelines approved by Bowls England and UK Anti-Doping. We follow all procedures set out in Bowls England Regulation 9, 9A and 9B. We will abide with all sanctions, recommendations and/or decisions from the Case Management Panel or National Disciplinary Panel.
- 1.5 The Club shall adopt and follow the current Crystal Mark Laws of the Sport of Bowls.

Section 2: Officers of the Club

- 2.1 Officers shall be elected from amongst the voting Members of the Club (as defined in 3.1.1 of these Rules) 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. The Officers, together with their periods of election, shall consist of

Executive Officers:

President (2years)
Chairman (3 years)
Secretary (3 years)
Treasurer (3 years)
Fixture Secretary (3 years)
Club Captain (1 year)
Vice-captain (1 Year)
C&D Captain (1 Year)

Non-Executive Officers

(With voting rights)
General Member 1 (1 Year)
General Member 2 (1 Year)

(Without voting rights)
Competition Secretary (1 year)
Social Secretary (1 year)
Safeguarding Officer (1 year)
Welfare Officer (1 year)
Book Examiner (1 year)

Section 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 defined hereunder. These categories are available on a non-discriminatory and fair basis.

- (a) A FULL MEMBER – being a person who, at the date of election, shall have attained the age of eighteen years shall have one vote.
- (b) A JUNIOR MEMBER – being a person who is under the age of eighteen at the date of election shall have no vote.
- (c) AN HONORARY LIFE MEMBER – who shall have one vote.
- (d) A SOCIAL MEMBER – who shall have no vote.

3.1.2 All members of the Club shall join the Association and shall agree to be bound by the rules of the Association. No member may use the premises of the Association, or any of the facilities of the Club, until forty-eight hours have elapsed from the date of election to membership.

3.2 Rights and privileges of members

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

- (a) A FULL MEMBER shall have the full use of all the Association and Club facilities. Affiliation Fees shall be payable to the Somerset Bowls Association and Bowls England.
- (b) A JUNIOR MEMBER shall have the full use of all Association and Club facilities subject only to 7.4 of these Rules. Affiliation Fees shall be payable to the Somerset Bowls Association and Bowls England or such others as the Committee approves.
- (c) AN HONORARY LIFE MEMBER shall have the right to full use of all the Association and Club facilities. Affiliation Fees may be payable to the Somerset Bowls Association and Bowls England.
- (d) A SOCIAL MEMBER shall have the full use of the Association's Clubhouse facilities. A Social Member shall have been a Playing Member of the Club for 5 years (unless playing is terminated through illness).

3.2.2 Candidates for membership shall have no privileges whatsoever in relation to the use of the Club or Association premises until they have become a member.

3.3 Members' contact details

Every member shall furnish the Secretary with up-to-date contact details. The details 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.

3.4 Membership Joining Fee & Subscription Fee

3.4.1 The rate of Joining Fee (if any) and Subscription Fee for each category of Membership shall be proposed by the Management Committee to the members at the Annual General Meeting in each year.

- (a) Membership of the Club shall be open to anyone interested in the sport of outdoor flat green bowls on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Membership may however be limited according to available facilities on a non-discriminatory basis.

- (b) The Management Committee may refuse membership or, subject to point 3.6.2 of these Rules, 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 members.

3.4.2 All members shall pay the Joining Fee (if applicable) and their first annual subscription fee upon election to the Club and thereafter by 1st May each year.

3.5 Election and retirement of members

3.5.1 Application for election to membership

The method for application for membership and the procedure for considering such application shall be as prescribed from time-to-time by the Management Committee.

3.5.2 Payment of Fees upon Election

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 be shown.

3.5.3 Retirement of a member

A member who retires after 1st April shall not be entitled to have any part of the annual membership fee or any other fees refunded.

3.5.4 Arrears of Subscription

The Management 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 Management 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 Association's premises or any other facilities of the Club or vote at any meeting.

3.6 Conduct of Members

3.6.1 Undertaking by members to comply with rules

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

3.6.2 Disciplinary action against members

- (a) All disciplinary matters will be dealt with in accordance with Bowls England (Misconduct) and the Association's Rules.
- (b) 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

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

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

(a) The Club will not accept any liability for any damage to or loss of property belonging to members.

(b) The Club will not accept any liability for personal injury arising out of the use of the Club premises, any other facilities of the Club 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, Management Committee, or Servants of the Association and the Club.

3.7.3 The Club shall comply with the Data Protection Act (2018) or the UK General Data Protection Regulations, for all matters relating to members' personal data.

Section 4: Management Committee

4.1 Composition of the Management Committee

4.1.1 The Management Committee shall consist of the Executive Officers and two more full members elected at the Annual General Meeting to hold office for the term of their elected period.

4.1.2 Candidates for election to the Management Committee shall be those members of the retiring Management Committee eligible to offer themselves for re-election and such other voting members whose nominations (duly proposed and seconded in writing by voting members of the Club with their consent) shall have been received by the 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's noticeboard 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 Management 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 the Chairman of the Meeting.

4.1.6 If, for any reason, a vacancy shall occur, the Management Committee may co-opt another person to fill such a vacancy until the next following Annual General Meeting. Such Members shall not be entitled to vote.

4.2 Management Committee Meetings

4.2.1 The Management Committee shall endeavour to meet at least four times a year making 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 Chairman of the Meeting shall be entitled to a second and casting vote.

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

4.2.4 Any conflict of interest shall be declared to the Chairman of the Meeting prior to the start of the meeting. The Chairman of the Meeting shall determine if the person may remain in the meeting and/or vote when the item is discussed.

4.3 Powers of the Management Committee

4.3.1 The Management 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.

4.3.2 In particular, the Management 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

The Management 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

A member of the Management 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 the Management Committee's authority

The Management Committee, or any person or sub-committee delegated by the Management 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 Management Committee. No one shall, without the express authority of the Management Committee, borrow money or incur debts on behalf of the Club or its membership.

4.7 Members' indemnification of the Management Committee

4.7.1 In pursuance of the authority vested in the Management Committee by members of the Club, members of the Management 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.

(a) Indemnity Clause

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 there from, 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 Management Committee.

4.7.2 The limit of any individual member's indemnity in this respect shall be a sum equal to one year's subscription to the Club and the Association at the then current rate of that category of membership unless the Management Committee has been authorised to exceed such limit by a General Meeting of the Club.

4.8 Contractual Liability

The Management Committee shall endeavour to ensure that the following clause is incorporated in every contract, lease, licence or other agreement entered into by the Management Committee, as appropriate.

“The liability of the Management Committee for the performance of any contractual or other obligation undertaken by them on behalf of the Club shall be limited to the assets of the Club from time to time.”

4.9 Nomination of Honorary Life Members

4.9.1 The Management Committee may nominate for election at an Annual General Meeting such Honorary Life Members as the Management Committee may think fit.

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

Section 5: Annual General Meeting and Special General Meetings

- 5.1 An Annual General Meeting of the Club shall be held each year in the month of November on a date to be fixed by the Management Committee. The Secretary shall at least fourteen days before the date of such meeting circulate to each member notice hereof and of the business to be brought forward thereat. This may be either by post or electronically.
- 5.2 No business, except the approval of the minutes of previous General Meetings, the passing of the Accounts and the election of the Officers, the Management Committee, and Honorary Accounts Examiner, and any business that the Management Committee may order to be inserted in the notice convening the meeting shall be discussed at such meeting unless notice thereof be given in writing by a member entitled to vote to the Secretary at least 28 days before the date of the Annual General Meeting.
- 5.3 The Management Committee may at any time, upon giving twenty-one days' notice in writing, call a Special General Meeting 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 Management Committee shall call a Special General Meeting upon a written request addressed to the Secretary signed by at least ten voting members. The Management Committee shall meet within 14 days of the requisite number of requests in order to call a Special General Meeting. The Management Committee shall give 21-days' notice in writing of any such Special General Meeting. 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 Chairman will preside, or in his absence, a Chair elected by a majority of those present shall preside.
- 5.6 One third of the total number of 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 and Honorary Life 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 Management Committee, shall be by show of hands.

- 5.9 In the case of an equality of votes the Chairman of the meeting shall have a second or casting vote, on any matter.
- 5.10 On any resolution properly put to a General 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. Provided that no such change shall jeopardise the Association's status as a Community Amateur Sports Club within the meaning of the Finance Acts, or in any event alter its objects or winding-up provisions.

Section 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 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 Management 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 Management Committee shall give or transfer the net assets remaining to one or more of the following:
- (a) to another Club with similar sports purposes which is a charity and/or
 - (b) to another Club with similar sports purposes which is a registered Community Amateur Sports Club (CASC) and/or
 - (c) to Bowls England for use by them in related community sports.

Section 7: Miscellaneous

- 7.1 **The Opening of Premises**
The premises shall be open to members at such times as the Association shall direct.
- 7.2 **Safeguarding**
The Club shall adhere to the Safeguarding Policy of Bowls England.
- 7.3 **Equalities**
The Club shall adhere to the Equality Policy of Bowls England.
- 7.4 **Licensing**
The Club shall adhere to the requirements of the Licensing Act (or any subsequent Act) placed on the Association with regard to the purchase and supply of excisable goods.
- 7.5 The Members acknowledge this document constitutes a legally binding contract to regulate the relationship of the members with each other and the Club.

Appendix A: Glossary

Club Rules

The Club Rules set out how the Club operates.

Proposer

The proposer may recommend a member for a position or office.

Secunder

The secunder will support the recommendation made by the Proposer.

Appendix B: Roles and Duties

The following outlines roles and duties for the Officers of the Club and other supporting roles:

President

1. Act as the figurehead of the Club. Representing the Club on official occasions as agreed with the Committee.
2. Foster a strong working relationship with affiliated associations and clubs.
3. Have a good working knowledge of the club rules and the duties of all office bearers and sub-committees.
4. Play an advisory role in Club matters.
5. Organise the Annual Dinner and prize-giving jointly with the President of the Portishead Ladies Bowling Club.
6. Jointly, with the Club Captain, organise the annual Captain and President's Day event.

Chairman

1. To chair the Management Committee, AGM, and SGM meetings.
2. Represent the Club at Association, local, regional and national level as appropriate.
3. Give direction on the development of the Club.
4. To ensure the Management Committee function as a team and can manage and oversee the running of the Club.
5. Ensure fair balanced discussion of issues.
6. To ensure that decisions made by the Management Committee are carried out and in accordance with the Club Rules.
7. Monitor the Club's finances through liaison with the treasurer.
8. Prepare agendas, in consultation with the Club Secretary.
9. Set-up and guide sub-committees when necessary.
10. Have a casting vote when necessary.

Secretary

1. Act as the first point of contact for the club and for the dissemination of information to Members.
2. Ensure prompt communications with Club members and external organisations.
3. Responsible for the efficient administration of the club.
4. Work with the treasurer to ensure all membership and affiliations are appropriate and paid on time.
5. Ensure that all members have a copy of the club handbook, and committee contacts.
6. Attend and take minutes of Management Committee meetings and General Meetings and ensure agendas are sent out to all committee members in advance of meetings and minutes are disseminated in accordance with Club rules.
7. To oversee, and ensure, information on the club website, Facebook etc is accurate and up to date.
8. Represent the Club at meetings at the discretion of the committee.
9. To keep a register of Club members' contacts.
10. To keep custody of all Club documents

Treasurer

1. Responsible for all day-to-day financial aspects of the Club.
2. Maintain accurate financial records in readiness for year-end audit.
3. Monitor all financial aspects of the Club to ensure it is run (wherever possible) on a break-even basis.
4. Advise the Committee as to the viability of financial strategies.
5. Act as a point of Liaison for the Association, banks, leagues and other organisations and individuals for financial purposes.
6. To be pro-active and seek out strategies for increasing income.
- 7.. Payment of all expenditure ensuring all items are evidenced by receipts. Ensure all items paid are signed off in accordance with the Bank mandate.
8. Collection of all income.
9. Maintain accurate records of all income and expenditure.
10. Prepare year end accounts for audit (including purchase / sales of Club kit) and presentation at the AGM.
11. Collate and balance bank statements to the Clubs records monthly.
12. Payment of all members mileage expenses.
13. Responsible for the prompt payment of all affiliation fees.
14. Attend appropriate meetings at the discretion of the Management Committee.
15. Responsibility for administration of the Easy Fundraising (and other fundraising activities as decided by the Committee).
16. Responsible for the financial aspects of the annual Dinner and Presentation Night (currently on behalf of both lady's and men's Clubs).

Fixture Secretary

1. To arrange matches as directed by the Management Committee.
2. To liaise with Clubs, the Association and Leagues as required.
3. Attend, and provide reports, to the Management Committee.

Club Captain

1. To be responsible for all playing matters during the season.
2. To act as a "face" and ambassador of the Club.
3. To set a good example to members both on and off the Green.
- 4.. Attend, and provide reports, to the management committee.
5. Provide information to Members (in liaison with the Secretary as appropriate).
6. Liaise with the Head Coach in respect of the conduct of Club Mornings.
7. At the AGM present a report on the season.
8. Prepare and disseminate availability sheets for matches, chair the selection committee and notify players of selection, tea/coffee duties, and drivers.
9. Attend external meetings as required by the Committee.
10. Address the pre-season meeting to lay out realistic ambitions for the season, give out information on leagues, competitions, administration.
11. Liaise with the President concerning Captain / President Day and ensure the Secretary issues appropriate invitations to external guests and social members.
12. Ensure the provision of raffle prizes and catering supplies.
13. Provide training / mentoring for Vice-captain.
14. Ensure pre-match actions are completed and welcome the opposition.
15. Work with the C&D Captain and Vice-Captain as a team and delegate actions to them and Members as appropriate.
16. Ensure visiting team and Captain are made welcome.
17. Convey results to league secretary (as appropriate).
18. Support the C&D Captain and Vice-Captain as necessary.

C&D and Vice-Captain

1. In the absence of the Club Captain to lead the playing members of the Club.
2. To undertake such tasks delegated by the Club Captain.
3. To participate in the Selection Committee.
4. The C&D Captain will assume responsibility for all C&D matches.

Competitions Secretary

1. To arrange internal competitions for Club members.
2. To oversee the safe custody of cups and trophies.
3. To assist with the organisation of Club mornings and other club events.

Social Secretary

1. To arrange social events within the Club as agreed by the Committee.

Safeguarding Officer

1. To act as a point of contact for all members.

Press Officer

1. To publicise the Club in local media, the website and social media as required.

Welfare Officer

1. To act as a point of contact relating to the welfare of members and their families
2. To safeguard the privacy of members and their families in relation to Welfare issues.
3. To ensure that the welfare of Club members is considered and managed within every Club decision and event
4. To ensure that the Club upholds its responsibility of Duty of Care towards its Members and to members of the public.
5. To ensure that the Club adopts and maintains appropriate Health and Safety policies, in accordance with Club's Constitution and Rules.
6. To ensure that all accidents and incidents are correctly reported.
7. To make appropriate reports to the Management Committee.

Honorary Accounts Examiner

1. To examine, and report on, the Club's Annual Balance Sheet and Accounts prepared by the Treasurer.
2. To bring the attention of the Committee any cause for concern relating to the financial conduct of the Club.

District/County Delegates

1. To act as a liaison between the Club and other relevant associations bringing to the attention of the Committee all relevant information.

General Committee Members

1. Attend and contribute at Management Committee Meetings.
2. Assist at Club events (Open Days etc) when available.
3. Participate in appropriate sub-committees.

Appendix C: Sub Committee of Selectors

The Captain, the C&D Captain, the Vice-Captain, and two Full Members of the Club elected at the Annual General Meeting shall select the Club's representative teams. This Sub Committee is normally chaired by the Club Captain

Appendix D: Club Rules

Guests in the Club

The Association determines the rules with regard to guests.

Damage to Club property

A member shall not knowingly remove, injure, destroy or damage any property of the Club and shall make restitution for the same if called upon to do so by the Management Committee or by the Secretary upon the instructions of the Management Committee.

Exhibiting of notices

A member shall not cause any communication in whatever form to be exhibited on Club notice boards or premises without prior permission of the Secretary.

Bar Opening Times

The permitted hours for the supply of intoxicating liquor are determined by the Association.

Settlement of Accounts

A member shall settle any indebtedness for refreshment or otherwise before leaving the Club premises, or in accordance with any byelaw relating to the settlement of such indebtedness.

Bylaws

The Club may adopt such Bylaws or Regulations as it considers appropriate for the good management of the Club.

Approved by Annual General Meeting dated 5th November 2024

Chairman:

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Richard Brake

Secretary:

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Rod Hawkins