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# PORTISHEAD LADIES BOWLING CLUB

## CONSTITUTION AND RULES

(Adopted October 2025)

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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 World Bowls Laws of the Sport of Bowls. In particular, the Club shall adopt and conform to the following Bowls England Rules & Regulations:
  - Regulation 5.2 Responsibility of Membership  
This includes, but is not limited to, safeguarding policies, inclusion policies and anti-doping policies
  - Regulation 9 Disciplinary and Misconduct - Club
- 1.6. The Club shall meet its responsibilities under the UK General Data Protection Regulations (UK GDPR).

# 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	Mixed Friendly Captain
Treasurer	Competition Secretary
Safeguarding Officer	Fixture Secretary
Welfare & General Member	Catering Officer
Social Media & Website Officer	

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. Candidates for election of Officers shall be those members of the retiring Officers eligible to offer themselves for re-election and such other Full Members whose nominations, 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. Nomination for all Officers shall be proposed and seconded by Full Members. The consent of the nominee must be obtained before being put forward.

- 2.2.2. 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.
- 2.2.3. 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.
- 2.2.4. In the event of the ballot failing to determine the Officers of the Club 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.
- 2.2.5. 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. Co-opted members will be entitled to vote.
- 2.2.6. The Secretary, Assistant Secretary, Treasurer, Competition Secretary, Fixture Secretary and Safeguarding Officer shall normally serve for a minimum period of three years and shall be eligible for re-election thereafter.
- 2.2.7. The President shall normally serve for a minimum period of two years.
- 2.2.8. 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 Selection Committee shall form a quorum. An additional experienced member shall be invited by the Management 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 - being a person who meets the requirements of Rule 3.1, 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 set by the Management Committee prior to the start of the season.

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. The Management 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 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 Management Committee and shall include the name, address and contact details of the candidate.
- 3.5.1.2. An application to renew membership shall be made each year prior to paying the membership subscription fee.

### 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 Management Committee at which such application for membership shall be considered. The election of all classes of members is vested in the Management Committee and shall be a simple majority vote of those of the Management Committee. This meeting and vote may be undertaken remotely. The Management Committee may refuse applications only for good cause such as conduct likely to bring the Club into disrepute. The 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, such 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 Secretary one month before the first day of the season.
- 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 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 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 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 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 by implication 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 and usage of relevant personal data in accordance with current Data Protection legislation.

## 4. Management Committee

### 4.1. Composition of the Management Committee

4.1.1. The Management Committee shall consist of the following Officers: President, Secretary, Assistant Secretary, Treasurer, Captain, Vice-Captain, Safeguarding Officer.

### 4.2. Management Committee Meetings

4.2.1. The Management 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 Management 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 Management Committee.
- 4.2.6. Officers of the Management Committee are required to submit a report to each Management Committee Meeting.
- 4.2.7. Officers of the Committee who are not Officers of the Management Committee are also required to submit a report to each Management Committee Meeting. Such Officers are invited to attend the Management Committee and their opinions sought, but shall not have voting rights.

#### 4.3. Powers of the Management 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 authorised signatories. The Treasurer may make bank transfers and these shall be signed by two authorised signatories on bank statement(s) produced at the Management Committee meeting.
- 4.3.2. 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.
- 4.3.3. 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

- 4.4.1. 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

- 4.5.1. 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

- 4.6.1. 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.

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 Management Committee.

#### 4.8. Nomination of Life Membership by the Management Committee

4.8.1. The Management Committee may nominate for election at an Annual General Meeting such Life Membership as the Management 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 Management 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 Club and any business that the Management 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 Secretary at least 31 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 (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 Management Committee shall call a SGM upon a written request addressed to the Secretary signed by at least ten members. The Management Committee shall meet within 10 days of the receipt of the requisite number of requests in order to call a SGM. The Management 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 Officers of the Club, 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 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. Notice of such dissolution shall be given to the Association within one week of the Special General Meeting.
- 6.4. 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.
- 6.5. Upon dissolution of the Club, the Committee shall give or transfer the net assets remaining to one or more of the following:
  - 6.5.1. To the Association
  - 6.5.2. To another Club with similar sports purposes which is a charity and/or
  - 6.5.3. To another Club with similar sports purposes which is a registered Community Amateur Sports Club (CASC) and/or
  - 6.5.4. 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 of the Club.

## 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 club mornings, special days and activities.

## 3. Social Members

3.1. Those who have been Full Members for at least five years or unless health reasons prevent bowling may apply to the Management Committee for this category of membership. Such an application should be made to the Secretary, in writing at least one month before the Pre-season meeting.

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

## 4. Dress Code

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

4.2. 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.

4.3. Bowling shoes are to be worn. Bowlers wearing sandals do so at their own risk and are not covered by insurance.

4.4. The wearing of brown tights/stockings or ankle or sports/ trainer socks is optional.

4.5. 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.

4.6. 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.

4.7. 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.

4.8. Plain white/cream hats or caps or Club cap may be worn during play.

## **5. Competitions**

5.1. There will be a number of club competitions through the season.

5.2. 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.

## **6. Club mornings**

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