

RULES OF THE ASSOCIATION
(adopted on 15 February 2023)

1. NAME AND OBJECTIVE OF THE ASSOCIATION

a **NAME:**

The organisation shall be known as “The Association of Portishead Bowling Clubs” (hereinafter referred to as “the Association”) and the address shall be: The Bowling Pavilion, Lake Grounds, Portishead, BS20 7HZ.

b **OBJECTIVE:**

The objective of the Association shall be to provide facilities for, and to promote participation in, the sport of bowls for the whole community.

2. CONSTITUTION

a Membership of the Association shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs, age, sex or disability.

b The Association shall be a members’ association and shall consist of the various classes herein mentioned.

c The income and property of the Association shall be applied solely towards promoting the Association’s objective and no portion thereof shall be paid or transferred directly or indirectly, to the members of the Association.

3. MEMBERSHIP

All membership classes are subject to the jurisdiction and decisions of the Association Management Committee. A minimum of TWO days must elapse between the person applying or being nominated for membership and that person being granted the privileges of membership.

a **FULL MEMBERS:**

Persons over the age of 18 who are playing members of the Portishead Ladies Bowling Club, Portishead Royal British Legion Ladies Bowling Club, Portishead Bowling Club and the Portishead Royal British Legion Bowling Club (herein after referred to as “the Clubs”).

- b. **LIFE MEMBERS:**
The Management Committee may, from time to time, elect Life Membership of the Association to any person as an appreciation of that person's services and they are full members of the Association.

- c. **SOCIAL MEMBERS:**
Social Members should only be persons who have been Full Members of one of the Clubs who wish to enjoy the social activities of the Association. Social members are limited to 49% of the total number of full and life members and may only play on club days and captain/president's day. At other times a Social Member may play a game of bowls using the Association's facilities as a member of the public on payment of the appropriate green fee. A Social Member shall not be entitled to hold office or to vote at any meetings of the Association.

- d. **ASSOCIATE MEMBERS:**
At the discretion of the Association Management Committee, individuals may be approved as associate members, provided that they are the accepted partner of a full member, or a widow or widower of a deceased full member, or a retired bowler having previously been a full member having reached the age of at least 70 years and any other person approved at the discretion of the Management Committee. An associate member shall not be entitled to hold office or to vote at any meetings of the Association.

- e. **JUNIOR MEMBERS:**
Any playing member of one of the Clubs under 18 years of age as at the first day of the season is a junior member.

- f. **LIST OF MEMBERS:**
A list of names and address of all members of the Association shall be maintained by the Management Committee on the Association premises.

4. DISCIPLINARY PROCEDURES

These will only apply when the Clubs' procedures do not.

- a. The Disciplinary Panel shall be the Management Committee, excluding the President.

- b The Appeals Panel shall be the President (or independent representative) together with the Past President or Past Chairman or independent people not involved in the original hearing.
- c The Disciplinary Panel will give the member(s) involved fourteen days' notice of a disciplinary hearing and invite the member(s) to attend. Each member may bring a friend if they so wish.
- d The decisions of the Disciplinary Panel will be given to the member(s), in writing, within seven days.
- e Members disciplined who disagree with the decisions may request, in writing, that the President convenes an Appeals Panel within fourteen days at a time convenient to the member(s). Each member may bring a friend, if they so wish.
- f The decision of the Appeals Panel will be final.
- g Sanctions used will reflect the nature/frequency of the complaint and will be one or more of the following:
 - 1. Verbal warning
 - 2. Written warning
 - 3. Suspension from the Association
 - 4. Dismissal from the Association.

5. FINANCE

- a ASSOCIATION YEAR:
The Association year shall run from the first day of January until the last day of December, to which date the accounts of the Association shall be prepared.
- b FINANCIAL CONTROL:
The Management Committee shall have authority to act in all financial matters of the Association. All cheques drawn on the Association's bank account shall be signed by any two of the following: the Chairman, the Hon. Secretary or the Hon. Treasurer. These officers also act as Trustees.
- c ACCOUNTS EXAMINERS:
The accounts of the Association shall be examined annually by persons duly appointed at the Annual General Meeting ("AGM").

- d ANNUAL SUBSCRIPTIONS:
The annual subscriptions shall be decided at the AGM. Subscriptions are due on 1st May and continuing membership shall run from 1st April to 31st March each year.

6. MANAGEMENT AND MEETINGS

- a ANNUAL GENERAL MEETING:
The AGM shall be held during the first three months of the Association year. Notice, in writing, of any business to be discussed shall be given to the Hon. Secretary not less than 28 days before the meeting. Notice of the meeting shall be given to each member, or placed on the Association notice board, not less than 14 days prior to the meeting. A quorum at any AGM will be 20 full members.

- b EXTRAORDINARY GENERAL MEETING:
An Extraordinary General Meeting (“EGM”) of the Association may be called at any time by the Management Committee, or, by notice signed by 12 or more full members of the Association to the Hon. Secretary. Such a notice shall indicate the matters to discuss. A quorum at any EGM will be 20 full members.

- c VOTING:
All full members present at any general meeting shall be entitled to ONE vote on any motion or matter raised.

- d ASSOCIATION PRESIDENT:
The President shall be nominated by the Management Committee and elected at the AGM.

e OFFICERS OF THE ASSOCIATION:

- i The officers of the Association shall be: Chairman, Vice Chairmen, Honorary Secretary, Honorary Treasurer, Maintenance Supervisor, Greens Manager, Bar Staff Manager, Bar Stock Manager, Catering Manager, Social Secretary and four delegates, one from each of the constituent Clubs, who should, ideally be the President or Chairman of the Club. Clubs may nominate an alternative delegate to ensure that they are represented at all meetings. The President of the Association has the right to attend all Management meetings.

- ii The Management Committee shall be the following officers: Chairman, Vice Chairmen, Hon. Secretary, Hon. Treasurer, Greens Manager plus four delegates, one from each of the constituent Clubs, as detailed in these Rules.
- iii The Management Committee reserve the right to co-opt two additional members to serve for any specific purpose nominated by the Management Committee. They may not vote at or chair Management Committee meetings.

f **POWERS AND PROCEDURES OF THE MANAGEMENT COMMITTEE:**

- i The Management Committee shall administer the affairs of the Association in all matters not specifically mentioned in these Rules. The Chairman of the Association shall be the Chairman of the Management Committee. In the absence of the Chairman and Vice Chairmen, the Management Committee will appoint one of its members to chair the meeting during their absence.
- ii At all meetings of the Management Committee, each member present shall have ONE vote. A quorum for the meetings of the Management Committee shall be five members of the Management Committee.
- iii The Management Committee may appoint such other sub-committees as necessary for the discharging of the objective of the Association.

7. SALE AND SUPPLY OF INTOXICATING LIQUOR

a **MEMBERS:**

Intoxicating liquor may be sold or supplied to members by and on behalf of the Association.

b **GUESTS:**

A member of the Association may introduce and entertain up to two guests and shall enter the guest(s) name(s) and address(es) in the book provided for that purpose and shall be responsible for their conduct whilst on the Association premises. Intoxicating liquor may be sold to such guests by or on behalf of the Association for consumption on the premises only. A member may not introduce the same guest on more than six occasions in any one calendar year.

c VISITING TEAMS:

Any member of a club, association or team participating in any organised competition or game with, or organised by, or under the auspices of the Association, or one of the four Clubs, may be admitted to the Association premises and intoxicating liquor be sold to them by, or on behalf of the Association for consumption on the premises.

d SALE TO OTHER NON-MEMBERS:

Intoxicating liquor may be sold by or on behalf of the Association to non-members on special occasions when the facilities of the Association are made available to members and to relatives of such members for private or family type functions. Such special occasions are not to exceed twelve per annum.

e PERMITTED HOURS:

The supply of intoxicating liquor on the Association premises shall be permitted only during the hours determined, from time to time by the Management Committee within the hours stated in the Association premises' licence. No intoxicating liquor shall be supplied to anyone under the age of 18 years.

No intoxicating liquor shall be supplied to members or any other person on the Association premises otherwise than on behalf of the Association. No person shall be paid, at the expense of the Association, any commission percentage or similar payment on or with reference to purchases of the supply of intoxicating liquor by or on behalf of the Association to members or guests, apart from any benefit accruing to the Association as a whole.

The ordering and management of the sale of intoxicating liquor shall be the responsibility of the Management Committee.

8. AMENDMENT TO RULES:

These rules may be added to, repealed or amended by resolution at any AGM, providing:

a Notice of intention to propose any such resolution shall be given in writing to the Hon. Secretary not less than 28 days prior to the meeting at which it is intended to move such resolutions.

b No such resolution shall be deemed to have passed unless it is carried by a majority of at least two thirds of the full members present and voting at such meetings.

- c Where any alteration is made to the Rules of the Association, the Hon. Secretary shall give written notice to the Clerk of the Local Authority within 28 days.

9. DISSOLUTION OF THE ASSOCIATION

If at any time the full members of the Association shall fall below 25 in number, or if at any time the Association shall pass in a general meeting by a majority of two thirds or more of the members present a resolution to dissolve the Association, the Management Committee shall take immediate steps to convert into monies all assets of the Association, with power, however, to postpone or delay the conversion of any particular asset of the Association the General Meeting so authorises. Out of the procedures of such conversion, all debts and liabilities of the Association shall be discharged, including the expenses of the conversion, and any balance remaining shall be passed to either:

- a The sport's governing body for use in related community sport.
- b Another registered Community Amateur Sports Club.
- c A charity.

Notice of such dissolution shall be given to the Clerk of the Justices, the local Chief Officers of Police and the Local Authority Leisure Services Department.