

PELHAMS BOWLS CLUB
CONSTITUTION AND RULES 2022

1. General Introduction

1.1 The Club shall be named Pelhams Bowls Club, and shall be affiliated to Bowls England, Bowls Hampshire, Bournemouth and District Bowling Association, and Bournemouth and District Women's Bowling Association.

1.2 The Management Committee of Pelhams Bowls Club shall be responsible for the management and day-to-day operations of the site at the Bowling Green, Pelhams Park, Millhams Road, Kinson, Bournemouth, BH10 7LH.

2. Objectives of the Bowls Club

2.1 To foster and promote the sport of bowls at all levels, providing opportunities for recreation and competition, and conforming to the rules and requirements of National, County and Local Bowling Associations, and being subject to any domestic arrangements.

2.2 The Club is committed to promoting a safe environment in which children and vulnerable adults can enjoy and take part in the game of bowls. It will seek to underpin and ensure this commitment by following and promoting the joint Child Protection Policy and Procedures of the National Governing Body (as per Bowls England).

3. Membership

3.1 The Club shall be a members club consisting of Full Members, Honorary Life Members, Junior Members and Social Members.

3.2 An Annual Membership fee shall be payable at the Annual General Meeting. Should a member not pay their fee by 1st December, their membership will have deemed to have lapsed and a new application may be required.

3.3 Full Members should be prepared to cover stewarding duties if the Management Committee deems it necessary to impose this requirement.

3.4 Full members wishing to play in County, B & D, League and Club competitions must hold a Club Season Ticket, subject to the Club rules in place at the time. In extreme circumstances, as decided by the Selection Committee, a full member, not holding a season ticket can be selected to play in the Saturday Triples League. The same member can play a maximum of two times in a playing season and is liable to pay the appropriate green fee.

3.5 Bowling facilities for Social Members shall be the same as those available to members of the public. Social Members shall only be entitled to participate in social events arranged through the Club, and may, by the selectors' agreement, represent the club in friendly bowls matches, on payment of the appropriate green fees. They will not be eligible to vote in Club ballots.

3.6 Junior Members, under the age of eighteen, will pay an annual fee equal to half the adult fee. Those wishing to play in County, B & D and Club Competitions must hold a Club season ticket. They will be entitled to play in adult league games, subject to the B&D rules.

3.7 Every candidate for Club membership shall be proposed and seconded by Full Members of the Bowls Club. The name, address and postcode of every candidate proposed for any membership, together with the names of their proposer and seconder, shall be displayed on the notice board for a minimum of 14 days. Applicants may be interviewed by a membership sub-committee consisting of the Treasurer, the Ladies' Captain and the Men's Captain.

3.8 All Members must adhere to the Club's Code of Conduct. (See Appendix 1).

3.9 The Management Committee has authority to award Life Membership.

3.10 All Full Members shall indemnify in equal shares any financial liability incurred by the Management Committee by virtue of the Terms of any Lease or Agreement signed on behalf of the Club. Any such Lease or Agreement, or any other commitment shall, prior to signing, be approved at the Annual General Meeting, or Extraordinary General Meeting, by a majority of the members present.

4. Guests

4.1 Only Full and Honorary Life Members are eligible to introduce guests. Guests will be allowed to attend a maximum of three organised functions per annum. Their names, together with the Full Member, must be recorded in the Guest Book.

5. Management of the Bowls Club

5.1 Management of the Bowls Club shall be the responsibility of the Management Committee.

5.2 All positions shall be open for nomination from any Full Member of the Club. Nominations for the Management Committee shall be proposed and seconded on a nomination sheet, which shall be displayed on the notice board in the Bowls Pavilion at least four weeks before the end of the outdoor bowling season. Elections shall take place at the Annual General Meeting held in October each year.

6. Management Committee Structure

6.1 The Management Committee shall consist of the President, Secretary, Treasurer, Men's club captain, Ladies' club captain, Match secretary and a Site Manager. A member may hold the office of President in addition to no more than one of the other Committee positions. At the first committee meeting of the season, the Committee shall elect a Chair from the above positions. This person shall have the casting vote afforded to the Chair. Should the Chair be absent, the committee shall elect a replacement Chair for that meeting.

6.2 The Management Committee shall conduct all administration of the Club.

6.3 Pelhams Men's and Women's Sections are responsible for the management of their own Section via a committee comprising the relevant captain, secretary, and competition secretary.

6.4 The Management Committee shall, if necessary, appoint Assistants to the Secretary and Treasurer. None of these Assistants shall have voting rights.

6.5 Should a vacancy occur, the Management Committee may co-opt a Member or Members onto the Committee, Such members so co-opted, shall hold office until the next Annual General Meeting of the Club with full voting rights.

6.6 The Management Committee shall appoint a sub-committee from members of the Club, for any special reason.

6.7 All social functions involving the use of Club premises, including the provision of catering and entertainment, shall remain the overall responsibility of the Management Committee.

6.8 Five Management Committee members, excluding the President (unless they are the Chair) shall form a quorum.

6.9 At all meetings called by the Management Committee, only Full Members shall be entitled to vote. Postal and proxy voting shall be permitted with the Member's written consent.

6.10 At Annual and Extraordinary General Meetings of the Club, one third of the membership, in addition to the Officers present, shall form a quorum.

6.11 The Management Committee shall inform the Membership should the liquid assets of the Club fall to £5,000.

7. Management Committee - The Management Committee shall ensure detailed Job descriptions are maintained for each of the roles listed below and that they shall be available to view by any Full Member on request.

7.1 President

7.1.1 The President shall be selected by the Management Committee and hold office for one year. Where practicable, this position should alternate between male and female. As an honorary position the President will not have any voting rights, except as a Club Member, at General Meetings and Management Committee meetings. If elected as Chair, however, then the President shall enjoy the voting rights of the Chair. The Vice President should be at the President's choice.

7.2 Secretary

7.2.1 The Secretary shall be responsible for the general correspondence and business of the Bowls Club and for recording the minutes of all General and Management meetings.

7.2.2 A copy of all minutes held by the Management Committee shall be available in a suitable area of the premises as soon as practicable.

7.2.3 The Secretary shall keep a record of each member's private address or of some other address to which communication can be delivered. Communication may be conveyed by means of electronic communications, website, social media etc.

7.3 Treasurer

7.3.1 The Treasurer shall receive all monies and pay all accounts and other financial outgoings and keep a record of all income and expenditure and maintain the Club bank accounts. At each Annual General Meeting, the Treasurer shall present a financial statement and balance sheet for the year made up to 30th September. Such accounts to have been checked by a competent person prior to the meeting.

7.3.2 Appropriate expenses at rates previously agreed by the Management Committee will be paid to any Member who carries out official duties or work on behalf of the Club.

7.3.3 All payments made on behalf of the Club shall require any two from three nominated signatories as previously agreed by the Management Committee.

7.3.4 The Management Committee, prior to purchase shall approve all items of capital expenditure. Any item of expenditure above £3,000 shall be referred to a General Meeting of Members.

7.3.5 In the event of the Management Committee deciding that, in the best interests of the Club, it shall be necessary to obtain funding from a bank or other recognised Financial Institution, then a Special Meeting of all Full members shall be convened. The reasons for the Management Committee requiring the funds, the total amount being asked for and the terms of repayment, shall be clearly and fully explained. Subject to the majority of the members present at the meeting supporting the proposal, then the Management Committee shall proceed with the arrangements to obtain the necessary funding.

7.4 Site Manager

7.4.1 The Site Manager will be appointed by the members and shall ensure that the Club abides by the requirements indicated in the Lease and the Agreement entered into with the Local Authority. They may request assistance from any Full member of the Club for any special purpose (e.g., Fire Officer). In the absence of a Maintenance Officer, the Site Manager will also cover the responsibilities of that office.

7.5 Match Secretary

7.5.1 The Match Secretary shall be responsible for arranging all friendly matches.

7.6 Men's and Ladies' Captains

7.6.1 As elected under paragraph 6.3.

8 Non- Management Committee (Officers of the Club) - The Management Committee shall ensure detailed Job descriptions are maintained for each of the roles listed below and that they shall be available to view by any Full Member on request.

8.1 Vice- President

8.1.1 The President shall appoint a Full Member as the Vice President. He or she shall deputise for the President as and when required, excluding the Management Committee meetings.

8.2. The Bar Manager

8.2.1 The Bar Manager shall arrange for the supply of alcohol to the members and other persons on the premises, and he/she shall observe the provisions of the current Licensing Act and all

other Acts relating to any licence held by the Club for the sale of alcohol, or to any registration certificate granted in respect of the premises.

8.3. The Catering Officer - The Catering Officer shall be required to hold an appropriate, current, Food and Hygiene certificate and will be responsible for ensuring the Clubs adherence to all Food and Hygiene regulations in force.

8.3.1 The Catering Officer shall be responsible for organising the purchase and the provision of food, refreshments and cleaning materials for both the normal daily provision and for all organised functions.

8.3.2 Outside caterers may be used as necessary as approved by the management committee.

8.4 Competition Secretaries

8.4.1 The Competition Secretaries shall coordinate all internal Club competitions.

8.5. Fire Officer

8.5.1 The Fire Officer shall ensure adherence to current fire regulations and report to the Site Manager.

8.6 Maintenance Officer

8.6.1 A Maintenance Officer may be appointed to be responsible for the general upkeep of the facility. If outside contractors are deemed necessary, three estimates will be sought for consideration by the management committee.

8.7 Child Protection Officer

8.7.1 The Child Protection Officer shall ensure adherence to current regulations and report to the Secretary.

9. Meetings

9.1 There shall be two General Meetings each year; the Annual General Meeting and the Spring Meeting.

9.2 There shall be at least 21 days' notice given in writing prior to the dates of these two meetings.

9.3 The Annual General Meeting will be held, not more than six weeks after the end of the bowling season, for the election of the Management Committee and any non-Committee Officers of the Club.

9.4 The meeting of the Bowls Club, held in the spring of each year, will enable season and domestic competition fees to be paid and other bowling matters to be discussed. This meeting will be run by the Management Committee.

9.5 The President and/or the Secretary shall at all times have authority to call a meeting of the Management Committee.

9.6 The Secretary shall call an Extraordinary Meeting either: at the discretion of the Management Committee; or upon a request, signed by a minimum of 20 Full Members of the Club, stating the objects of the Meeting. Each Member shall be notified in writing, or by means of electronic communication, of such meetings. The Secretary shall call meetings arranged under this paragraph, not less than 14 days and not more than 21 days from the date of receipt.

10. Alcohol

10.1 The sale and supply of alcohol on the Club premises shall be as permitted by current licensing laws.

10.2 Alcoholic liquor shall only be sold or supplied on the premises under the terms of the Justices' Licence.

10.3 Pelhams Bowls Club shall not pay anyone a commission in respect of it purchasing alcohol and no individual shall benefit financially as a result of the supply of alcohol to the Pelhams Bowls Club, apart from any benefit to the Club itself.

10.4 Members of the Pelhams Bowls Club are under a duty to comply with all licensing legislation.

10.5 No person under the age of 18 shall be permitted to purchase or consume alcohol on the Club premises.

11. Alteration to Constitution and Rules

11.1 No rule shall be revoked, added or altered unless approved by a majority comprising two thirds or more of the members present and entitled to vote at any General, or Extraordinary, Meeting of the Club, of which notice has been duly given, specifying the intention to propose particulars thereof.

11.2 Full Members wishing to propose any alteration to the rules of the Club must notify the Secretary, in writing, at least 8 weeks prior to the Annual General Meeting. Such proposal(s) must be signed by the proposer and a seconder.

11.3 Changes to the rules may only be voted on at the Annual General Meeting or an Extraordinary General Meeting. Where practical any change in the Constitution and Rules agreed shall

be incorporated immediately following the positive vote else as soon as the meeting closes.

12. Notices

12.1 All notices shall be posted in a prominent position on the Club premises and it shall be the responsibility of the Secretary to ensure that any such notices remain in place throughout any period required. No notices may be posted without prior authority of the Secretary.

13. Exclusion of Liability

13.1 Neither the Club or any Officer shall be liable to any Member or guest of a member for any loss of, or damage to, any property which may occur in, or about, the Club premises, or in the absence of negligence on behalf of the Club, for any injury sustained by any Member, or guest of a member, whilst on, entering, or leaving the premises, and a notice to this effect shall at all times be displayed in a prominent position on the premises.

14. Suggestions and Complaints

14.1 All suggestions or complaints, if related to Bowls, should be referred to the relevant Club Captain in the first instance. The member may then contact the Management Committee in writing or via the suggestion box.

14.2 Suggestions or complaints not related to bowls should be referred directly to one of the members of the Management Committee or a message may be placed in the suggestion box.

15. Dissolution

15.1 If the number of Full Members in the Club falls below 10, or if the Full Members shall pass in General Meeting by a majority comprising of two thirds or more of the Members present and entitled to vote, a resolution of its intention to dissolve the Club, the Management Committee shall take immediate steps to convert into monies all property of the Club with authority to postpone or delay the conversion of any particular property if the members agree in General Meeting. From the proceeds of conversion, the Management committee shall discharge all debts and liabilities of the Club, including the expenses of the conversion and any balance remaining shall be donated to a Bowls related charity following which time the Club shall for all purposes be dissolved.

15.2 The Secretary shall send a copy of the notice convening any General Meeting under this Rule by post to every Member at their last notified address not less than 14 days before the date of the Meeting. Any accidental omission to send a copy or the non-receipt of it shall not invalidate any proceedings or resolution.

16. General

16.1 All Members shall be entitled to a 'Welcome pack' to include the annual handbook, a copy of the Constitution and Rules, and the 'Etiquette guide'.

16.2 The Management Committee shall decide what action may be taken in any circumstances not covered by this Constitution and Rules.

APPENDIX 1.

17. Conduct of Members

17.1. Members shall observe the regulations and byelaws stipulated by the Local Authority in respect to the bowling greens and the regulations stipulated by the Club in respect of the use of the site and buildings.

17.2 Full Members, having entered their names for external competitions on lists provided on the notice boards, shall be liable to pay the competition fees, as advised by the Treasurer.

17.3 Mobile telephones shall not be used when playing on the green.

17.4 There shall be no eating, drinking of alcohol or smoking (including electronic cigarettes) on the green or surrounding bank.

17.5 Smoking is only allowed in the designated area.

17.6 Apart from water, no refreshments, crockery or glassware shall be allowed on the green or surrounding bank.

17.7 No betting shall be allowed on the Club premises. No lottery shall be promoted by any Member or Officer on behalf of, or in any way connected with the Club, or with any entertainment or event held by or in connection with the Club without the prior written authority of the Management Committee. Gaming shall be permitted on the Club premises, but must not contravene any provisions of any statute currently in force.

18. Dress Code

18.1 All Members attending the Club during the bowling season must wear the appropriate dress for the occasion.

18.2 For League and Friendly matches, whites shall be worn, unless otherwise stated.

18.3 For Competitions and Stewarding, greys or whites, as appropriate, shall be worn.

18.4 On informal occasions, smart casual may be worn.

19. Disciplinary Procedure

19.1 The Club has adopted Bowls England Regulation No 9.

19.2 After two verbal warnings, a written warning will be issued and shall be effective for twelve months. Suspensions will be at the discretion of a Disciplinary Committee, comprising the Men's secretary, the Ladies' Secretary and one other non-management committee officer from either the Men's or Ladies' sections, as appropriate

19.3 The verdict of the Disciplinary Committee shall be notified in writing to the Member, with the reasons for the actions taken, and what options are open to that Member. Such member shall, within 21 days, have the right to appeal to the Management Committee.

19.4 The Management Committee shall then give notice to the Member at their address as notified to the Secretary, that if they wish, they may be present at an appeal hearing and be accompanied by a friend or colleague. At this meeting, any

allegation against the Member shall be related to the meeting by a member of the Disciplinary committee. The Member shall then be heard.

19.5 The decision of the Management Committee at this meeting, whether to reinstate the suspended Member or to terminate the membership, shall be taken by a vote and shall be final and conclusive and will be confirmed in writing by the Management Committee secretary.

20. Health and Safety

20.1 All Members shall conduct themselves to ensure the safety of themselves and other members.

20.2 The Club reserves the right to call the emergency services to assist any person injured or taken ill on Club premises.