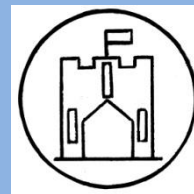


Portchester Bowling Club



CONSTITUTION AND BYE LAWS

1. NAME

The Club shall be called "Portchester Bowling Club".

2. AFFILIATION

The Club shall be affiliated to Bowls England, Bowls Hampshire, Portsmouth and District Bowling Association and Portsmouth and District Women's Bowling Association.

3. THE OBJECTIVES OF THE CLUB SHALL BE:-

The promotion and encouragement of bowling for all.

The promotion of sportsmanship and sociability of its members.

The continuation and maintenance of the Club and its facilities.

4. OFFICERS

The officers of the Club shall be President, Chairman, Vice Chairman, Ladies' Captain, Men's Captain, Secretary, Treasurer, Social Secretary and two Members' Representatives. The role of Membership Secretary shall be fulfilled by one of the members of the Committee.

5. CONSTITUTION

The Club shall consist of Full, Social, Junior, Winter Season and Honorary Members. Only Full Members are entitled to vote at any Annual General Meeting or any Extraordinary General Meeting.

6. ADMISSION OF MEMBERS

6.1 Candidates for membership will be proposed and seconded by existing members. New candidates will be required to complete an application form and be approved by the Committee.

6.2 When a new member has been approved and on receipt of the appropriate fee they will be given a membership card and rule book. They will be asked to attend an induction meeting with a club coach.

7. SUBSCRIPTION FEES

7.1 Subscriptions and green fees will be determined by the Management Committee and approved by the membership at the Annual General Meeting.

7.2 All annual subscriptions shall be payable on the first day of April of each year. Cheques shall be payable to "PORTCHESTER BOWLING CLUB".

7.3 Any member failing to pay his/her annual subscription by the 14th April shall cease to be a member of the Club. The Management Committee can re-admit members at their discretion if a satisfactory explanation for the delay is forthcoming and on receipt of the subscription. Winter Season only members to pay a proportional amount as set by the Committee. A new member joining after the 1st April is to pay only the pro-rata amount due from the month of joining to the end of the Club year.

7.4 Members failing to pay the annual subscription by the 14th April will not be permitted to play in any league match or to use any club facility until the arrears are paid in full.

8. EXPULSION OF MEMBERS

If, in the opinion of the Management Committee, the conduct of any club member is objectionable or injurious to the good name of the club, then that member may be required to resign. The member will be provided with every opportunity to explain their conduct. If this is rejected by the Management Committee and the member does not resign then he/she will be expelled from the Club after a period of one week. All fees will be forfeited. The decision of the Committee is final.

9. DUTIES OF THE OFFICERS OF THE CLUB

9.1 THE CHAIRMAN will preside and conduct the business at all General Meetings. The Chairman will chair the meetings of the Committee with full voting rights. In the event of the number of votes cast being equal, the Chairman will have a second or casting vote. All business of the meeting shall be conducted through the chair.

9.2 THE VICE CHAIRMAN will deputise for the Chairman in his/her absence.

9.3 THE SECRETARY shall conduct the correspondence of the Club, will maintain and record the minutes of the General Meetings and Committee meetings, will notify the membership of such meetings, will attend those as the Club representative at County or District level where pertinent to the administration and membership of those competitions in which the Portchester Bowling Club is involved, will give notice to members of any competitions that they are eligible to enter.

9.4 THE TREASURER shall be responsible for the collection of all monies due to the Club, will pay bills, issue receipts and will deposit all money with the Club's bankers, will keep proper accounts regarding the income and expenditure of the Club's accounts, will provide an authenticated statement of the Club's financial position at the Annual General Meeting.

9.5 THE MEMBERSHIP SECRETARY will maintain a list of all club members, will collect the requisite fees from the members and pass these to the Treasurer, will ensure that applications for membership are correctly considered by the Management Committee and that when such applications are confirmed that such new members are issued with a copy of the Constitution and Rules of the Club.

9.6 THE SOCIAL SECRETARY will promote social and fundraising activities of the Club, liaising with the Club Committee.

9.7 THE TWO COMMITTEE MEMBERS elected to represent the membership shall attend all Committee meetings and will expect to take responsibility for those certain duties not covered by other elected officers.

9.8 THE CLUB CAPTAINS will chair a meeting for team selection. The Club Captains will liaise with the team captains of the Portsmouth and District League teams, Gosport and Fareham League teams and the Club Coaches. The Team Captains will be elected by the Club Committee. The Club Captains or an approved delegate will represent the Club at any County or District meetings as appropriate. The Club Captains will organise and control all internal club competitions and determine the winners of such competitions.

9.9 THE POST OF PRESIDENT SHALL BE CONSIDERED AN HONOUR.

THE PRESIDENT will be elected at the Annual General Meeting from nominees who are considered to be worthy of that position by virtue of their service to the club. The President will represent the Club at public functions and meetings considered by the Management Committee appropriate to Presidential standing. The President will be ex-officio member of all committees and will serve a minimum period of two years and a maximum of five years.

10. THE ELECTION OF OFFICERS

The election of Officers and members of the Committee shall take place at the Annual General Meeting. They shall be proposed, seconded and elected. Such proposals having been posted on the Club notice board at least 14 days prior to the meeting, together with the nominees indication of

consent to serve. Where the number of nominees exceed the vacancies a secret ballot will take place. All fully paid up members will be eligible to vote. In the event that two or more candidates receive the same number of votes, so that the addition of one vote would result in the election of one of them, the election will then be determined by the casting vote of the Chairman. A losing candidate in order of votes received shall be invited to fill any vacancy that may occur in the ensuing year.

Other business may be conducted at this meeting and issues decided on. Two auditors will be elected from the Club membership.

11. THE ANNUAL GENERAL MEETING

As from November 2016, the Annual General Meeting is to be moved to the first week in November annually. The meeting will deal with Management and Financial reports and items raised by the membership. Any such items shall be submitted to the Secretary at least twenty one days prior to the meeting. The current half yearly meeting is to be changed to a Pre-Season Meeting and held during the first week of March annually. This is to rationalise the way in which the Club is managed.

12. ALTERATION TO THE CONSTITUTION AND RULES OF THE CLUB

The Constitution and Rules of the Club shall not be repealed or altered and no new rule shall be made save by a majority of two thirds of the members present and voting at the Annual General Meeting. A period of twenty eight days notice of the intention to propose any new rule shall be given to every Club member in writing.

13. MATTERS NOT COVERED BY THE CONSTITUTION AND RULES

13.1 Any matter arising which is not covered by the Constitution or Rules of the Club shall be decided by the Committee or if arising at the Annual General Meeting shall be decided by the Chairman.

13.2 If at any time and for any reason(s) the Club ceases to exist as a bowling club, then the following is to be put in place. All equipment, furniture, garden tools etc owned by the Club are to be offered to any interested parties or otherwise disposed of. All outstanding financial debts are to be fully settled. Any remaining monies are to be donated to charity, the choice and distribution is to be decided by the then current membership.

13.3 The Club will make full use of modern technology and where possible all communication and notices to members will be by means of electronic communication, website or social media etc. Notices will still be posted on the notice board in the clubhouse and individuals will still be able to receive notifications by hard copy if required.

14. HEALTH AND SAFETY

14.1 The use of umbrellas at the end of rinks may be allowed in extreme weather conditions (heavy rain or extreme heat). The umbrella must be folded down when walking up the rink to avoid accidental injury to other players. Umbrellas are used at the players' own risk.

14.2 Club members or visitors wearing bowling sandals do so at their own risk and must sign a declaration to that effect before play commences.

15. DATA PROTECTION

The Club shall be fully compliant with all current General Data Protection Regulations.