PONTELAND BOWLING CLUB CONSTITUTION

GENERAL

1. The name of the club shall be "Ponteland Bowling Club".

2. The objectives of the club shall be: -

   a) To provide facilities for playing bowls.
   b) To provide such social amenities/programmes as the General Purposes Committee (GPC) & membership considers desirable.
   c) To provide a safe, friendly, caring, and supportive environment for all club activities.

3. The club shall be affiliated to the appropriate National and County bodies and play shall be in accordance with the laws of the sport of bowls.

(A) OFFICERS

1. The Officers shall be the Club Chairperson, Club Secretary and Club Treasurer. They shall be elected for the ensuing year at the Club Annual General Meeting (AGM). The Chairman shall not exceed three consecutive years in office.

(B) GENERAL PURPOSES COMMITTEE (GPC)

1. There shall be a GPC comprising the Club Chairperson, Club Secretary, Club Treasurer, Women's' and Men's Presidents, Women's, and Men's Secretaries, Green Ranger, and the Social Secretary. If the Section President is unavailable, the Section Vice President can attend with the prior agreement of the Club Chairperson.

2. The Green Ranger shall be elected for the ensuing year at the club AGM. The Green Ranger shall be a member of and lead the Green's Maintenance Team and there shall be no restriction on the number of years the post holder may serve.
   At GPC meetings, the club Chairperson or the appointed deputy shall have the casting vote. Members unable to attend a meeting will have a proxy vote but they must provide their voting preference in writing, including email, to either the Chairperson or Secretary of the GPC at least 48 hours before the meeting.

   The committee, through the Chairperson shall have the power to co-opt advisers. Advisors shall have no voting rights at any meeting they attend.

   A quorum for a GPC committee meeting shall be a minimum of four members.

2. The GPC shall: -

a) manage the affairs of the club and have control of property, funds, and possessions held in trust.
b) meet as required to properly administer affairs with agendas and supporting documentation circulated at least a week in advance of the meeting.
c) establish, manage, and uphold the Rules of the club.
d) monitor and manage the number of members and run an appropriate annual recruitment campaign.
e) coopt members to run specific tasks as required.
f) monitor and manage bowling time so all members get equal access to time on the green regardless of ability and their bowling preferences.
g) exercise control so that the capital expenditure during the financial year does not exceed 35% of the total subscription income.
h) call an extraordinary general meeting when required.

(C) SUB-COMMITTEES & SECTION ORGANISATION

1. Sub-committees of the GPC shall be elected annually at the club AGM. The sub-committees shall be: -

a) GREEN MAINTENANCE TEAM

This shall be a Green Maintenance Team of 14, led by the Green Ranger, selected from both the Women's and Men's Sections.
The Green Maintenance Team will be responsible for, the care and maintenance of the bowling green, surrounding areas and relevant equipment. They will also be responsible for managing & arranging the removal of any green waste.
The Green Ranger or his appointed deputy shall be the prime arbiter on the fitness of the green for play and for the time of commencement of play.

b) SOCIAL

This shall be a sub-committee eight members selected from both the Women's and Men's sections (at least 2 men).
The subcommittee shall elect a Social Secretary to lead the group, propose and arrange social functions, organise setting up and clearing away, any catering required at important/specific club matches, taster sessions, social functions and shall be responsible for good housekeeping.

Nominations for both the Green's and Social sub-committees shall be forwarded from the Section AGMs for election at the Club AGM.

2. The GPC shall manage the day-to-day business of bowling activities within the club through two section sub-committees. They shall be **WOMEN'S** and **MEN'S SECTIONS**; each section will be responsible for the annual election of their officials at the Section AGM.

   Members of the Section Sub-Committees shall be the President, Vice President, Secretary, Chairperson of Selection and Chairperson of Competitions. The President shall arrange for the Section Sub-Committee to meet as necessary to manage the bowling needs and arrangements of the section.

   Annually, the Section AGM shall: -

a) elect a president of the section (the appointment shall be for a year).
b) elect a vice president.
c) elect a secretary.
d) elect committees.
e) conduct the meeting to a formal agenda (issued to members prior to the AGM).

Working committees of a section shall be: -

SELECTION - this being a committee of no more than 6 members that shall select a chairperson and manage teams for matches, players for representative events and organise coaching.

COMPETITIONS - this being a committee of no more than 6 members that shall select a chairperson and arrange and manage all club competitions for their section.

The Chairperson of working committees shall be responsible for co-ordinating activities that are shared between sections, such as mixed friendly games/competitions.

3. Elected members of a working committee shall meet following the Section AGM and elect a chairperson of the committee.

4. Section President and Section Vice President shall be ex-officio members of section committees.

5. Service on any sub-committee shall not exceed 3 consecutive years. At an AGM, in the event there is no nomination for a specific post, the existing holder, having served for 3 consecutive years, may be re-nominated for the post and, if elected, shall hold the post for an extra year.

(D) MEETINGS

1. The club AGM shall be held in advance of the County Annual Meetings but not later than 30th November, to allow any issues to be forwarded.
   The Section AGM shall take place prior to the club AGM to allow issues to be shared.
   Members shall be notified of the Club AGM and section AGM no fewer than 14 days prior to the date of the meeting.
   Notification shall include the agenda and particulars of important issues to be discussed and/or voted on at the meeting.
   A Financial statement for the year ended will be presented for approval at the club AGM.

2. Members shall have the right to call an Extra-Ordinary General Meeting (EGM) of the club. The right shall be exercised by a written requisition submitted to the club Secretary. The requisition shall be signed by no fewer than 20% of the total of full members of the club. The requisition shall clearly state the purpose of the meeting (and provide essential supporting material).
   A Club EGM shall be held within 21 days of receipt of the request by the Secretary. Full members shall be given no fewer than seven days written notice of the meeting, including a statement of purpose.

3. Equal rights shall apply to members of a section to call for an EGM of their section. The procedure given in (E)2 above shall apply but use the Section Secretary, section full members and Section Sub-Committee.

4. The Club Chairperson shall chair club general meetings (AGM & EGM) or, in the absence of the Chairperson a substitute shall be appointed by the meeting.
   Section general meetings shall be chaired by the Section President, or a substitute appointed by the meeting.

5. No additions or changes shall be made to either the club Constitution or Rules except at a General Meeting.

   For any vote to be valid, it would have to have 50% of members eligible to vote responding, either by attending the meeting to vote or by submitting a proxy vote by the set deadline.

   For a motion to pass 70% of full members that voted would need to be in favour of the motion.

   A proxy vote shall be available to members with voting rights (see (F) 2 below). A member requesting a proxy vote must inform the Club Secretary he/she requires a proxy vote and to be a valid vote, the member's preference must be returned to the club Secretary, in writing (including email), no fewer than 48 hours before the general meeting.

6. Voting on any changes to the club Constitution shall be conducted by secret ballot.

7. Other than proposals enumerated in the formal agenda for a general meeting, no valid vote shall be held on changes proposed to either the club Constitution or Rules.

(E) MEMBERSHIP

1. **Classes of membership**.

a) **Full Member**
   This class shall be registered as playing members.

b) **Junior Member**
   This class applies to members aged 18 years or under on January 1st following the club AGM.

c) **Associate Member -** anyone who no longer plays but has been a valued playing/active member of the club for 5 years or longer. They have the right to attend, but not the right to vote at general meetings of the club. They will receive all Club communications providing they have completed a Data Protection Permissions Form.

d) **Honorary Member** - a non-playing member, who has significantly contributed to the life of the club by serving on Section Committees, the GPC (or both) or who has supported the development of members and the Club for over 10 years. Those that meet the criteria will be identified by the Section Presidents and then invited by the GPC to this category of membership. This membership category is **Free** in recognition of the contribution these individuals have made to the running of the Club. They have the right to attend, and the right to vote at general meetings of the club. They will receive all Club communications providing they have completed a Data Protection Permissions Form.

e) **Social Member**
This class is for members who do not normally play, particularly members partners and friends. They shall be permitted to attend official club functions and will receive all Club communications providing they have completed a Data Protection Permissions Form.

2. **Voting Rights**
Classes of membership a, b & d shall have voting rights at a general meeting of the club, (c, & e shall have no voting rights at a general meeting)

3. **Application for membership.**
Application for membership shall be submitted on the club's application form.
The form shall be signed by a proposer and a seconder who shall be current members of class a) or b).
The application shall be submitted to the club Secretary.
The club Secretary shall display the name of the applicant on the noticeboard, in the clubhouse for up to five days whilst the application is being processed. Objections to membership can be raised during this period.
A member having an objection to an application shall give full written details to the club Secretary. The objection shall be considered by members of the GPC whilst the application is being processed.

The GPC have authority to refuse membership.

(F) SUBSCRIPTIONS

1. The annual subscription of each class of membership shall be approved annually at the club AGM and be payable on or before 31st March each year.

   New members joining after 31st March shall pay a subscription proportionate to the time remaining of the playing season.

(G) VISITORS

The visitor fee for the season shall be approved annually at the club AGM.

(H) CONDUCT OF MEMBERS

The GPC shall have the power to reprimand, suspend or expel any member whose conduct is considered objectionable, whether this is within or without the premises of either Ponteland Bowling Club or any other bowling club.

No member shall be suspended or expelled without first being summoned before the GPC and afforded the opportunity to offer an explanation. Should the member either decline to appear before the GPC or fail to give credible reason for non-appearance, consideration of the case shall proceed in the absence of the member.

In the event of serious breach of club discipline, it shall be in the power of the GPC to request, in writing for a member's resignation. If the member does not resign within seven days of receiving the request, the club Secretary shall write to inform the member that their membership has been terminated.

(I) SAFEGUARDING

Ponteland Bowling Club has adopted and will follow all policies and guidelines approved by Bowls England alongside UK Anti-Doping Rules and all procedures set out in Bowls England regulation 9, 9A and 9B. Our club and members will abide with all sanctions, recommendations and/or decisions from the Safeguarding Case Management Panel and/or National Disciplinary Panel.

(J) COMPLAINTS

All complaints shall be made in writing to the Club Secretary, in order that they may be submitted to the GPC for consideration. No complaint shall be answered unless this requirement is met.

(K) DISSOLUTION

After discharging all debts and liabilities of the Club the remaining assets shall be passed to the Trustees of Ponteland Memorial Hall without any personal liability accruing to any members of Ponteland Bowling Club. If the Ponteland Memorial Hall becomes insolvent before the demise of the Bowling Club any net assets will be given to Ponteland Town Council to be used for the benefit of amateur sport within the town.

PONTELAND BOWLING CLUB

A **THE RULES OF THE CLUB** are governed by the club Constitution (sections (B - GPC) and (E - meetings)). Changes to the rules shall be agreed at a general meeting of the club. The rules have been drawn up to facilitate the day-to-day running of the club and members shall abide by them.

Any proposal for changes in the rules shall be given in writing to the club Secretary no fewer than twenty-eight days prior to the club AGM in order that the proposal can be included in the agenda issued to members before the meeting.

B MEMBERSHIP

The classes of membership of the club shall be managed as follows:

a)(1) Full members shall comprise both genders up to a maximum of 200. As far as practicable the genders shall be in equal proportion, new members being drawn from the separate lists that are maintained for ladies and men.

If there are insufficient applicants in one list to fill vacancies, applicants from the other list may be offered membership by the GPC. The GPC shall have regard to the long-term financial viability of the club.

a)(2) Subject to the approval of the GPC, applicants for full membership of either gender under the age of 35 on January 1st following the club AGM shall be offered membership immediately. The number of members in this class, (when added to the number of junior members), shall be no more than 10 and it shall not be counted in a)(1).

b) Junior members shall comprise either gender.

c) Honorary, Associate and Social members will comprise either gender.

(At a general meeting, members of classes a), b) and d) have a voting right but members of classes c and e) have no voting rights)

Subject to approval of the GPC, a previous member who reapplies for full membership shall be offered the first full membership vacancy that occurs.

C VISITORS

Members of all classes shall have the right to invite visitors to the clubhouse or green.

Visitors shall be permitted to play in casual bowling sessions **but must** always be accompanied by a member.

The visitor book particulars shall be entered, and visitor fee paid before commencing play.

The maximum number of visits to play in one season, by the same player shall be 6.

The GPC shall have the discretion to waive visitor fees. Notice of the use of this discretion shall be displayed on club notice boards.

D BOWLING PRIORITIES & PLAY ARRANGEMENTS

Members shall be required to abide by the notice on bowling priorities that is displayed on the club notice boards.

E COMPETITIONS

National Competitions

Entry fees shall be paid by the club when names are submitted.

On other evenings club matches (including friendlies) shall have precedence.

Club Competitions

The rules and conditions of entry applicable to club competitions organised for playing members shall be governed by the section competitions working committee.

There will be an entry fee for all club competitions, which will be decided by the GPC annually. Where a competition lasts most of the season participants will only pay once. Trophies shall be given as prizes. (Club cups, plates and trays shall be engraved at the club's expense).

Club Special Days

Opening Day President's Day, Bank Holiday Jumbles and Closing Day shall be recognised as members' days for a competition.

F SUBSIDIES

Subsidies to bowlers representing the clubs shall be given at the discretion of the GPC.

G DRESS

Approved flat soled bowling shoes shall be worn on the green by all bowlers.

H CLUBHOUSE

The clubhouse and grounds is a No Smoking and Vaping area.

I NOTICES

Notices put up on the notice boards shall be the mutual responsibility of the secretaries of the club and sections.

CONSTITUTION & RULES

HISTORY of CHANGE

DATE	SUMMARY OF CHANGE
April 2007	First Issue
October 2007	Dissolution Clause approved and added
November 2013	Constitution & Rules amended to include Social Membership
April 12, 2024	Whole Constitution reviewed and updates/changes made to the following sections: - **General** – Objectives of the Club **Membership Categories** – removal of HVP as a membership category and inclusion of Honourable Member as a new category. **Application for Membership** – forms displayed for 5 days. **Safeguarding** – statement added. **Smoking and Vaping** – Whole site to be non-smoking and vaping. **Competitions** – There will be an entry fee to all club competitions decided annually by the GPC. In addition, some phrasing across the whole document and use of terminology has been updated such as – Chairman – changed to Chairperson.
September 20th 2024	The requirement to display Membership Application forms on the notice board removed. Only the name of the applicant will be displayed.
May 30th 2026	Amendment allowing for proxy voting on ALL Club Matters