

PONTELAND BOWLING CLUB CONSTITUTION

(A) 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 and
 - b) To provide such social amenities as the General Purposes Committee (GPC) shall consider desirable.
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.

(B) OFFICERS

1. The officers shall be the club Chairman, 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.

(C) GENERAL PURPOSES COMMITTEE (GPC)

1. There shall be a GPC comprising the club Chairman, club Secretary, club Treasurer, Ladies' and Men's Presidents, Ladies' and Men's Secretaries, Green Ranger and Chairman of the Social Sub-Committee.
The Green Ranger shall be elected for the ensuing year at the club AGM. The Green Ranger shall be a member of the Green's sub-committee and there shall be no restriction on the number of years the post holder may serve.
At GPC meetings, the club Chairman or the appointed deputy shall have the casting vote.
The committee shall have the power to co-opt advisers. Advisors shall have no voting rights.
A quorum for a committee meeting shall be 4 members of committee.
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;
 - c) establish and manage the Rules of the club;
 - d) monitor and manage the number of members;
 - e) monitor and manage bowling time;
 - f) exercise control so that capital expenditure in the financial year does not exceed 35% of the total subscription income
 - g) call an extraordinary general meeting when required.

(D) SUB-COMMITTEES & SECTION ORGANISATION

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

a) **GREENS**

This shall be a sub-committee of no more than 6 members, including the Green Ranger, selected from both the Ladies' and Men's Sections.

The sub-committee shall be responsible for electing its chairman, care and maintenance of the bowling green, surrounding areas and relevant equipment.

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 of no more than 6 members selected from both the Ladies' and Men's sections.

The subcommittee shall elect its chairman, propose and arrange social functions, organise catering required at club matches and shall be responsible for good housekeeping.

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

2. The GPC shall manage the day-to-day business of the club through two section sub-committees. They shall be **LADIES'** and **MEN'S SECTION**, each 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, chairman of Selection and chairman of Competitions. The President shall arrange for the section sub-committee to meet as necessary to manage the needs 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; and
- 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 chairman 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 chairman and arrange and manage club competitions.

Chairmen of working committees shall be responsible for co-ordinating activities that are shared between sections.

3. Elected members of a working committee shall meet following the section AGM and elect a chairman 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.

(E) MEETINGS

1. The club AGM shall be held no fewer than 4 weeks prior to the County Annual Meetings but not later than 30th November.

Section AGM shall take place no fewer than 14 days before the club AGM.

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 state clearly 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 7 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 Chairman shall chair club general meetings (AGM & EGM) or, in the absence of the Chairman 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.

Changes to the Constitution shall be approved by no fewer than three-quarters of the votes (including proxy votes) cast by members at a general meeting.

Changes to the Rules shall be approved by a majority vote of those present at a general meeting. (See (F) 2 below.)

A proxy vote shall be available to members with voting rights (see (F) 2 below), for any vote on the Constitution. A member requesting a proxy vote form shall apply to the club Secretary. To be a valid vote, the form shall be returned to the club Secretary 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.

(F) MEMBERSHIP

1. Classes of membership.

- a) Full Member

This class shall be registered as playing members.

- b) Honorary Vice President

This class is awarded to full members who have given outstanding service to the benefit and development of the club over a number of years. Nominations shall be made in writing to the club Secretary and, if approved by the GPC, the recommendation shall be put to the subsequent club AGM for approval.

An annual subscription shall apply to this class.

- c) Honorary Life Membership

This class is now closed.

- d) Junior Member

This class applies to members aged 18 years or under on January 1st following the club AGM.

- e) Associate Member

This class is for non-playing members.

Exceptionally, they shall be permitted to play on Opening, President's and Closing days only.

By personal request to the club Secretary, an associate member shall be entitled to receive official communications from the club and shall have the right to attend but not the right to vote at general meetings of the club.

They shall be permitted to attend official club functions.

Application for this class of membership applies only to full members (past and present) with a minimum of 5 years full membership.

Application for resumption of full membership shall be made in writing to the GPC.

Approval shall not be withheld unreasonably.

f) Social Member

This class is for non-playing members.

They shall be permitted to attend official club functions.

2. Voting Rights

Classes of membership a), b) and c) shall have voting rights at a general meeting of the club. (Classes of membership d), e) and f) 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), b) or c).

The application shall be submitted to the club Secretary.

The club Secretary shall display an application form in the clubhouse for two weeks.

A member having an objection to an application shall give full written details to the club Secretary. The objection shall be taken into account by the GPC when the application is considered.

An application shall be considered by the first GPC meeting after the period of display.

The GPC shall have authority to refuse membership.

(G) 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.

2. An entrance fee shall be chargeable. The fee shall be approved annually at the club AGM.

(H) VISITORS

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

(I) 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. In the event that the member does not resign within 7 days of receiving the request, the club Secretary shall write to inform the member that their membership has been terminated.

(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. In the event that the Ponteland Memorial Hall becomes insolvent before the demise of the Bowling Club any net assets will be given to Ponteland Parish Council (or superseding local Council) to be used for the benefit of amateur sport within the Parish.

PONTELAND BOWLING CLUB

- A** **THE RULES OF THE CLUB** are governed by the club Constitution (sections (C) and (E)). 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) Honorary Vice Presidents shall comprise either gender.
- c) Junior members shall comprise either gender.
- e) Associate and Social members will comprise either gender.

(At a general meeting, members of classes a), b)and c) have a voting right but members of classes d), e) and f) 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 only.

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

The maximum number of visits 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.

Evening play in such competitions shall have precedence play on Mondays, Thursdays and Fridays.

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 shall be no entry fees for club competitions. 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 Gala days 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

Flat soled shoes shall be worn on the green.

H CLUBHOUSE

The clubhouse shall be a No Smoking area.

I NOTICES

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

**PONTELAND BOWLING CLUB
CONSTITUTION and RULES
CHANGE HISTORY**

DATE	SUMMARY OF CHANGE
April 2007	First Issue
October 2007	Dissolution Clause approved and added
November 2013	Constitution & Rules amended to include Social Membership

March 2015