

POPPLETON BOWLS CLUB
CONSTITUTION
REVISED OCTOBER 2024

1.0 Poppleton Bowls Club

- 1.1 The title shall be called “Poppleton Bowls Club” and hereafter referred to as “PBC” or the “Club”.
- 1.2 PBC shall form part of Poppleton Community Trust (“the Parent Club”), a charitable incorporated organisation registered on 17 January 2023, and be a constituent member.
- 1.3 PBC may at the discretion of its Committee be affiliated to: Yorkshire CBA, York Amateur BA, Yorkshire Women’s County BA and Bowls England.

2.0 Objectives

- 2.1 To organise, regulate and control the game of Bowls according to the rules of PBC.
- 2.2 To play games under the rules and laws of Bowls England.

3.0 Definitions

In this constitution

“Members” means persons in all Membership Sections

“Playing Members” means persons in the Men’s Section, the Veterans’ Section Ladies’ Section, Junior and Young Adults’ Section and Life Members

“Members Entitled to Vote” means persons in the Men’s Section, Veterans’ Section and Ladies’ Section

“Officers” means the several offices listed in clause 5.2 and the Men’s Vice-Captain and Ladies’ Vice-Captain.

4.0 Membership Sections

- 4.1 PBC shall comprise the following Membership Sections:

Men’s Section

Veterans' ("Vets") Section which is open to PBC male members who have attained the age of 60 years and who are registered with York Amateur BA Vets' Section

Ladies' Section

Junior and Young Adults' Section which is open to persons who on the 1st April in the current year are under 23 years of age

Life Members

Social Members.

4.2 Members of Men's, Vets, Ladies', Junior and Young Adults' Sections and Life Members shall have access to and use of PBC premises and property for the playing of Bowls for competitive, recreational or social purposes.

4.3 Social members do not play bowls. Social members may use PBC facilities and participate in social activities. An annual fee must be paid.

5.0 Management

5.1 The general management and control of PBC shall be vested in the Committee all of whom shall act in an honorary capacity and meet on a regular basis.

5.2 The Committee shall consist of the following offices:

5.2.1 President

5.2.2 Vice-President

5.2.3 Club Secretary

5.2.4 Club Treasurer

5.2.5 Men's Captain

5.2.6 Men's Vets Representative

5.2.7 Ladies' Captain

5.2.8 Ladies' Secretary

5.2.9 Membership and Fixtures Secretary

5.2.10 Green Keeper, and

5.2.11 One person who is a member of either the Men's, Vets or Ladies' Sections.

5.3 The Men's Vice-Captain and the Ladies' Vice-Captain may deputise for the Men's Captain or Ladies' Captain respectively, in the absence of either Captain not being present at a meeting of the Committee, and when present in those circumstances the Vice-Captain(s) may vote at the meeting.

- 5.4 The President shall chair the Committee. In the absence of the President, the Vice-President shall chair the meeting. In the absence of both the President and Vice-President, the Committee shall elect from those present a member of the Committee to chair the meeting.
- 5.5 Notice of proposed elections of the Committee shall be exhibited in the Clubhouse not less than 6 weeks before the AGM.
- 5.6 Candidates for election to the Committee shall be Members entitled to vote and must be nominated in writing on the forms provided for elections to the Committee not later than 14 days before the AGM.
- 5.7 Election of committee members shall take place at the AGM.
- 5.8 Elections of members of the Committee shall be by ballot (as necessary) of members present at the AGM. In the event of more than one nomination for any position election shall be by ballot with votes recorded by two non-committee members. The President or in their absence the Chair of the meeting shall have the casting vote. The following conditions apply:
- 5.8.1 Male members may not vote in 5.2.7 and 5.2.8
 - 5.8.2 Lady members may not vote in 5.2.5 and 5.2.6
 - 5.8.3 Vets members only may nominate, second and vote for the Vets Representative.
- 5.9 All committee members shall retire annually but may be re-elected. They shall remain in office until the conclusion of the AGM except for the President, whose office shall be transferred during the meeting.
- 5.10 Any member of the Committee absent for three consecutive meetings without good cause and notice shall cease to be a member of the Committee on notice in writing having first been sent by the President to the person concerned.
- 5.11 If a member of the Committee resigns, dies, or is otherwise unable to complete their term of office the Committee, may co-opt a replacement who may attend and vote at meetings of the Committee.
- 5.12 The Committee shall have the power to form sub-committees and to co-opt members to a sub-committee for specific purposes and the Committee shall ensure that at least one, or more than one (in its discretion), of its members shall be members of each sub-committee.

5.13 The Committee shall appoint two Members Entitled to Vote to represent PBC at meetings of Poppleton Community Trust, one of whom shall be independent of the Trust.

5.14.1 The following Club representatives are not required to attend Committee meetings but may do so if they wish:

Men's and Ladies' Vice-Captains (notwithstanding clause 5.3)

Poppleton Community Trust Representatives (2)

Coaches

a representative of the Junior and Young Adults' Section invited by the Committee

the Club Safeguarding Officer.

5.14.2 Representatives attending in these capacities are not members of the Committee and do not have a vote at its meetings, but may take part in its discussions.

5.15 A quorum of the Committee shall be 50% of those entitled to vote. In the event of a tie in voting the President or Chair of the meeting shall have the casting vote.

5.16 Any business relating to the club which a member wishes the Committee to consider shall be communicated to any member of the Committee in writing (by email or letter) and a copy shall at the same time be sent to the Secretary.

5.17.1 The Committee may make, vary and revoke Rules for the good management of the Club so long as such rules do not conflict with this Constitution. Any such rules proposed by the Committee shall be displayed on the Clubhouse notice board and sent as a group email or by post to Members together with an explanation of the proposed rule(s).

5.17.2 Objections or other comments may be made in writing by Members within 28 days of the date on which the proposed rule(s) is displayed and sent. If no objections are received, then the proposed rule(s) shall come into force on a date determined by the Committee.

5.17.3 If objections are sent to the Secretary, then the proposed rule(s) shall not come into force unless and until they are approved at an EGM or the next AGM, and if then approved shall come into force on a date to be determined by the Committee.

6.0 Annual General Meeting (AGM)

6.1 The AGM shall be held annually at a place and time as the Committee determine.

6.2 Notice of the AGM shall be given in writing to all Members at least six weeks before the date.

6.3 Members who wish to include matters on the agenda of the AGM must give notice in writing to the Secretary at least two weeks before the meeting.

6.4 The agenda, together with any reports when practicable, shall be displayed on the Clubhouse notice board and sent as a group email or by post to Members by the Secretary not less than 7 days before the AGM.

6.5 Members present at the AGM have the right to vote only on matters of which due notice has been given.

6.6 The meeting will:

6.6.1 approve the minutes of the previous AGM

6.6.2 receive the accounts for the previous financial year, together with the report of the Treasurer and an interim financial report of the current year to date

6.6.3 receive reports from the President, both Captains, Men's Vets Representative, Mixed Teams' Secretaries, Membership and Fixtures Secretary and Green Keeper

6.6.4 elect the Officers of the Club and members of the Committee for the forthcoming year

6.6.5 fix subscriptions and other financial payments to be made by Members

6.6.6 transact all general business on matters of which due notice has been given.

6.7 The right to vote shall apply to Members Entitled to Vote except for the restrictions indicated in 5.8.

6.8 One third of Members Entitled to Vote shall form a quorum at the AGM with the President or Chair of the meeting having a casting vote.

6.9 Postal voting at the AGM is accepted only in relation to matters of business that have been included in the agenda which has been displayed and distributed by the Secretary in advance of the meeting under 6.4. Postal votes shall be received by the Secretary not less than one clear day before the meeting.

6.10 Proxy voting at the AGM is not accepted.

6.11 Social Members, Junior and Young Adult Members and Life Members may attend and speak at the AGM, but not vote.

7.0 Extraordinary General Meeting (EGM)

- 7.1 The committee may call an EGM on not less than 14 days' notice.
- 7.2 One fifth of the Members Entitled to Vote may give notice in writing to the Secretary requesting an EGM, and on receiving such notice the Secretary shall call an EGM and give not less than 14 days' notice. Members requesting an EGM must include in their notice to the Secretary a clear and concise description of the purpose or business to be discussed.
- 7.3 The agenda shall include a clear and concise description of the purpose or business of the meeting, and shall be displayed on the Clubhouse notice board and sent as a group email or by post to Members not less than 14 days before the EGM, together with any relevant statements or reports.
- 7.4 One third of Members Entitled to Vote shall form a quorum for an EGM with the President or Chair of the meeting having a casting vote.
- 7.5 Postal voting at an EGM is accepted as per 6.9.
- 7.6 Proxy voting at an EGM is not accepted.
- 7.7 Social Members, Junior and Young Adult Members and Life Members may attend and speak at an EGM, but not vote.

8.0 Minutes

- 8.1 Minutes of meetings of the Committee shall be posted on the Clubhouse noticeboard and sent as a group email or by post to Members by the Secretary at the earliest opportunity after they have been agreed by the Committee.
- 8.2 Copies of minutes of the Annual General Meeting and Extraordinary General Meeting shall be displayed and distributed in the same manner as in clause 8.1.

9.0 Membership

- 9.1 Applications for membership shall be open to all persons interested in the game of bowls without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

- 9.2 There shall be no restrictions on place of residence.
- 9.3 The Committee may consult members at the AGM or an EGM on the total number of Playing Members in the Club and the number of Playing Members in each of the Membership Sections; the final decision on both the number of Playing Members in the Club and the size of each section shall be decided by the Committee.
- 9.4 Application for membership shall be submitted in writing to the Secretary using an approved form. The Committee reserves the right to refuse membership.
- 9.5 Junior and Young Adult members may enter Club competitions but may not introduce guests, or be elected an Officer of the Club or elected to the Committee under clause 5.2.11.
- 9.6 Any member not paying the required subscription by 1st of April shall cease to be a member.
- 9.7 Any member wishing to resign membership should give written notice, where possible, to the Secretary.
- 9.8 PBC is committed to promoting a safe environment in which children can enjoy the game of Bowls. PBC will abide by the joint Child Protection Policy and Procedures of Bowls England which follow the Children Act 1989 (as subsequently amended). A committee member will be appointed annually to monitor and advise all aspects concerning players under the age of 18 years.
- 9.9 The Club will endeavour to follow Bowls England's advice with regard to any Safeguarding matters.

10.0 Complaints or grievances not alleging misconduct

Complaints or grievances which do not allege misconduct must be sent in writing (by email or letter) to any member of the Committee and a copy at the same time sent to the Secretary. The Committee shall consider the complaint. The complainant member shall have the opportunity of appearing before the Committee. The Committee shall make its decision without the complainant being present, and its decision shall be recorded in the minutes and the complainant informed.

11.0 Disciplinary and Misconduct Procedures

- 11.1 Bowls England are strong advocates for mediation whenever potential conflict arises. If a scenario where misconduct arises, or a scenario

where potential conflict could arise, Bowls England recommends that the club implements a mediation process in the first instance.

11.2 So long as PBC is affiliated to Bowls England, Regulation 2.5.2 of Bowls England requires the Club always to follow the procedures set out in Regulation 9 of Bowls England when dealing with complaints alleging misconduct.

11.3 The Club adopts and will follow all the procedures in Bowls England Regulation 9, 9A and 9B (or their replacement in force from time to time) when dealing with any type of disciplinary/misconduct issues.

12.0 Life Membership

12.1 Any member, on the special recommendation of the Committee, may be elected a Life Member at the AGM and shall thereafter be entitled to the privileges of membership without paying the annual subscription or any special payment for such Life Membership.

12.2 A resolution on any such proposal shall be declared carried if voted for by at least two thirds of Members Entitled to Vote.

13.0 Guests and Visitors

13.1 Any member of PBC other than those under clauses 9.5 and 9.6 may introduce guests with a fee payable agreed at the last AGM.

13.2 No guest may play more than four times in the year without permission from the Committee.

13.3 The member introducing the guest shall be responsible for the fee, dress and behaviour of the guest.

13.4 No person who has been refused membership or who has been expelled from PBC is permitted as a guest.

13.5 When non-PBC teams attend the Club's premises to play bowls and matches against other non-PBC teams on the Green on an occasional basis, the players, match officials and persons accompanying the visiting teams or attending to watch the bowls shall be treated as guests and visitors of the Club.

14.0 Subscriptions

14.1 Subscriptions at the rate agreed at the AGM shall be paid by the date specified on the membership renewal form for those wishing to take part in internal and league competitions.

14.2 The subscription year shall mean the period from the 1st April to the following 31st March irrespective of the time of opening of the Green for the summer season.

15.0 Finance

15.1 The financial year of PBC shall close on the 31st March each year.

15.2 The Treasurer shall have charge of all monies, receipts and payments and at each Committee meeting shall provide a brief financial report focusing on income, expenditure, cash and investment holdings along with any outstanding liabilities.

15.3 All monies received shall be paid into an appropriate banking account in the name of Poppleton Bowls Club.

15.4 The Treasurer shall pay a sum of money annually to the Parent Club in respect of each full member, in accordance with the Parent Club's financial rules.

15.5 PBC shall receive income from all money-raising efforts, occasional lettings of the Green and Clubhouse, for coaching, matches, tournaments, gate receipts and collections made at events approved of or organised by the Committee.

15.6 The Committee shall fix a maximum amount which a member of the Committee may spend within their area of responsibility; any expenditure which exceeds this amount the Committee member must first obtain the consent of the Treasurer, and if appropriate or the Treasurer so decides, the Committee.

15.7 PBC shall maintain a financial reserve of a sum representing 50% of the budgeted expenditure for the current year.

15.8 The Committee may not borrow money or take a loan without first having obtained the consent of members given in a general meeting (AGM or EGM).

16.0 Teams

16.1 The number and style of teams to be entered into League competitions shall be decided by the Committee.

16.2 Teams shall be chosen by the appropriate Captains and Vice-Captains or in their absence representatives nominated by the Captains.

16.3 Vets teams are selected by the chosen captains.

16.4 The Private Club and Tockwith teams are chosen, if practicable, by a player of each gender not necessarily the Mixed Teams' Secretaries.

17.0 Play

17.1 The Club colours are predominantly white tops, polo style with green/yellow additions depending on availability by manufacturers. Club tops must be worn for all external match fixtures. If new tops are introduced members may wear their existing ones until wishing to change.

17.2 The PBC badge is in the form of a shield. The field is green edged with yellow with two black bowls and a jack superimposed all edged in yellow. Across the base of the shield is the name POPPLETON in black on a white ground edged in yellow. The badge can be affixed on tops and outer clothing.

17.3 Suitable bowling shoes must be worn at all times. Standard attire is white tops and light grey trousers or skirts and tailored shorts. This includes internal club competitions and organised social bowling. Casual clothes are only allowed for coaching and ad hoc bowling.

17.4 The Green shall be available for play as directed by the Green Keeper. The order of rink play, as laid down by the Green Keeper, must be adhered to by all bowlers to ensure even wear of the Green.

17.5 Competitions shall be held at the discretion of the Committee.

17.6 Maintenance of the Green shall be under the care of the Green Keeper and work will normally be confined to three weekday mornings: Monday, Wednesday and Friday, 9.30am to 12 noon.

17.7 The Green Keeper or his nominated deputy shall decide if the Green is unfit for play.

17.8 Members must be aware of club etiquette as posted on the Clubhouse notice board.

17.9 The Green shall be closed for the season on a date agreed by the Committee on the recommendation of the Green Keeper.

18.0 Accidents

All accidents must be recorded at the earliest opportunity in the Accident Book in the Clubhouse.

19.0 Alteration to the Constitution

19.1 No alteration to the Constitution shall be made except at an EGM or at the AGM, when due notice shall have been given to members with the agenda that the question of amending the Constitution is to be considered.

19.2 No proposal for alteration or addition to the Constitution shall be carried unless two thirds of Members Entitled to Vote present at the meeting shall be in favour.

19.3 No amendment may be made to clause 20 (Dissolution) or this clause without the prior consent of the Parent Club.

20.0 Dissolution

20.1 The Club may be dissolved by a majority vote at an AGM or EGM.

20.2 If members resolve to dissolve the Club the Committee will remain in office and be responsible for winding up the affairs of the Club in accordance with this clause.

20.3 The Committee must collect in all the assets of the Club and must pay or make provision for all the liabilities of the Club.

20.4 If upon the dissolution of PBC there remains, after the satisfaction of its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among members of PBC but shall be given or transferred to the Parent Club.

20.5 The Parent Club may, after consultation with the Committee, give some or all of the property and in particular machinery and equipment which belongs to PBC before the Club is dissolved to another amateur bowls club.

20.6 If the Club does not form part of the Parent Club on the date the Club is dissolved, then "Bowls England" shall be substituted for "Parent Club" for the purposes of this clause.

21.0 Display and Notification of the Constitution and Rules

A copy of this Constitution and any Rules made by the Committee under clause 5.17 shall be displayed on the Clubhouse notice board and sent to all members by email or by post.

Note: clause 9.1 lists types of discrimination (“protected characteristics”) specified by the Equality Act 2010.

This Constitution replaces the Constitution and Rules approved by the Club on 12 October 2022 and was agreed at the AGM or EGM of the Club held on 202 and shall come into force on 1 April 202 .