

PONTYMISTER ATHLETIC BOWLS CLUB .

Pontymister Athletic Bowls Club

CONSTITUTION

1. TITLE.

The club shall be called The Pontymister Athletic Bowls Club.

2. OBJECTS.

The objects of the club shall be:-

- (a) To promote, foster, and safeguard the amateur game of Bowls in the locality.
- (b) To adopt and enforce the laws of the game as laid down by the World Bowls Board.

3. SUBSCRIPTIONS.

The amount of the subscriptions to be paid each year shall be fixed at the Annual General Meeting (AGM) and must be paid by all members not later than the 31st of May next following. Any member in default shall forfeit any rights or privileges of membership so long as the subscription remains unpaid.

4. MEETINGS.

- (a) The AGM shall be on the date fixed by the General Committee each year and special General Meetings shall be convened as required. Sixteen (16) shall form a quorum for such meetings.
- (b) The AGM shall be held on or as near to the 14th October as is practicable.
- (c) Notices of motion should be handed to the club Secretary by the 1st September. The club Secretary will ensure that a copy of this/these notices will be displayed on the club notice board for the information of all members.
- (d) If there should be any amendments to these notices, they should be in writing and handed to the club Secretary by the 14th September.
- (e) If these notices are carried at the AGM, they shall be immediately implemented.
- (f) An Agenda will be prepared by the club Secretary for the AGM outlining all matters for discussion. It follows that any member wishing to raise a particular point for discussion will ensure that it is in writing and handed to the club Secretary by the 30th September.
There will be no "Any Other Business" discussed at the AGM / Special General Meeting.

5. OFFICERS.

Members present at the AGM each year shall elect the following officers:-Chairman, Vice-Chairman, Secretary, Fixture Secretary, and Treasurer. Members present shall also elect a Club Captain, Vice-Captain, Club President, and a Committee of eight (8) members.

Nominations for all positions are to be made in writing and must be received by the club Secretary by the 30th September of each year.

Serving Officers not wishing to be re-elected must notify the club Secretary by the 30th September of each year.

If insufficient nominations are received, members will be elected from the floor of the AGM.

6. GENERAL COMMITTEE

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The Officers and Committee appointed under rule 5 shall form the General Committee, all (other than the Chairman) with full voting rights. Five (5) shall form a quorum.

7. SELECTION COMMITTEE.

The selection Committee shall consist of four (4) members of the Club nominated and seconded and elected by ballot by the members at the AGM each year and whenever possible the captain or, in his absence the Vice-Captain. Three (3) shall form a quorum. Members wishing to stand for selection committee must either be present at the AGM, or must have indicated their interest in writing to the Secretary by 30th September of each year.

8. PRESIDENT.

To be elected at Club A.G.M.

The President, at the invitation of the Chairman, may preside at any Club function.

9. CHAIRMAN.

The Club Chairman shall have a casting or additional vote in the event of an equality of votes at all AGM and other Meetings.

10. HONORARY SECRETARY.

The Secretary shall be responsible for keeping a record of business transacted in Club Meetings. At the AGM he shall submit a report of the activities of the club during the previous year.

11. HONORARY FIXTURE SECRETARY.

The fixture secretary shall be responsible for arranging all competitive & friendly club matches as decided by the club's general committee.

12. HONORARY TREASURER.

The Treasurer shall keep the books of account of the Club, and at the AGM he shall present an account of the Income and Expenditure for the Financial year together with a Balance Sheet of the financial position of the Club, duly certified by the selected auditors.

The financial year shall end on the 31st August.

13. AUDITORS.

Two (2) Auditors, Senior and Junior, shall be elected at each AGM and shall thereafter report to the next AGM on their findings.

14. FINANCE.

It shall be the responsibility of the Committee to deal with, decide and distribute all matters of finance within the Club, with the exception of the grant to the Club Tour, which should be decided by those members present at the AGM or at a Special General Meeting called for that purpose.

15. CLUB MEMBERSHIP.

(a) Full Membership of the club shall be limited to Male applicants who have attained their sixteenth (16th) birthday before the 1st May of each year. Application for Membership will be subject to the General Committee's approval. Entry to meetings such as the AGM and other Special General Meetings will be confined to full members only.

(b) Male applicants who are under the age of sixteen (16) on the 1st May of each year may become Junior Members of the club at an annual fee to be decided at the AGM. Application

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for Junior Membership will be subject to the General Committee's approval. Junior Membership does not confer any rights to vote or attend meetings.

(c) Those persons not being members of the club, who habitually use the club bar, must become "Social Members" at an annual fee to be decided by the General Committee. This Membership shall confer no rights to vote or attend club meetings.

(d) Members who have made an outstanding contribution to the club over a substantial period of time, can be elected as Life Members of the club, by the AGM, providing the nomination is received by the Secretary before the 30th September each year.

A Life Member is exempt from Subscription fees, & shall enjoy normal privileges of club Membership. In addition, a Life Member may attend Committee Meetings & debate items on the agenda, but has no voting rights in such meetings.

16. SELECTION OF TEAMS.

Team selection shall be carried out by the club captain GBL captain and two elected selectors to select teams for all forms of matches, with the exception of Over-60 fixtures. It shall be the policy of the Selection Committee to pick what they consider to be the strongest team for every competitive game.

(Whilst still abiding by the rules of the GBL, as specified by the M.B.A.).

In the event of less than four persons being available to carry out this task, the requisite number may be attained by the Club Chairman seconding any fully paid-up member to act as a selector on that occasion to select teams for all forms of matches, with the exception of Over-60 fixtures. There must be a minimum of three people present to form a quorum. It shall be the policy of the Selection Committee to pick what they consider to be the strongest team for every competitive game. The MBA captain will have the final decision in the event that the vote is evenly split.

(Whilst still abiding by the rules of the GBL, as specified by the M.B.A.).

17. CODE OF CONDUCT & DISCIPLINARY PROCEDURES.

It is expected that all members of Pontymister Athletic Bowling Club shall conduct themselves in a courteous, sporting manner at all times, giving their team mates & opposition full respect, & fully adhering to the laws of the game relating to etiquette as outlined by the World Bowls Board (rules 49 & 50).

Any member of the club who, by his standard of behaviour is liable to bring the name of the game into disrepute shall render himself liable for disciplinary action by the club's general committee. Such behaviour shall include abuse of opponents, & other players, officials & spectators, abusive language, abuse of equipment, alcohol or drug abuse, & flagrant violation of the dress code as specified on the team sheet.

Anybody, whether it be fellow member, opposition, spectator, or governing body, has the right to complain over the conduct of a member of Pontymister Athletic Bowls Club.

The jurisdiction of the club with regard to complaints under the code of conduct shall extend to all club games, club competitions, association, county & national competitions, & all other representative games arranged either by the South Monmouthshire Bowling Association, the Monmouthshire Bowling Association, or the Welsh Bowling Association.

For any conduct, which in the opinion of the general committee is prejudicial to the interests of the club, or which may bring the club into disrepute, the general committee shall have the powers to deal with the matter as they see fit.

All complaints regarding code of conduct, must be made in writing & forwarded to either the Secretary or Chairman. Before the general committee shall make a decision regarding a complaint under the code of conduct, the member against whom allegations regarding

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conduct have been made shall have the right to attend a hearing at which the matter will be discussed. The Honorary Secretary shall give the general committee, & the member whom allegations have been made against at least seven days written notice of the time, date & location of the hearing & of the allegations made against him. At the hearing, the member whom allegations have been made against will have the opportunity of giving in person, orally or in writing an explanation or defence. Immediately after the hearing has finished, the general committee will then discuss the evidence for & against the complaint, & reach a decision on what course of action should be taken. The general committee shall have the power to: -

I. Issue a written reprimand to the member whom allegations have been made against.
II. Issue a written reprimand & suspend the member whom allegations have been made against for a period of time which the general committee considers suitable. During a period of suspension, the member whom allegations have been made against loses all of his rights as a member of the club, & will not be eligible to be considered for any club matches or play in any club competitions. During a period of suspension, the member whom allegations have been made against also cannot use the club's bar facilities.

III. Expel the member whom allegations have been made against from the club.

The Secretary shall write to the member whom allegations have been made against to inform him of the general committee's decision within seven days of the hearing.

Any appeal against such a decision must be made in writing to the Secretary within seven days of notification of the decision. The general committee shall then meet within another seven days to reconsider any new evidence or information which the member whom allegations have been made against has given in his letter of appeal. The decision which the general committee reaches after an appeal shall again be advised in writing to the member whom allegations have been made against within seven days, & this decision shall be final & irrevocable.

18. ALTERATION TO RULES.

No change in the Constitution or rules or any addition thereto shall be made except at the AGM of the Club and by virtue of a notice of motion properly proposed and seconded.

19. CLUB CONSTITUTION.

This revised Constitution revokes all previous Constitutions, notices of motion and proposals duly passed at previous meetings.

20. RULES.

- (i) It shall be the responsibility of the General Committee to interpret when called upon by Members of the Club, any problem or difficulties in the wording of the constitution and the understanding thereof.
- (ii) The Captain shall assume full responsibility for any team following selection, and any player selected must inform him if he is not available. The Captain will be responsible for placing reserves and amending rinks as necessary.
- (iii) Greys & Blue Oxford Shirt to be worn to travel to both Home & Away games on Saturdays and such games as specified by the committee.
specified by the Committee. Club playing shirts can be worn to home games.
- (iv) Any player not present at the specified time of arrival for a match will be replaced by a reserve unless he has previously informed the Captain of his intended late arrival.
All players selected must report to the Captain on arrival & pay him the match fee.
- (v) Match sheets will be posted on the notice board prior to matches. Members are requested to sign their names to indicate their availability for that date. No Member

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- will be considered for selection unless his name is entered on the sheet.
- (vi) Competition fees shall be paid before a member plays in any Club Competition.
 - (vii) All teams for the forthcoming week shall be selected by the selection subcommittee on a Sunday morning, the selectors shall nominate members to assist with match duties as they fit, this to be done on a rota basis wherever possible.
 - (viii) Club Rules as submitted to Caerphilly County Borough Council as accepted as part of the issuing a Club Premises Certificate.

1. STATUS OF THE CLUB

(a) Pontymister Athletic Bowls Club (“*The Club*”) is a Not For Profit, Non-Proprietary Club run solely by its Members for its Members.

2. MEMBERSHIP RULES AND PROCEDURES.

(a) There are two types of membership to The Club, namely Bowling Members and Social Members.

(b) Bowling members automatically become Social Members once their membership has been accepted.

(c) Social members, once accepted, are given a membership card which they retain for the duration of their membership. They do not have any voting rights within the club and are not able to attend the Annual General Meeting of The Club.

(d) A person may not be admitted to membership or be a candidate for membership, to any membership privileges without an interval of at least two days between their membership being granted.

(e) Those becoming members without nomination or application cannot access membership privileges for at least two days between them becoming members and being admitted to the club.

(f) All applications for membership must be on forms provided by the club.

(g) Each application will be vetted and considered by the main Club Committee whose decision shall be considered as final.

(h) Membership renewals are required on an annual basis with the fees being agreed by The Annual General Meeting.

(i) Audited club accounts are presented to the members at the Annual General Meeting.

3. Visitors And Guest.

(a) The Captain of each visiting bowling team is required to sign The Club Visitors Book which will have the effect of granting visiting team members and supporters

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temporary membership of The Club and allow them to use the facilities offered by The Club.

(b) Members wishing to bring a guest into The Club are required to request that their visitor should sign The Club Visitors Book and endorse their signature, thus taking responsibility for the actions of their visitor during the time of their visit. The visitor is then able to use the facilities offered by The Club.

(viii) Bowles Wales Safeguarding Appendix 18.
As copy appended to The Constitution.

**PONTYMISTER ATHLETIC BOWLS CLUB CONSTITUTION
AMENDED SPECIAL AGM 26.03.2023**