

PENTYRCH BOWLING CLUB CONSTITUTION

1. Name and Objectives

1.1 The name of the club will be Pentyrch Bowling Club (hereinafter referred to as the 'Club').

1.2 The objectives of the Club are to provide and maintain a flat bowling green, the clubhouse and ancillary buildings for the benefit of Club members. The Club will also provide a means of social interaction and allow members to play bowls both competitively and socially.

1.3 The Club will be affiliated to Welsh Bowls, South Glamorgan County Bowls Association (SGCBA), Glamorgan Women's Bowling Association (GWBA) and Private Greens Bowling Association of Wales (PGBAW).

1.4 The Club is a member of the Pentyrch Sports Association (PSA) and must abide by the constitution of the PSA.

2. Management Committee and Other Officers

2.1 The Management Committee must ensure that all decisions are taken in the best interests of the Club. It has a collective responsibility to ensure that this role is carried out effectively. The Management Committee has overall responsibility for the affairs of the Club, ensuring the Club's ongoing financial viability through recruitment and retention of members.

2.2 Officers of the Management Committee:

Chairperson, Secretary, Treasurer, Membership Officer and Funds Development officer. Their roles and responsibilities are set out in Appendix 1.

2.3 Other Officers:

Team Captains, Fixture Secretaries, Competition Secretaries, Safeguarding Officer and Club Coach(es). Their roles and responsibilities are set out in Appendix 2

2.4 All Officers of the club must be paid-up full members or life members of the club. They will be elected at the Annual General Meeting (AGM) and will serve for the Club's year. The Club's year is from AGM to AGM. All officers will be eligible for re-election.

2.5 The Club indemnifies the officers against any liabilities/damages arising from actions they take in the interest of the Club and on the Club's behalf, in so far as those actions are legal. The Club officers will be indemnified out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.

2.6 The Club Chairperson will Chair the meetings of the Management Committee. In their absence, the Management Committee will elect one of their members to take the Chair.

2.7 The Management Committee will meet quarterly and at other such times as it may determine.

2.8 At least 3 officers from the Management Committee will constitute a quorum.

2.9 A Management Committee vacancy arising during the Club's year may be filled by the Management Committee.

2.10 The Management Committee may invite non-members or members, with special expertise or knowledge, to attend a committee meeting. Member and non-members so invited will not have voting rights at the committee meeting.

2.11 The Management Committee has exclusive authority to resolve any dispute relating to the affairs of the Club and the conduct of any of its members and visitors.

2.12 In the interest of the Club, the Management Committee may ask any member to resign from the Club within a specified period; failure to voluntarily resign may result in the Management Committee removing the right of membership of that member. Such a member is entitled to make representations, in writing or in person, as to why his or her membership should not be terminated. The Management Committee must consider that member's views before coming to a final decision. Once the Management Committee has come to its decision, there is no further right of appeal. Any person ceasing to be a member of the Club will forfeit all rights to claim upon the Club, its property and funds.

2.13 The Management Committee has the power to elect or cause to be elected such sub-committees as it may deem necessary, including a Disciplinary Committee. All such sub-committees will act under the jurisdiction of the Management Committee.

2.14 If a member of the Management Committee misses three consecutive Management Committee meetings, without having submitted a valid reason for not attending those meetings, they will be asked in writing to resign from the Management Committee. Any such member will have the right to appeal to the Management Committee. After due consideration by the Management Committee, the decision of the Management Committee will be final with no further right of appeal. The Management Committee's final decision will be conveyed in writing.

2.15 Any legal issues ensuing from the actions of the Club will fall under the jurisdiction of the English and Welsh Courts and English and Welsh Laws.

3. Membership

3.1 The Club is bound by the Equality Act 2010. The Club will take all reasonable steps to ensure it is accessible and non-discriminatory to all sections of the community.

3.2 Annual membership will run from 1st April to 31st March.

3.3 The Club will have different categories of membership and subscription with different rights and privileges. Six categories of membership will exist:

3.3.1 Full member - being a person who does not qualify as a Junior member (see 3.4) and who pays an annual subscription - will have one vote at all relevant meetings. A full member

will have use of all Club facilities and will be affiliated to Welsh Bowls, SGCBA, GWBA and PGBAW as appropriate.

3.3.2 Junior member – being a person who is under the age of 19 on the 1st October of the membership year and who pays an annual subscription - will have no vote at meetings. A junior member will have use of all Club facilities; however, if there are no free rinks available then full members and life members may request junior members to vacate a rink unless those junior members are playing an official competition. Junior members will be affiliated to Welsh Bowls, SGCBA, GWBA and PGBAW as appropriate.

3.3.3 Student Membership - being a person who is under the age of 25 on the 1st October of the membership year and who pays an annual subscription - will have no vote at meetings. A student member will have use of all Club facilities; however, if there are no free rinks available then full members and life members may request student members to vacate a rink unless those student members are playing an official competition. Student members will be affiliated to Welsh Bowls, SGCBA, GWBA and PGBAW as appropriate.

3.3.4 Life member – being a person who is not required to pay an annual subscription - will have one vote at all relevant meetings and will enjoy all the rights of paid-up full members. A life member will be affiliated to Welsh Bowls, SGCBA, GWBA and PGBAW as appropriate. Life membership is awarded under extraordinary circumstances and only if at least 80% of all Management Committee officers vote in favour of such an award.

3.3.5 Non-playing Social member – being a person who will pay an annual subscription and will have no voting right at meetings. A non-playing social member will have use of the clubhouse facilities, but no use of the Club's green or bowls equipment.

3.3.6 Special membership – being a person who will pay a bespoke annual subscription and will enjoy all of the rights of a full member (see 3.3.1). Each bespoke annual membership subscription will be agreed and reviewed annually by the Management Committee, on a case by case basis. In deciding both eligibility and level of subscription, the Management Committee will consider limitations on the ability of that member to earn income.

3.4 An application for membership will be as prescribed by the Management Committee and must be submitted to the Membership Officer on the appropriate form. Membership application forms will be presented to the Management Committee for consideration.

3.5 The relevant annual membership subscriptions for each category of membership will be determined at the Annual General Meeting. Subscriptions will become due on 1st April. If any person, not having paid their subscription by 31st May, or set up regular bank transfer payments to pay their subscriptions, will, subject to the decision of the Management Committee, cease to be a member. The member may, at the discretion of the Management Committee, be re-admitted to membership on payment of all arrears.

3.6 A paid-up member will be a member who has paid all of their subscriptions by 30th May of that year, or a member who has committed to pay their subscription by bank transfer instalments spread across 6 months from the 1st of April of that year.

3.7 Members use Club premises, equipment and facilities entirely at their own risk. The Club will not accept any liability for damage or loss of property belonging to members. Neither will the Club accept any liability for personal injury arising out of the use of Club premises and facilities.

4. Annual General Meeting and Extraordinary General Meeting

4.1 The Annual General Meeting (AGM) will be held no later than the second week of March, on a date to be fixed by the Management Committee. The Club Secretary will give written notice of the meeting (posted, emailed or delivered) to every Club member at least 28 days prior to the date of the meeting.

4.2 Twenty percent of the combined paid-up full members and life members, including at least one of the Chairperson, Treasurer or Secretary will constitute a quorum. Only full members who are paid up and life members will be permitted to vote at the AGM.

4.3 All Officers standing for election must be proposed and seconded by a paid-up full member or a life member. Notification for proposing an Officer for election must be submitted at least 14 days prior to the date of the AGM.

4.4 Officers of the Club plus the Independent Examiner of the accounts will be elected at the AGM.

4.5 The Club Chair or a member of the Management Committee will chair the Annual General Meeting. In their absence, the paid-up full members and life members will elect one of the full paid-up members or life members present to act as Chairperson.

4.6 The Club Secretary will submit to the AGM a written report, a copy of which will be attached to the minutes from the AGM.

4.7 The Club Treasurer's annual financial statements of the Club's financial year, which will run from 1st January to 31st December, will be circulated to paid-up full members and life members 7 days prior to the AGM.

The annual financial statements will be inspected for approval by an independent examiner, who will not be a member of the Management Committee but may be a member of the Club or external to it.

4.8 Subsequent to the AGM, the Club Secretary will circulate a copy of the minutes of the AGM, plus any accompanying documents, to all full and life members within 7 days of the AGM.

4.9 A proposal may be submitted to and voted on at the AGM. Such a proposal must be proposed and seconded by paid-up full members or life members and must be submitted in writing to the Club Secretary 14 days prior to the AGM. The Club Secretary must communicate such proposals, in writing, to all Club full and life members 7 days prior to the AGM.

4.10 A proposal to change the Club's Constitution will be voted on at the Annual General Meeting or an Extraordinary General Meeting. Constitution changes can only be approved by a majority vote of at least 60% of every member, full or life, eligible to vote.

4.11 A majority of those eligible to vote at the AGM will be sufficient to approve a proposal, notwithstanding point 4.10. In the event of a voting tie, the AGM Chairperson will have the casting vote.

4.12 No proxy votes will be permitted at an AGM, except for a Constitutional change, where the proxy has been submitted to the Secretary in writing 24 hours prior to the AGM.

4.13 An Extraordinary General Meeting (EGM) will be convened by the Club Secretary upon receipt of a requisition signed by at least twelve paid-up full members or life members and stating its purpose, or at the direction of the Management Committee. A notice stating the purpose of such a meeting will be communicated in writing to every full and life member at least 14 days prior to the date of the meeting. 20% of the Club's paid-up full and life members will constitute a quorum, notwithstanding point 5.1, and voting rights will be restricted to such members present at the EGM, notwithstanding point 4.15.

4.14 A majority vote at an EGM will carry a proposal, except where the proposal involves a Constitutional change; in such a case, a vote of at least 60% of every member full or life is required to carry the proposal, or where there is a proposal to dissolve the Club, see point 5.1.

4.15 No proxy votes will be permitted at an EGM, except for a Constitutional change, where the proxy has been submitted to the Secretary in writing 24 hours prior to the EGM.

4.16 The annual fees will be agreed at the AGM but may be subsequently amended at an EGM. A majority vote of those present at the meeting is sufficient to sanction the proposed fees. In the event of a tie, the Chairperson will have the casting vote.

5. Dissolution of the Club

5.1 Any resolution for the dissolution of the Club will be discussed at an Extraordinary General Meeting. No less than 80% of paid-up full and life members must be present at such an EGM and at least 80% of those eligible to vote and present at the EGM must vote in favour of such a resolution for it to be carried.

5.2 In such a situation, the Management Committee will proceed to realise the assets of the Club and discharge all liabilities of the Club. If there are surplus funds, these will be distributed, on an equal basis, to each paid-up full member and life member of the Club. If, however, there is a deficit of funds, each member will be liable up to the value of their subscription for that year. Thereafter legal advice will be sought.

5.3 Upon completion of clearance of liabilities and distribution of assets, the Club will be dissolved. The land will be handed back to the Pentyrch Sports Association for their use.

6. Miscellaneous

6.1 A paid-up full member is permitted to introduce a visitor to the Club and invite a visitor to play on the bowling green subject to the convenience of other Club members. Such a visitor must be accompanied by the member introducing them and is the responsibility of the member introducing them.

6.2 A visitor is permitted to play on the green as a guest for no more than 3 times in a season. Thereafter the visitor must be a member of the Club to play on the green.

6.3 The Club's Code of Conduct document forms part of the Club's Constitution (See document entitled Code of Conduct.)

6.4 An up-to-date copy of the Club's Constitution will be on display in the Club House and on the website.

6.5 The Club's Constitution will be reviewed at least every 4 years.

6.6 The Club is a founder member of Pentyrch Sports Association (PSA) and must abide by the constitution of the PSA. The assets of PSA are divided across the five member sports clubs of the PSA. The Club makes up one member of the PSA. The assets and liabilities of the PSA are held in equal proportions by the five member clubs. At least one representative from the Club will sit on the general committee of the PSA. The Club will pay an annual subscription to the PSA. While the land currently used by the Club is entrusted to the Club members, the land is leased from Cardiff Council and managed by the members of the PSA, of which the Club makes up one member. In the event of the Club being dissolved prior to the PSA being dissolved, the land entrusted to the Club will revert to the PSA and the Club will cease to hold 20% of the assets and liabilities of the PSA; the Club will cease to be a member of the PSA (see the PSA constitution for additional information).

Appendix1

The Management Committee, Roles and Responsibilities

Chairperson:

Provides leadership, guides meetings, act as the organization's figurehead. They ensure the committee functions properly, make sound decisions and uphold the club's Constitution, Code of Conduct and Policies. This includes planning meetings, facilitating discussions, representing the club externally, and sometimes making decisions between meetings. The role requires communication and leadership skills to encourage participation, resolve conflicts, and maintain focus on the club's goals.

Secretary:

The central administrator of the club responsible for handling all correspondence, organise and minute meetings and maintaining the club records. They serve as the main point of contact for club matters, support the chairperson, and ensure the club's day-to-day administration runs efficiently and effectively. They have good organisation, communication, and attention to detail skills.

Treasurer:

The Treasurer manages the club's finances, balancing income and expenditure and maintaining accurate financial records. Key duties involve budgeting, investments, preparing financial reports for the committee, managing the club's bank account, membership fee collection, oversight of the Maintenance Sub Group and assisting with any statutory compliance issues. The role requires organization, honesty, meticulousness with money, and the ability to present financial information clearly during meetings.

Membership Officer:

The Membership Officer acts as a liaison representing the interests of club members to the committee and championing the club's direction from a player's perspective. Key duties include: providing feedback to the committee on member issues, motivating members, encouraging participation, creating a recruitment strategy, welcoming and registering newcomers, and promoting social and voluntary activities. The Membership Officer should be approachable, a confident communicator, and knowledgeable about club rules and etiquette.

Funds Development Officer:

The Funds Development Officer is focused solely on the raising of income. They have oversight and provide direction to the various sources of the club's income from fundraising events, sponsorship and grants. Responsibilities include: raising a Funding Sub Group,

developing income raising strategies, advising on fundraising, ensuring compliance with funder conditions, and providing income reports to the management committee.

Appendix 2

NON - MC ROLES

Team Captains:

Responsible for the selection of league teams either with or without additional selectors (a Vice-Captain and/or Selectors). Team Captains can be a different person per league, if desired.

Fixture secretaries:

The role is for the Men and Women secretaries to attend, as per league requirements, the preseason meetings to arrange the fixtures home and away for the coming season and to liaise with other clubs where fixtures have to be changed during the season.

Competition secretaries:

Encourage all members to participate in the clubs internal competitions. Arrange the draw for the various competitions, set the dates for each round to be played leading to a Club Competitions Finals Weekend.

Safeguarding officer:

To ensure compliance by all members of the Club's "Children and Adults at Risk Policy" and to review said policy annually to ensure compliance with current legislation.

Club Coach(es)

Taster sessions, new member sessions, individual player development, team development. To work with the Team Captain(s) to plan and development specific sessions to aid team progression.

Sub group coordinators:

The subgroups will be populated by volunteers from within the club membership and the coordinator will be selected from within the volunteers.

Funding subgroup:

Role: Review and develop plans to increase the clubs income via fundraising events, sponsorships and grants.

Implement MC approved plans

(Reports/ Works with the Funds Development Officer)

Maintenance subgroup:

Role: Review and develop plans and costing to improve or repair, the green, surrounds and buildings.

Implement MC approved plans.

(Reports to the Treasurer)

