PORTSMOUTH AND DISTRICT BOWLING ASSOCIATION

Founded 1925

P&D CONSTITUTION AND RULES

(As approved at the P&D 2026 AGM, held 29th January 2026)

Revision Information

Approval Date	Amendments
07/01/2014	The Following Amendments were Approved at the 2014 AGM: • As the Portsmouth Open is now run by an Autonomous Committee, all references to it have been deleted from the P&D Constitution. • Clarification that unless specified, the P&D Governs Men's Bowling Only. • Clarification that the Laws of Bowls are Now Managed by World Bowls. • For Clubs wishing to join the P&D, their green has to have been approved by the relevant authority (i.e. Bowls Hampshire) AND they MUST Also Be Affiliated to Bowls Hampshire. • The P&D AGM will be held on the 2nd Tuesday in January. • League Sec has replaced President as a Cheque Signatory. • As Gwynn Guy Tournament has now been ended, the selection committee is no longer required. • All References to Leisure Department has been Deleted. So Any Club Wishing to Move Green MUST Now Gain Approval from the P&D.
13/01/2015	The Following Amendments were Approved at the 2015 AGM: • Addition of the missing Combination & Midweek League Secretaries to the Association Officer list. • Correction of BH and BE Laws/Regulations reference. • Clarification of Voting Rights.
09/04/2015	As Agreed at the 2015 SGM: • Addition of Welfare Protection Officer to list of Association Officers.
10/01/2017	The Following Amendments were Approved at the 2017 AGM: • Catering for Clubs who had access to Multiple Surface Greens. • Timings on when an Appeal Could Be Raised and When it Had To Be Called.
16/01/2020	The Following Amendments were Approved at the 2020 AGM: • Expansion of the Area from which Clubs could apply to join the P&D. • Addition of the fact that the P&D is a Non-Profit Organisation. • Definition of Association Officers. • The Addition of New Rule Covering P&D Life Vice-Presidents. • Amendment to when the AGM is held.
13/01/2022	The Following Amendments were Approved at the 2022 AGM: • Posts of JVP and Match Secretary have been removed and all references to them have been deleted. • SVP is now Vice-President • Competition Secretary now a member of the Finance Committee, replacing the JVP. • 3rd P&D Club Member added to the Council In Appeals Committee, replacing JVP & Match Secretary. • "Association Friendly Matches" section rewritten to reflect the fact that the P&D will no longer be playing games against Sides from outside of the P&D. • "Fees" Section amended to reflect that the P&D will no longer make a charge for a Player under the Age of 18 as at May 1st of the year in question.

Approval Date	Amendments
30/01/2025	The Following Amendments were Approved at the 2025 AGM: • Rule 3.2: The Term "Welfaring Officer" is replaced by "Safeguarding Officer". • Rules 5.1 & 10.2: Changing when the AGM & Exec Meetings are Held. • Rules 8.2 & 8.3: Changes to which Officers are P&D Payment Signatories and which 2 Officers can Sign Payments.
29/01/2026	**The Following Amendment was Approved at the 2026 AGM:** • **Rule 10: Association Management Executive Committee** ○ **10.1 Expanded to Clarify the Make Up of the Committee, Responsibilities and who else can Attend a Meeting**

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1 Association Name and Objectives

1.1 That the Association be called 'THE PORTSMOUTH AND DISTRICT BOWLING ASSOCIATION' (P&D) and Shall Have For its Objectives:

1.1.1 The Promotion and Encouragement of the Game of Bowls For Men, Unless Otherwise Specified.

1.1.2 To Adopt and Enforce the Laws of the Sport of Bowls, adopted by World Bowls, the Bowls England (BE) Variations (Bowls Laws).

1.2 Portsmouth and District is Defined as:

1.2.1 That Part of Hampshire within a Twelve (12) Mile Radius of the Portsmouth Guildhall and having a Portsmouth Area Post Code (excluding Clubs on the Isle of Wight).

1.3 The P&D is a Non-Profit making Organisation and is an Associate Member of Bowls Hampshire (BH) and also BE.

2 Association Membership

2.1 That Membership Shall Be Open to all Clubs in the District whose Green has been Passed Fit For Purpose by the Relevant Authority.

2.2 All Applications Shall Be made to the P&D's Secretary and any Club is Eligible, provided that it is Affiliated To or has been Approved by Bowls Hampshire

2.2.1 A Club's Application to Join the P&D will go Before an Association AGM for All Affiliated Clubs to Vote On.

2.2.2 If Accepted, Club becomes an Affiliated Member from the Forth Coming Season

2.3 Clubs With Multiple Greens

2.3.1 If a Club has Multiple Greens with Different Surfaces then they MUST Announce at the AGM Prior to the New Season which Surface they will be Using for ALL Games Played under P&D Jurisdiction (i.e. All Leagues and Competitions.).

2.3.2 NOTE: In the Event that if, on the Day a Match is Due to be Played, the Surface is Deemed Unfit For Play, the Match CANNOT be Switched to the Other Surface.

3 Association Officers

3.1 That the Officers of the Association (P&D Officers) Shall Be:

- The President
- The Vice-President
- Secretary
- Treasurer
- Competition Secretary
- League Secretary
- Combination League Secretary
- Mid-Week League Secretary
    - If required, this position will be Split into Different Secretaries for the City, East & West Areas or any Combination thereof

3.2 **Other Association Officers**

3.2.1 Safeguarding Officer

3.2.1.1 Responsible for Ensuring the P&D follows BE (NGB) Safeguarding and Child Protection Policy and Procedures and is also responsible for following up any Safeguarding Issues that have been raised by members of the P&D.

3.2.1.2 Full details of the Safeguarding Officer's Role are held in the P&D's "P&D Safeguarding Officer Job Description" document.

3.2.2 Immediate Past Presidents

3.2.2.1 The Previous Three (3) P&D Presidents Shall remain Association Officers as Immediate Past Presidents for Three (3) Years after Completion of their Term of Office.

3.2.3 Life Vice Presidents

3.2.3.1 There can be a Maximum of Six Life Vice Presidents

3.2.3.2 See Rule 4 - Life Vice-Presidents below on the Awarding of a Life Vice-Presidency

4 Life Vice-Presidents

The P&D may, from time to time, elect Life Vice-Presidents who, on Election, Shall Be Officers of the Association.

4.1 The Awarding of a Life Vice-Presidency is in Recognition of Outstanding and Exemplary Service to the P&D.

4.2 Proposals for the Exceptional Award of a Life Vice-Presidency is Made, In Confidence, to the P&D's Secretary, who Shall then Convene a Meeting of the P&D Officers, who will Determine whether the Proposal be Recommended to the P&D's Next AGM.

4.2.1 The Quorum for such meetings is Five (5) and also applies to any other P&D Officers Meetings where a Decision is Required to be Taken.

5 P&D Secretary's Responsibilities

5.1 That the Secretary Shall keep a record of the proceedings of all meetings held and Shall conduct all correspondence of the Association and generally carry out the instructions of the Committees.

6 P&D Treasurer's Responsibilities

6.1 That the Treasurer Shall Receive All Monies Due to the Association and Shall Make All Payments.

6.2 The P&D's Treasurer, Secretary and Competition Secretary will be the Authorised Cheque Signatories.

6.3 In Normal Instances, the Treasurer PLUS One Other is to Sign ALL Payments.

6.3.1 However, if the Payment is to One of the Authorised Signatories, that Person CANNOT Sign It Off.

7 Account Examiners

7.1 Two Accounts Examiners (from Different Affiliated P&D Clubs) Shall Be Appointed at Each P&D AGM

8 Association Annual General Meeting (AGM)

8.1 The P&D's AGM will be held on the Last Thursday in January.

8.1.1 The Whole Meeting will be Chaired by the Outgoing President.

8.1.2 Apart from Existing Life Vice Presidents, the Sitting Vice-President and Immediate Past Presidents, all other P&D Officer Posts, Account Examiners and Club Representatives of the Rules Revision Committee and Council In Appeals are to be Re-Elected

8.1.3 When the Election of those Officers has been completed, the Outgoing President will then pass the Chain Of Office over to the Sitting Vice-President, who will then give the Outgoing President his IPP Medallion(?)

8.2 Notification of an AGM, together with the Agenda, Signed P&D Account Statement and all other Relevant Material Shall Be made At Least 14 days before the Meeting is to be Held.

9 AGM Attendees

9.1 Each Club Shall Be Entitled to Send Three Members In Addition to their Appointed Representative to the AGM and any Special General Meeting of the Association. These Representatives Shall Be Entitled to Vote on ALL Matters Relating to the Affairs of the Association.

9.2 Thirty Shall Be a Quorum.

10 Association Management Executive Committee

10.1 The Association Shall Be Managed by an Executive Committee [Exec], Consisting of the Officers of the Association Together with One Representative from Each Affiliated Club, who will Speak for their Club.

10.1.1 It is the Responsibility of the Club's Exec Member to Inform His Club's Committee of ALL Necessary Information Arising from a Meeting.

10.1.2 If a Club's Nominated Representative Cannot Attend a Meeting, the Club Should get a Substitute to Deputise to Ensure they are Represented at the Meeting.

10.1.3 In Addition, Each Club's Exec Member Can be Accompanied by One Other Club Member to Attend a Meeting as an Observer. That Person has No Official Status at the Meeting and May Not Speak.

10.2 It Shall meet on the Second Thursday in April, October and December and at Other Such Times as Considered Necessary.

10.3 Fifteen Shall Form A Quorum.

10.4 It Shall Have the Power to:

10.4.1 Co-Opt Person(s) in An Advisory Capacity.

10.4.2 Fill Any Vacancy that May Occur During the Year.

10.5 At a Meeting, in the Absence of the P&D's President and Vice President, a Chairman Shall Be Elected to Conduct the Business of that Meeting.

11 Finance Committee

The Finance Committee Shall Consist Of:

- The President
- The Vice-President
- IPP
- Secretary
- Treasurer
- Competition Secretary
- League Secretary

12 Competition Committee

12.1 The Competition Committee Shall Consist Of:

- The President
- The Vice-President
- IPP
- Secretary
- Treasurer
- Competition Secretary
- League Secretary

12.1.1 Three to Form A Quorum.

13 Rules Revision Committee

13.1 The Rules Revision Committee Shall Consist Of:

- The President
- The Vice-President
- IPP
- Secretary
- Treasurer
- Competition Secretary
- League Secretary
- Mid-Week League Secretary(s)
- Augmented by Three Members of the Executive Committee (who Shall Be members of different Clubs), to be elected at the AGM.

13.1.1 Seven To Form A Quorum.

13.2 Powers:

13.2.1 To Receive and Consider any Proposed Alterations to any of the P&D Rules and to Report Back to the Executive Committee on its Findings.

14 Council In Appeals

14.1 The Council in Appeals Shall Consist of:

- The President
- The Vice-President
- IPP
- Secretary
- Treasurer
- Augmented by Three Members elected at the AGMs, who Shall Be members of different Clubs.

14.1.1 Five To Form A Quorum.

14.2 Its Power and Scope:

14.2.1 That the Council Shall Be Empowered, Unless the Case Be Within The Meaning Of Rule 18 of Bowls Hampshire or Regulation No. 9 of BE AND the Parties Concerned Prefer To Proceed Accordingly, to Adjudicate Upon Any Disputes Referred To, Or Arising Between, Or Among Affiliated Clubs Or Members of the P&D As To The Meaning Or Interpretation of the P&D Rules, Bye Laws, Regulations and Conditions or Any Matter Of Practice, Policy Or Complaint, which it Shall Hold to Come Within Its Jurisdiction.

14.2.2 Also, to Impose Penalties As May Be Considered Necessary.

14.3 The Subject or Reference for the Appeal MUST Be Stated in Writing to the P&D's Secretary, with a Copy Being Sent to the P&D Officer Whose Ruling Is Being Appealed. (NOTE: The Appeal can be sent by Post or EMAIL.)

14.3.1 Such Appeal MUST Be Made Within 7 Days of Being Informed of the Penalty that has been Imposed.

14.3.2 The P&D's Secretary MUST Convene a Council In Appeals Meeting Within 14 Days Of Receipt of the Appeal.

14.4 Parties Shall Be Heard on Either Side, If Requested, Due Consideration To Be Given To Matters And Facts Submitted For The Decision of the Council.

15 Voting Rights

No Member Of Any Committee Shall Vote at Any Meeting on Any Protest that Concerns the Club He Represents Or Is A Member Of.

16 Association Friendly Matches

The P&D are No Longer Playing Matches against other Associations or Clubs Outside of the P&D's Area.
However, they are more than willing to help any P&D Club Celebrate any Notable Event (e.g. 25th Anniversary, Centenary, etc.) and Arrange a Side to Play Against Them.

The following lays out how a Club has to apply to the P&D to request a game:

- The Club has to Apply to the P&D's Secretary the Year Before The Event, Detailing the Proposed Date of the Match, Match Format (e.g. Number of Rinks, Dress Code), if there will be a Post-Match Meal.
- The P&D President, Vice-President and Secretary will then Meet to Determine if the Request(s) CAN be Met and Reply Back.
- The P&D President, Vice-President and Secretary are then Responsible, the following year, to put Together Side(s) for the Agreed Match(s).

16.1 P&D Association Badges

16.1.1 P&D Badges will now be awarded to any Un-Badged Bowler(s) who win a P&D Men's Competition (excluding the Rowland Cup).

17 P&D Fees

17.1 Annual Fees

Each Affiliated Club is Required to Pay the Following Annual Fees:

17.1.1 Association Fees, comprising:

17.1.1.1 Club Affiliation Fee

17.1.1.2 A Fee for Each Side Entered in any of the Various P&D Leagues

17.1.2 Player Capitation (Registration) Fee

17.1.2.1 This is a Fee for Club's Male Bowlers to be Able to Play in any P&D League or Competition (as per list required by League Rule 5)

17.2 Fee Levels

17.2.1 These will Be Determined at the AGM of the Association

17.2.2 **NOTE:** Players who are under the Age of 18, as at May 1st of the Current Season, will NOT be Charged a Registration Fee Nor a Competition Entry Fee

17.3 Late Payment Penalties

17.3.1 All Monies Due in Respect of Association and Capitation Fees are to be Paid No Later than the Date Shown on the Relevant Invoice

17.3.2 If **NOT** Paid by these Dates, then the Offending Club(s) Will Be Liable to the Following Penalties:

17.3.2.1 **Association Fees** - Forfeiture of ALL League Points and Exclusion from ALL P&D Competitions, Until Such Times as the Outstanding Payments are Made

17.3.2.2 **Capitation Fees** - Liable to being Excluded from Voting at the Next P&D AGM

18 Clubs Requiring to Change Greens

Applications from Clubs to Change their Greens Shall Be made, in the first instance, to the Association.

19 Association Law Amendments

19.1 No Alterations or Amendments Shall Be Made to these Rules, Except at the AGM of the Association or at a Special Meeting Called For That Purpose.

19.2 Special General Meetings May Be Called by the Officers of the Association OR at the Request of Any Three P&D Affiliated Clubs.

19.3 In Either Case, a Copy of the Proposed Alteration OR Amendment Shall Be Forwarded to the Secretary of the Association At Least 28 Days Prior to the AGM or Special Meeting, who will then Publish a Notice of Motion within 14 days.

20 Standing Orders

20.1 At General Meetings and Executive Meetings, the Mover of the Motion, but NOT the Mover of the Amendment, Shall have the Right Of Reply, Immediately, After which Reply the Question Shall Be Put and a Vote Taken. No Other Person Shall Be Allowed to Speak More Than Once on the Same Motion, Unless Permission To Explain is given by the Chairman.

20.2 The Mover of the Motion, when Expressing his Right Of Reply, Shall NOT Introduce New Matters, but Confine his Reply to Questions Raised in the Discussions.

20.3 The Seconder of the Motion or Amendment May Do So Formally, AND Exercise His Right to Speak at a Latter Period Of The Discussion.

20.4 A Direct Negative to a Motion is NOT a Legitimate Amendment.

20.5 All Amendments MUST Be Relevant to the Motion Under Discussion, but ONLY One Amendment Shall Be Submitted to the Meeting At One Time.

20.6 If any Amendment Be Negative, then Another Amendment May Be Moved to the Motion Under Discussion. NO Members Shall Be Permitted to Move More Than One Amendment Upon The Same Motion.

20.7 Any Member who has NOT Already Spoken May Move that the Question Be Now Put, and Negative it Shall Not Be Permissible for the Same Person to Move Again A Similar Motion On The Same Question, and No Similar Motion Shall Be Moved By Any Person Until A Period Of Ten Minutes Shall Have Elapsed From The Last Vote.

20.8 No Motion On Any Matter Arising Out of a Report of the Executive Shall Be Considered AT ANY General Meeting Unless Specified On the Agenda.

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