PTBC Club Bye-Laws & Selected Officers Duties

Management & Governance Structure

Management Committee oversees club administration, finances, policies, and major expenditure.

- Consists of 9 members, including Chairperson, Secretary, Treasurer, Bar Manager, Best Practice Officer, Captains, and gender reps.
- Meets monthly and receives reports from Bowls and Short Mat Committees.
- Quorum: 5, Chair has casting vote.
- Bar Manager operates a separate bank account for bar purchases.

Bowls & Short Mat Committees

Lawn Bowls Sub-Committee

10 members, chaired by the Club Captain.
- Handles playing matters, competitions, fixtures, and policy for outdoor bowls.
- No financial powers; all expenditure must go through Treasurer & Management Committee.

Minutes must be circulated to members and posted online.

Short Mat Sub-Committee

5 members, chaired by Short Mat Captain.
- Controls Short Mat playing matters and finances (via Short Mat Treasurer).
- Captain represents Short Mat on the Management Committee with full voting rights.

Minutes also circulated and posted online.

Social Organisers

2–3 organisers appointed to run social activities.

Relinquished Posts

If Chair or Captain steps down, their deputy automatically takes over until the AGM. A replacement must be elected within 30 days.

Duties of Key Officers

Chairperson
- Sets strategic direction, ensures finances and policies align with BE/SCB guidance.
- Acts as Complaints Assessor under Bowls England Regulation 9.
- Oversees all committees and ensures compliance.

President
- Represents the club externally, hosts visitors, reports on member welfare, presents trophies.

Club Secretary
- Handles all correspondence, minutes, agendas, licensing, and liaison with authorities.

Club Treasurer
- Manages all club finances, produces audited annual accounts, pays affiliation fees, reports membership changes.

Competitions Officers (Outdoor & Short Mat)
-Set competition fees, dates, rules; manage competition finances; hand over accounts at season end.

Club Captain & Vice Captains
- Manage fixtures, county games, internal events, new member induction, team selection, rink book production.

Match/Fixtures Secretary
- Arranges fixtures, produces fixture card, updates website.

Bowls & Short Mat Secretaries
- Manage minutes, communications, booking sheets, and liaison with Club Secretary.

Best Practice Officer
- Ensures compliance with Bowls England equality and best-practice standards.

County Delegates
- Attend SCB meetings, report back, promote county competitions, assist members with entries.

Bar Manager
- Manages bar operations, stock, accounts, and monthly reporting.

Social Secretary
- Organises social events and hands over accounts annually.

Membership, Conduct & Rules
- Officers cannot hold more than one Management Committee position.
- Dress codes defined separately for outdoor and short mat play.
- Tea rota: Full Members expected to complete at least two duties per- season.
- Voting: No proxy votes; absent members may vote by email or written submission.
- Match rules follow World Bowls, Bowls England, SCB, and ESMBA regulations.
- Smoking/vaping prohibited inside buildings and on the green; a dedicated area is provided.
- Social Members may serve on Management Committee in exceptional cases.
- Conduct issues handled under BE Regulation 9 with mediation encouraged.

Additional Notes
- Maximum Social Members: 50% of total membership.
- Guests may be signed in up to 5 times per year.
- “Official duty” means any voting officer role on Management, Bowls, or Short Mat Committees.