

ALDERSHOT & DISTRICT BOWLING ASSOCIATION

CONSTITUTION

INTERPRETATION

In the Constitution and Rules, the following words, and expressions shall have the following meanings:

'BE' means Bowls England.

'Affiliated Club' means a Club that is affiliated to BE and a fully paid up member of the Association.

'Laws of the Sport' means the current Laws of the Sport of Bowls (Crystal Mark Edition) and the Domestic Regulations for Bowls England.

'Rules' means the Competition and League Rules.

'AGM' means Annual General Meeting.

'EGM' means Extraordinary General Meeting.

1. TITLE

- i. The Association shall be called the Aldershot and District Bowling Association, hereafter referred to as the 'Association'.

2. PURPOSE

- i. The purpose of the Association shall be:
 - a) To promote, foster and safeguard the outdoor, level green game of bowls within the District in accordance with the Laws of the Sport.
 - b) To stage competitions and provide a summer league match programme.
 - c) To arrange a winter indoor match programme.

3. BOWLS ENGLAND

- i. The Association shall affiliate to BE and, except where varied by these Rules, shall be governed by the Laws of the Sport.

4. MEMBERSHIP

- i. The Association shall consist of bowling clubs approved by the Association and who are affiliated to BE via their County Associations. Applications to join the Association must be made, in writing by the Club Secretary. Each application shall be considered at the next meeting of the Management Committee following the application. If a simple majority of those present are in favour of the application it shall be deemed to be successful, and the Club admitted upon payment of the affiliation fee.
- ii. All Affiliated Clubs are required to pay annual affiliation fees to the Association, these fees to be approved annually by the AGM. Failure to pay these fees within the stated time will result in the withdrawal of all rights, privileges and membership from the offending club and their members, so long as the fees remain unpaid.

5. MANAGEMENT AND ADMINISTRATION

At all meetings of the Association and its various committees the Chair will be taken by the President, his appointee or the appointee of the Management Committee. In addition to his voting rights as a member, the Chair shall have the casting vote in the event of a tied vote.

a) **Management Committee**

- i. The business of the Association shall be conducted by a Management Committee which shall be comprised of the President, General Secretary, Treasurer, Match Secretary, Competitions Secretary, League Secretary, two Support Officers, Welfare Officer (all the aforementioned elected annually) and the Immediate Past President, all hereafter referred to as the Officers.
- ii. The Management Committee shall be invested with the power to administer the affairs of the Association in all matters but excluding alteration to the Constitution. The Management Committee shall have the power to make or amend Rules for the purpose of the proper conduct and management of the affairs of the Association providing such Rules are in accordance with the text and spirit of the Constitution. And except for changes in affiliation, league and competition fees which must be approved by the AGM.
- iii. A member of the Management Committee may hold more than one office and at a properly convened meeting, four members of the Management Committee shall form a quorum.
- iv. Decisions of the Management Committee shall be by a simple majority.
- v. All correspondence shall be addressed to, and replied by, the General Secretary of the Management Committee.
- vi. The Management Committee or appointed Sub Committee, consisting of the General Secretary, or his appointee, together with at least two Officers other than Support Officers, shall with adherence to the Laws of the Sport adjudicate on any dispute between clubs and/or players of clubs that may arise in the course of the season. No member of the Management Committee shall adjudicate in a dispute if he is a party in the dispute or a member of a club involved in the dispute.
- vii. Any complaint must be made formally, in writing, to the appropriate Secretary. The Management Committee shall convene a Sub Committee in a timely manner to hear representation from the Parties in dispute. The decision of the Management Sub Committee shall be final.
- viii. At its discretion, the Management Committee reserves the right to have the playing surface of a green that has caused a dispute, or the green of a club that has applied for affiliation, inspected. A written report of such inspection will be produced and issued to the parties involved.

b) **Officers**

- i. All Officers must be members of Affiliated Clubs, and all except the retiring Presidents shall be elected at the AGM. The Retiring President may serve for up to one year after he has passed the Chair.

- ii. The Management Committee and each Affiliated Club shall have the right to make nominations to the AGM, with regard to the election of Officers. Nominations shall be made, in writing, to the General Secretary at least twenty-eight days prior to the AGM. Where more than one nomination for election is received a ballot shall be held at the AGM. In the event of no nomination for an officer position being received before the AGM, then a nomination may be proposed, seconded and voted on at the AGM.
- iii. With the exception of the Retiring President all elected Officers shall terminate their appointment on the day of the next AGM following their election.
- iv. Duties of Officers are defined in Appendix A.

c) General Meetings

- i. The AGM shall consist of Officers of the Association and two nominated delegates from each Affiliated Club. In the event of a delegated member(s) being unable to attend the AGM a substitute will be allowed provided notice of the inability to attend, and the name of the Substitute, is given to the General Secretary before the meeting. Each delegated member of an Affiliated Club is eligible to vote.
- ii. Subject to the General Secretary receiving e-mail or postal support for a motion or motions, proposed by the Secretary of an Affiliated club, and seconded by the secretary of another Affiliated club, at least 28 days before the AGM, then the General Secretary is required to include them in the business for the AGM along with any motion or motions proposed by the Management Committee. The business of the meeting shall be confined to the agenda.
- iii. The AGM shall be held each year on the first Monday in November. The minutes of the previous AGM, together with the venue, proposals, nominations and agenda of the current AGM, shall be circulated to all Affiliated Clubs 21 days prior to the meeting. The business of the meeting shall be to:-
 - a) Receive the reports of the President, Secretary, Treasurer, Match, Competition and League Secretaries.
 - b) Elect the Officers on a simple majority basis from the valid nominations received
 - c) Appoint an Accounts' Examiner.
 - d) Consider all motions put.
 - e) Approve Annual affiliation, League and Competition fees (and joining fees where appropriate).
- iv. Seven clubs, in addition to those present of the Management Committee, shall form a quorum.

d) Extraordinary General Meeting

- i. An EGM may be called at the discretion of the Management Committee or at the request of the Secretaries of any two Affiliated clubs to discuss a specific motion or motions.

- ii. The General Secretary of the Management Committee shall give the Affiliated Clubs twenty-one days' notice, advise the venue and supply an agenda. Voting at an EGM shall be on a simple majority basis limited to those present of the Management Committee and two delegates from each Affiliated Club. The business of the meeting shall be confined to that of the agenda.
- iii. Seven clubs, in addition to those present of the Management Committee, shall form a quorum.

6. ALTERATIONS TO THE CONSTITUTION

- i. Alterations to the Constitution shall only be made at an AGM or at an EGM called for that purpose.

7. ASSOCIATION MATCHES

- i. The Association shall arrange a programme of friendly matches against other Associations and clubs.
- ii. Selection and dress code will be advised by the Management Committee through the Match Secretary.

8 ASSOCIATION COLOURS

The Association colours shall be Navy Blue and Gold.

9 FINANCE

- a. The financial year of the Association shall be from the 1st October to the 30th September. An audited account shall be presented for acceptance at the AGM.
- b. The funds of the Association shall be banked in the name of the Association. All cheques shall be signed by the Treasurer and one of two signatories appointed by the Management Committee. Cheques up to the value of £100.00 may only require the signature of the Treasurer.
- c. The Association shall be insured against third party claims from accidental injury on any green.
- d. The Management Committee shall be empowered to make donations to worthy causes within an aggregate maximum of £100.00 per annum.
- e. No green fees shall be charged by Affiliated Clubs to visiting members of the Association playing on the green in Leagues or Competitions.

10 DISCRIMINATION, EQUAL OPPORTUNITIES AND HUMAN RIGHTS LEGISLATION

The Association acknowledges its responsibility under this Legislation to ensure, inter alia, that nobody is unfairly discriminated against solely on grounds of gender, sexuality, age, race, religious belief, disability or level of personal income whilst participating or seeking to participate in the Associations' bowls programmes.

11 DATA PROTECTION

The Association will post a Privacy Notice defining the Privacy Policy and Procedures on the Association website.

12 INTERPRETATION OF RULES

The Management Committee shall have the authority to deal with any matter not covered by the Constitution or Rules and shall adjudicate upon any dispute concerning the interpretation of the Constitution and Rules.

13 LIQUIDATION

In the event of liquidation of the Association, the funds and assets of the Association remaining after payment and satisfaction of all debts, costs and expenses of liquidation, shall be equally distributed by the Association to Affiliated Clubs. No part of the income or other funds of the body operating a club shall be used or available for the pecuniary profit of any individual member of such clubs in membership.

APPENDIX 'A'

1. DUTIES OF OFFICERS

a. The **General Secretary** shall:

- i. Convene, prepare and attend all Management Committee, Executive Council, Annual General, Extraordinary General and Emergency Sub-committee meetings and keep a record of all business transacted.
- ii. Maintain a register of all Affiliated clubs.
- iii. Except where otherwise stipulated, conduct the correspondence of the Association.
- iv. Prepare and submit to the Annual General Meeting a report on the activities of the Association during the preceding year.
- v. On retirement from office, surrender all Association property and records held by him to his successor.

b. The **Treasurer** shall:

- i. Receive and be responsible for all monies belonging to the Association from whatever source derived.
- ii. Incur and pay such liabilities of the Association.
- iii. Maintain a stock of all Association property.
- iv. Maintain an income and expenditure account and prepare an annual statement of accounts, and balance sheet immediately after the end of September each year for the submission to the Annual General Meeting.
- v. Ensure the funds of the Association are kept in a bank account approved by the Management Committee.
- vi. On retirement from office, surrender all Association property and records held by him to his successor.

c. The **Competition Secretary** shall:

- i. Issue and receive entry forms for all Association competitions (except the Leagues), prepare for, arrange and publish the draw.
- ii. Organise and control competitions, arrange neutral venues for the semi-finals and finals and arrange markers and umpires.
- iii. Prepare and submit to the AGM a report on the competition results for the season.
- iv. On retirement from office, surrender all Association property and records held by him to his successor.

d. The **Match Secretary** shall:

- i. Arrange and confirm the full programme of Association matches, liaising with Association clubs for venues for home fixtures and facilities required.

- ii. Collate availability returns from clubs and inform the Selection Committee of members available for selection for Association matches. Convene selection meetings, act as Secretary and inform clubs of selections.
 - iii. Assist the President (or Officer deputising) or arrange a deputy as required. In the absence of the Treasurer check and record receipts from match fees, sale of stock and pass to the Treasurer as soon as possible.
 - iv. Maintain records of match details including scores.
 - v. Prepare and submit to the AGM a report on the match fixtures for the season.
 - vi. On retirement from office, surrender all Association property and records held by him to his successor.
- e. The **League Secretary** shall:
- i. Arrange and confirm the full programme of Association league matches, produce and publish league fixture tables for posting on the Association website.
 - ii. Collate league results, produce league tables and ensure their publication on the Association website.
 - iii. Ensure the provision of scorecards and record the information provided by them.
 - iv. Respond to questions from Clubs regarding league Rules and investigate where necessary non-receipt of results or violations of league rules.
 - v. On retirement from office, surrender all Association property and records held by him to his successor.