

Southend and District Bowling Association

**AFFILIATED TO BOWLS ENGLAND
and THE ESSEX COUNTY BOWLING ASSOCIATION**



CONSTITUTION, RULES

AND

POLICY STATEMENTS

1.Title	2
2.Objectives	2
3.Membership	2
4.Badges	3
5.Officers	3
6.Administration	4
6.1 Executive Committee	4
6.2 Selection Committee	5
6.3 Competitions	5
6.4 Matches	5
7.Annual and Extraordinary General Meetings	5
7.1 Annual General Meetings	5
7.2. Extraordinary General Meetings	6
7.3 Attendance and Voting	6
7.4 Delegates	6
7.5 Quorum	7
8.Accounts	7
9.Property and Funds	7
10.Protection Policies	7

1.Title

- 1.1 This Association shall be known as the “Southend and District Bowling Association” which shall be affiliated to Bowls England, the Essex County Bowling Association and any other Association the Executive Committee deem appropriate.**

2.Objectives

- 2.1 To promote and foster the game of bowls in Southend and surrounding District, to organise competitions and friendly matches for members of affiliated clubs and to arrange social events.**
- 2.2 The financial objectives of the Association are to generate sufficient income to cover the annual costs of matches and competitions including the administration costs of the Association.**

3.Membership

- 3.1 Membership of the Association shall be open to Bowling clubs within the Southend and surrounding district as may be**

approved by the executive committee and providing the clubs are affiliated to the Essex County Bowling Association and Essex Indoor Bowling Association.

3.2 Application by a club shall include the following information:-

Name of club

Location of the club green

Name, address and telephone number of the club secretary

The completed application is to be sent to the secretary of the Association.

3.3 The annual subscription shall become payable no later than the 28th February of each year. Any club failing to make payment by this date shall forfeit all rights and privileges of membership so long as the fees remain unpaid.

3.4 The Association shall have the powers to elect Life Members in recognition of special services to the game, but such membership must in the first place be recommended by the Executive Committee, such recommendations shall include the retiring President and must be confirmed at the Annual General Meeting.

4.Badges

4.1 A member playing their first match shall qualify for a metal lapel badge. The badge will normally be presented after the match. A cloth blazer badge will be awarded to a member who has played a minimum of six games for the Association over a minimum period of two years from the date of their first game.

5.Officers

5.1 Officers of the Association will normally be:-

The President

The Deputy President

The Secretary

The Treasurer

The Competition Secretary

The Assistant Competition Secretary

The Match Secretary

The Assistant Match Secretary

The Press Officer

**The Welfare Officer
The Fund and Social Officer**

- 5.2 The Officers and the immediate past President and one nominated member shall be elected by the Annual General Meeting for a period of one year, except for the normal progression of Deputy President.**
- 5.3 Nomination papers for the position of Officers who must be members of Affiliated Clubs and for nominated members of the Executive Committee, to be distributed to secretaries of the affiliated clubs, by mid-January and returned by the 28th February each year.**
- 5.4 Nominations for President and Deputy President must be cloth badged members of the Association.**

6.Administration

6.1 Executive Committee

- 6.1.1 The affairs of the Association shall be conducted by an Executive Committee comprising of the officers and nominated members. The President will chair all duly convened meetings with normal progression.**
- 6.1.2 The Executive Committee shall have the power to co-opt members and appoint sub-committees.**
- 6.1.3 Eight members present at a duly convened Committee Meeting shall form a quorum.**
- 6.1.4 The Committee may refuse membership, or expel from membership only for good and sufficient cause such as conduct or character likely to bring the Association or sport into disrepute. Any complaints must be submitted to the Secretary, who will submit them to the Executive Committee for consideration.**
- 6.1.5 Each Committee member is required to attend a minimum of Four (4) of the Six (6) Southend and District Bowling Association**

Committee Meetings held each year, holidays, competitions, illness and work excepted.

6.1.6 No Committee member who is an officer of an affiliated club, should take part in any discussion, or subsequent vote on any Association matters, that may involve a conflict of interest with views or wishes of that Affiliated club.

6.2 Selection Committee

6.2.1 The selection committee shall normally comprise of the President, the Deputy President, the Match Secretary and the Assistant Match Secretary.

6.2.2 Three members present at a duly convened selection meeting to constitute a quorum.

6.3 Competitions

Competitions shall be open to members of affiliated clubs having reached the age of sixteen. To be organised by the Competition Secretary under the direction of the Executive Committee.

6.4 Matches

All members of affiliated clubs having reached the age of sixteen shall be eligible to apply for selection to play for the Association.

7. Annual and Extraordinary General Meetings

7.1 Annual General Meetings

7.1.1 Annual General Meeting shall be held no later than the end of April each year for the purpose of:-

7.1.2 Receiving the annual reports and statements of accounts for the preceding year 1st January to 31st December.

7.1.3 The election of Officers and the nominated members of the Executive Committee, which shall take effect from the AGM.

7.1.4 The election of an auditor who shall be independent of the Executive Committee.

7.1.5 Transacting the business of the Association.

7.1.6 To decide the amount of the annual subscription necessary to meet the administration cost of the Executive Committee.

7.1.7 The agenda for the AGM, to be distributed to all affiliated clubs, not less than 21 days prior to the AGM.

7.2. Extraordinary General Meetings

7.2.1 An Extraordinary General Meeting shall be called by the Secretary giving a minimum of 14 days notice either at the written request of the officers of at least two member clubs, or at the directive of the Executive Committee. Only subject matter or direct consequences of the request may be discussed.

7.3 Attendance and Voting

7.3.1 All members of Affiliated Clubs are entitled to attend all General Meetings, but voting is restricted to Officers and nominated Delegates.

7.3.2 The Chairperson shall have the casting vote.

7.4 Delegates

7.4.1 Each club shall be entitled to send two delegates to attend the General Meeting with only one vote.

7.4.2 The name of the delegate must be given to the appointed officer at the time of the General Meeting.

7.5 **Quorum**

- 7.5.1** **A quorum for a General Meeting shall comprise of Officers and nominated Delegates equal to a minimum of twenty one (21).**

8.**Accounts**

- 8.1** **The Association accounts shall be closed on the 31st December each year.**
- 8.2** **The financial statement in the form of a summary of income and expenditure together with a balance sheet, shall be signed by the Treasurer, certified by the Examiner and issued to member clubs together with notification of AGM.**
- 8.3** **The Associations current and deposit accounts will be administered by the Treasurer. Withdrawals from these accounts shall require signatures in accordance with current Bank mandate which is to be reviewed after each AGM by the new Committee.**
- 8.4** **Any expenditure in excess of £750 must require the prior approval of the Executive Committee with the exception of any coach transport costs.**

9.**Property and Funds**

- 9.1** **The Association shall exist with a minimum of three affiliated clubs.**
- 9.2** **Should only one club remain which complies with the Rules and Constitution of the Association, then the property and funds of the Association shall be held in trust by that club until objectives of the Association can be revived.**

10.**Protection Policies**

10.1 **Child and Vulnerable Adults Protection Policy**

Southend and District requires that any player between the ages of 16-18 or vulnerable adult be accompanied by a Parent

or Guardian or who will have completed a Parent/Guardian Consent Form and give it to the Southend and District Selection Officer involved.

The Southend and District Bowling Association accepts its legal and moral obligation to protect all children between the ages of 16-18 and vulnerable adults participating in its activities, and to safeguard their welfare.

We are committed to doing this by acknowledging that:-

- a) The welfare of the person is paramount.**
- b) Each child or vulnerable adult irrespective of age, gender, religion, race or disability has the right to protection from abuse.**
- c) Each individual has a right to be safe and treated with respect and dignity.**

We shall use our best endeavours to ensure that:-

- a) All allegations of abuse are taken seriously.**
- b) The response to them is swift and appropriate.**
- c) The effectiveness of our policy is renewed annually.**
- d) Southend and District shall appoint annually a Child and Vulnerable Adult Officer.**

10.2 That Southend and District Bowling Association adopt the Bowls England Safeguarding Policy.

11. Amendments to the Rules and Constitution

11.1 Amendments to the Rules and Constitution shall be only made at an Annual General Meeting, or an Extraordinary General Meeting convened for that purpose.

11.2 Notice of proposed amendment(s) to the rules and Constitution must be given in writing to the Secretary at least twenty one (21) days before such a meeting.

11.3 The proposal requires a majority vote of at least two thirds of Officers and Delegates present at the meeting to become immediately effective.