

CONSTITUTION of the BUCKINGHAMSHIRE BOWLS ASSOCIATION.

(Modified 2017)

1 Title

The organisation shall be called the 'Buckinghamshire Bowls Association' hereinafter referred to as 'the Association'.

2 Objective

To actively encourage, promote, control and administer all aspects of the outdoor flat green sport of bowls in Buckinghamshire and to liaise with other relevant bodies concerned with the flat green sport of bowls in England.

3 Membership

Conditions of membership shall be as defined in Association Regulations.

4 Life Membership, Honorary Members and Past Presidents

4.1 The Association may grant Life Membership of the Association to any person who has rendered exceptional service to the Association.

4.2 Life Membership will be conferred at the Annual General Meeting or as appropriate.

4.3 Past Presidents of the Association shall be recognised as such.

4.4 Honorary Members of the Association are the Past Presidents and Life Members of the BCBA and the BCWBA.

5 Administration

5.1 The accounting period of the Association shall be the twelve months to the 30th September each year.

5.2 The affairs of the Association shall be conducted by the Executive Committee, which shall meet at least three times a year. All meetings shall be subject to confirmation by the issue of an agenda.

5.3 Officials of the Association:

5.3.1 Nominations from Affiliated Clubs for all advertised positions must be with the Administrator by 1st October. Current incumbents of Association positions need not be re-nominated by Clubs.

5.3.2 A Club may only nominate one person for a particular position.

5.3.3 In the event of there being more than one nomination for any position, a paper/electronic ballot shall be held, the winner being decided by a simple majority.

5.3.4 The Officials of the Association shall be ratified at the Annual General Meeting. In the event of a vacancy arising, the Executive Committee shall be authorized to co-opt a replacement who may serve until the next General Meeting.

5.4 The Executive Committee.

5.4.1 The Executive Committee shall be comprised of the Administrator, Treasurer, Development Officer, Match Managers, Competition Managers, League Manager and one member from each Division of the BBA elected at the AGM. The Presidents will be invited to attend meetings ex-officio but without a vote.

5.4.2 Any affiliated member of the Association, apart from those Officials identified in the above paragraph, may be nominated as a Divisional Representative by Clubs. Clubs may only nominate one person. In the event of there being more than one nomination from a Division a postal/electronic election shall take place within that Division.

5.4.3 The Executive Committee shall elect a Chairman from within the Committee for the year and who shall also serve as Chairman of General Meetings.

5.4.4 The Executive Committee shall have overall responsibility for all aspects of the Association and all Officials shall be ultimately responsible to the Executive Committee.

5.4.5 At meetings of the Executive Committee, five of those entitled to attend and cast a vote shall form a quorum.

5.4.6 In the event of there being a matter of urgency, the Administrator shall be authorised to conduct a postal, electronic or telephone vote and which shall be resolved at the next Executive Committee meeting.

5.4.7 The Executive Committee shall make nominations for Life Membership to the Annual General Meeting.

5.4.8 The draft Minutes of the Executive Committee meetings shall be sent to all Club Secretaries, BBA Officials, Past Presidents and Honorary Members within 21 days of the meeting but not displayed on the BBA Web Site.

6 Association Regulations

- 6.1 The Executive Committee shall administer the Association Regulations, which may be rescinded, amended or added to from time to time by resolution of a General Meeting.

7 Elected Officials

The duties shall be detailed in Association Regulations.

8 Fees, Subscriptions, Association and Bowls England Yearbooks

- 8.1 Fees and subscriptions for a year shall be paid by each affiliated club, before 1st January, based on the total playing membership of the club as at the previous 30th September and shall be in such amount or amounts as recommended by the Executive Committee and determined at a General Meeting.

9 Resignation

- 9.1 A club may terminate its membership by giving written notice of its intention not to renew its membership for the coming year to the Administrator by 30th September.
9.2 Any outstanding debts must be paid to the Association before re-admission to membership.

10 General Meetings

- 10.1 Each affiliated club shall be entitled to be represented by one delegate at a General Meeting and who shall be entitled to vote.
10.2 Every item on a General Meeting agenda shall be discussed and the outcome of any vote taken shall be announced and recorded.
10.3 Notices of intended motions may be submitted by the Executive Committee or affiliated Clubs. The Administrator must receive notice of intended motions from affiliated Clubs at least 45 days before the date of a General Meeting.
10.4 All changes to the Constitution shall require a two-thirds majority of those in attendance and entitled to vote in order to succeed.
10.5 The Annual General Meeting of the Association shall be held on the Saturday of Standard Week 46 of each year with one third of those eligible to attend and vote to form a quorum. The notice and agenda of this meeting, a copy of the audited accounts, if available, to the preceding 30th September and a Balance Sheet as at that date, shall be sent to each club at least seven days before the meeting.
10.6 A General Meeting shall normally be held on the Saturday of Standard Week 14 of each year with one third of those eligible to attend and vote to form a quorum. A copy of the audited accounts, if not available for the AGM, to the preceding 30th September and a Balance Sheet as at that date, shall be sent to each club at least seven days before the meeting.
10.7 The Executive Committee may convene an Extraordinary General Meeting upon fourteen days notice to each affiliated Club. The agenda for such a Meeting shall state clearly the nature of the business to be transacted and no other business shall be transacted at that Meeting.
10.8 An informal meeting will be held after the AGM and the General Meeting held in Standard week 14.

11 Coaching

The Association shall support the Coaching Scheme supported by Bowls England and known as Coach Bowls.

12 County Matches

The Match Managers, in conjunction with the Executive Committee, will arrange competitive, inter-county and other association matches as detailed in Association Regulations.

13 County Badges and Flashes

The Association may award County badges and flashes as detailed in Association Regulations.

14 Competitions

The Competition Managers, in conjunction with the Executive Committee, will arrange competitions as detailed in Association Regulations.

15 Discipline

- 15.1 The Executive Committee shall be responsible for all disciplinary matters within the Association.
15.2 Disciplinary procedures shall be as detailed in Bowls England Regulations.

16 Safeguarding Officer

- 16.1 The Executive Committee shall appoint a Safeguarding Officer.
16.2 Procedures shall be followed as detailed in Bowls England Regulations.

17 Anti-Doping Policy

Procedures shall be as detailed in the UK Anti-Doping Rules.

18 Indemnity

Any official of the Association shall, to the extent that such person is not entitled to recover under any policy of insurance, be entitled to be indemnified out of any and all funds available to the Association, which may lawfully be so applied, against all costs, expenses and liabilities whatsoever incurred by such person in the

proper execution and discharge of duties undertaken on behalf of the Association or arising therefrom, or incurred in good faith in the purported discharge of such duties.

19 Monetary Gain

No person, or a firm, company or undertaking in which any Association representative or officer is involved, shall be entitled to derive or otherwise receive any income, benefit or advantage from the Association where that person is able to determine or materially influence the amount or nature of that income, benefit or advantage, provided that any persons who render professional services to the Association shall be entitled to be paid all usual and reasonable professional business and trade charges for work done for the Association. The provisions and effect of this paragraph shall not be removed from this Constitution and shall be included and implied in any new Constitution replacing this Constitution.

20 Dissolution

- 20.1 A motion to dissolve the Association shall only be proposed at an Extraordinary General Meeting at which it is the only item on the agenda and shall only become a resolution of the Association if supported by at least three-quarters of the voting members present.
- 20.2 The dissolution shall take effect from the date of the resolution and the Executive Committee shall be responsible for the winding up of assets and liabilities of the Association.
- 20.3 Any property remaining after discharge of the debts and liabilities of the Association shall be used for the benefit of the sport of bowls.

21 Matters Not Provided For

Any matters which arise that are not covered by this Constitution shall be brought before the Executive Committee and referred to a General Meeting whose decision shall be final, save for matters of law.

22 Alterations to the Constitution of the Association

Alterations or addition to all or any of this Constitution shall only be made at a General Meeting or an Extraordinary General Meeting convened for that purpose.

End

History:

Issue 3.0, 4th November 2009 –issued for ratification at the BBA IGM.

Issue 3.1, 25th January 2010 – changes to paragraphs 5.4.1, 5.4.2, 5.4.3 and 5.6.1; Executive Committee meeting.

Issue 3.2, 28th February 2010 – changes to paragraph 14 as the result of recommendations from the BE Board at the BE AGM in February 2010.

Issue 3.3, 19th March 2010 – changes to paragraphs 5.4.2 and 5.5.3; Executive Committee meeting.

Issue 3.4, 22nd July 2010 – deletion of paragraph 17 and later paragraphs re-numbered. Benevolent Fund now an independent Charity Trust.

Issue 3.5, 4th September 2010 – Change of title from Association Secretary to Administrator.

Issue 4.0, 6th September 2010 – No Council.

Issue 4.1, 5th October 2010 – Change to date of the AGM, Para 10.5.

Issue 4.2, 1st November 2010 – Various changes as a result of feed-back.

Issue 4.3, 1st November 2010 – changes to paragraphs 5.3.4, 10.5 and 10.6.

Issue 4.4, 4th November 2010 – change to paragraph 10.6.

Issue 4.5, 6th November 2010 – changes to paragraphs 5.3.1 & 5.4.1.

Issue 4.6, 20th February 2012 – new paragraph 5.3.5 and renumber, changes to paragraphs 5.5.1 & 5.5.2.

Issue 4.7, 1st April 2012 – re-vamp of paragraph 5.3 as per resolution at the GM held on 31st March 2012.

Issue 4.8, 13th October 2012 – changes to paragraphs 5.4.1, 5.4.4, 5.5.1, 5.5.2 and 5.5.3, a new paragraph 11 and renumbering of following paragraphs.

Issue 4.9, 19th November 2012 – addition of paragraphs 5.4.7, 5.4.8 and 5.4.9.

Issue 5.0, 16th February 2013 – major changes in respect of the administration of the Association.

Issue 6.0, 14th November 2015 – Change to paragraph 5.4.1 to allow President to have voting rights.

Issue 7.0 Draft, 2nd November 2016 – Changes to paragraphs 5.3, 5.4 and 11.

Issue 7.1 Draft, 21st November 2016 – minor amendments.

Issue 7.2 5th December 2016 – minor amendments and to EC for approval.

Issue 7.3 13th February 2017 – minor amendments following the BBA Secretaries Meeting.

Issue 7.4 19th November 2018 – as agreed at the AGM