

# Southampton & District Bowling Association



## Constitution

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### 1. Title

The Association shall be called the 'Southampton and District Bowling Association'. It shall be an associate member of the Bowls England and shall adopt and enforce the laws and rules of the game of level green bowls as defined and recognised by Bowls England or any successor body.

### 2. Objects

The objects of the Association shall be to promote, foster and safeguard the game of outdoor level green bowls for males in the City of Southampton and adjoining area, to provide an organisation through which affiliated clubs can pursue matters of common interest and to organise an annual series of competitions and representative Association fixtures.

### 3. Membership

(a) Membership of the Association shall be open to any bowling club in the City of Southampton and adjoining area whose application is approved by a general meeting of the Association after due enquiries by the Management Committee of the Association as to the suitability of the club and its green and other facilities. Clubs admitted to membership are hereinafter referred to as "affiliated clubs".

(b) It shall be competent for the Emergency Committee of the Association or a Panel of five of its members to suspend or determine the membership of an affiliated Club, or Team or Club Individual or an Individual of the Association and its Management Committee, if, after due investigation by its Appointed Officer, such Club or Team or Club Individual or an Individual of the Association & its Management Committee, is found guilty of any breach of this Constitution or other Rules or Byelaws of the Association or should the activities of such Club or Team or Individual be likely to bring the Association or the game of bowls into disrepute.

#### (c) **Misconduct/breach of the Constitution/Rules & Byelaws of this Association.**

In the event of a proven case, the Membership of any Club, Team or Individual may be suspended or withdrawn following an Enquiry by the appointed Officer of this Association, into any case or alleged case of misconduct/breach of Rules & or Byelaws, presented for a hearing by the Emergency Committee of this Association or a Panel of five of its members. Such misconduct is as outlined in section 9 of the Rules & Regulations of Bowls England, 1-49 Issue B, dated April 2009 inclusive of its 83 Sub-Sections or subsequent amendments there to. All clubs are reminded that they will be held to be responsible for the conduct of their individual members & teams & supporters.

### 4. Subscriptions

(a) All affiliated clubs are required to pay an annual subscription to be determined at the Annual General Meeting for the playing season immediately following such Annual General meeting. Such subscriptions shall be paid by the 1st April in each year.

(b) The Association may fix fees in respect of leagues and competitions and such fees shall be paid before the first league matches or the initial round of competitions (as the case may be) are played.

(c) Any affiliated club which fails to pay the annual subscription or other fees by the due date shall be subject to such penalties as the general meeting of the Association shall from time to time decide.

## **5. Presidency**

(a) The Association shall at each Annual General Meeting, elect a President, a Deputy President and a Vice-President (hereinafter called "the Presidential Officers").

(b) The Deputy President shall normally become the President for the year following his year as Deputy President and the Vice-President shall normally become the Deputy President for the year following his year as Vice-President. The retiring President will be expected to serve a further two years after his Presidential year of office.

(c) Each affiliated club shall in rotation have the right to nominate a member of an affiliated club for the Vice-Presidency. In the event of a Club being unable to nominate a candidate, a minimum of one year's notice must be given by that Club to the Secretary of the Association and the Club in question placed at the bottom of the Rota. The Association shall then invite or nominate a member of an affiliated club to fill such office.

(d) The President of the Association shall preside at general meetings of the Association and at meetings of all committees and sub-committees. In the event of the President not being present, the Deputy President, or failing him, the Vice-President, shall preside. If all three are absent, a chairman for that meeting shall be elected from and by the members present. The Chair of any meeting shall have a second or casting vote.

(e) Those serving as Life Vice-Presidents of the Association shall meet annually (three to form a quorum) and have the power to elect as an additional Life Vice-President any member of an affiliated club who shall, in the opinion of the Life Vice-Presidents, have rendered valuable service to the Association and the games of bowls in general. Any such appointment shall be reported to the next Annual General Meeting of the Association.

## **6. Officers**

(a) The Association shall at the Annual General Meeting, appoint the following Executive Officers:

- (i) Secretary
- (ii) Treasurer
- (iii) Competition Secretary
- (iv) League Secretary
- (v) Match Secretary
- (vi) Meetings Secretary

(b) The duties of the Executive Officers shall be as set out in the Association's Byelaws.

- (c) The Association shall at the Annual Meetings, also appoint the following Non-Executive Officers:-
  - (i) a Tournament Secretary who shall organise and control an annual Open Tournament as agreed by the Association and to this end may be assisted by a Tournament sub-committee appointed in accordance with their separate tournament Constitution;
  - (ii) An Accounts Examiner to examine the Association's accounts and financial records;
- (d) The Association shall at the Annual General Meeting also appoint the following coordinating officers:
  - (i) Fixtures Secretary
  - (ii) Membership Secretary
  - (iii) Events Secretary
  - (iv) Annual Manual Secretary/Webmaster
  - (v) Trophy & Awards Secretary
  - (vi) Child & Vulnerable Adult Protection Officer
- (e) The Association may at the Annual General Meeting appoint such other officers as may be required:

## **7. General Meetings**

- (a) The Annual General Meeting of the Association shall be held in January in each year.
- (b) All affiliated clubs shall be represented at general meetings of the Association by their duly-appointed delegate and one other affiliated club representative, together with the Presidential Officers, Past Presidents, Life Vice-Presidents, the Executive Officers and Non-Executive Officers and any other members of the Management Committee not represented in any other capacity, all of whom shall have a vote.
- (c) The Meetings Secretary shall give 14 clear day's written notice to affiliated clubs of all general meetings of the Association with details of the business to be transacted thereat. Likewise, such notice shall be given to the Association Officers & Past Presidents & Life Vice Presidents & Management Committee.
- (d) The annual report of the Meeting Secretary, the Secretary and the examined accounts and balance sheet of the Association shall be sent out with the notice of the Annual General Meeting.
- (e) Notices of motion to be dealt with at any general meeting must be lodged with the Meetings Secretary at least 28 days before the date of the meeting.
- (f) The Meetings Secretary shall summon a special general meeting to be held within 28 days of the receipt by him of a written request from the President (or in his unavoidable absence from either of the other two Presidential Officers) or from the appointed delegates of any three affiliated clubs, such request to state the nature of the business to be discussed.
- (g) The quorum at any general meeting of the Association shall be 25.

## **8. Management Committee**

- (a) The business of the Association and the supervision of the Officers shall be managed between general meetings of the Association by a Management Committee consisting of the Presidential Officers, the Executive and Non-Executive Officers, the two immediate Past Presidents, any other Past Presidents or Life Vice-Presidents of the Association who indicate their wish to attend meetings of the Management Committee, and each affiliated club's duly appointed delegate.

- (b) The appointed delegate may be represented by a substitute delegate from the same club.
- (c) The Management Committee shall also have power:-
  - (i) To co-opt on to the committee or any sub-committee not more than three persons whose experience and expertise is such as to be considered by the committee to be of value to the Association;
  - (ii) To make Byelaws for the better regulation of the Association's affairs and may modify and amend the same as necessary from time to time.
- (d) Meetings of the Management Committee shall be called on dates set by the Committee or at the discretion of the President and Meetings Secretary.
- (e) The quorum of the Management Committee shall be fifteen.

## **9. Emergency Committee**

- (a) Any urgent business arising between meetings of the Management Committee shall be dealt with by an Emergency Committee consisting of the Presidential Officers, the two immediate Past Presidents and the Executive Officers, together with any two affiliated clubs' delegates taken by the Secretary from a panel of five such delegates appointed at the Annual General Meeting.
- (b) The Emergency Committee or a Panel of five of its members shall also have power:-
  - (i) to deal with any disputes or appeals involving affiliated Clubs or individuals or Team described in Rule 3 (b) in matters affecting the Association and the decision of the Committee on any such dispute or appeal shall be final, SUBJECT TO THE FINAL RIGHT OF APPEAL to the Management Committee of this Association if lodged with the Secretary within 14 days of the date of issue of the original decision or at any approved later date due to exceptional circumstances. The said Management Committee shall have the right to uphold or vary or dismiss the decision of the Emergency Committee or its Panel of five of its members.
  - (ii) To fill any casual vacancies arising among the elected officers between Annual General Meetings.
- (c) The quorum of the emergency Committee shall be five.

## **10. Sub-committees**

- (a) The Management Committee may appoint such sub-committees as shall from time to time be deemed necessary and shall specify in each case their terms of reference.
- (b) The Secretary and Treasurer shall be ex-officio members of all subcommittees.

## **11. Alteration of Constitution**

No alterations or amendments to this Constitution shall be made except at a general meeting of the Association of which due notice has been given in accordance with paragraph 7 hereof. Any resolution to amend this Constitution shall be voted upon without amendment and must be carried by at least two-thirds of the persons present and voting.

## 12. Dissolution

(a) Affiliated clubs may vote to wind up and dissolve the Association at a general meeting of the Association of which due notice has been given in accordance with paragraph 7 hereof. To be carried, any such proposal must have the support of at least two-thirds of affiliated clubs.

(b) The Management Committee will then be responsible for the orderly winding up of the Club's affairs.

(c) After settling all liabilities of the Association, the Management Committee shall dispose of the net assets remaining in one or more of the following ways as decided by a general Meeting of the Association:-

(i) To any successor body to this Association or other local body whose objects are similar to those of the Association;

(ii) To the affiliated clubs in proportions to be determined by the Management Committee;

(iii) To Bowls Hampshire or any successor body responsible for organising and administering level green bowling in Hampshire; or

(iv) To Bowls England or any successor body responsible for organising and administering level green bowling in England.