

SHEPWAY & DISTRICT BOWLS ASSOCIATION

Founded 1973



CONSTITUTION

1 – TITLE

The Association shall be called **“The Shepway & District Bowls Association”**

2 – OBJECTS

The objects of the Association shall be: -

- a) To promote, foster and safeguard the game of level green bowls in the Shepway and District.
- b) To interpret any questions of law and practice, and to arbitrate on all matters submitted by Affiliated clubs or Members thereof.
- c) To register as an Associate Member of Bowls England.

3 – MEMBERSHIP – CLUBS

There shall be two classes of Membership.

Full Membership – where one of the gender sections of the club, Men or Ladies, compete in the existing Weekly League competition, and all other Shepway Competitions, i.e. The Wood Cup and/or The Rose Bowl.

Associate Membership - where one of the gender sections of the club, Men or Ladies, do not compete in the existing Weekly League competition, but would allow them to compete in all other Shepway Competitions, i.e. The Wood Cup and/or The Rose Bowl, and if there opposing gender section is a Full Member, compete for the Stewart Allan Trophy, and the Mixed pairs competition.

Full and Associate Fees and any competition fees shall be decided at the Annual General Meeting.

. Applications for affiliation shall be made to the General Secretary of **“The Shepway & District Bowls Association”** from clubs already affiliated to Bowls England.

4 – ADMINISTRATION of The Shepway & District Bowls Association

“The Shepway & District Bowls Association’s” affairs and competitions shall be managed in the following manner: -

“The Shepway & District Bowls Association” Executive Committee comprising of: -

The Chairperson from the Ladies’ section.

The Chairman from the Men’s Section.

The General Secretary, to be voted for at the Annual General Meeting.

The Competition Secretary and Fixture Secretary from the Men’s section.

The Competition Secretary and Fixture Secretary from the Ladies’ section.

The Treasurer from the Men’s and the Ladies’ section.

The meetings will be chaired by either Section’s Chairperson.

- (i) Meetings of the Executive Committee to be held quarterly on dates to be determined annually by the Executive Committee, with provision to call additional meetings as and when required, and subject to review at the end of year one.
- (ii) That the role, responsibilities and function of the Executive Committee is as outlined within this document.
- (iii) The Executive Committee shall be empowered to establish and appoint sub- committees and working parties for specific purposes from time to time and to determine the terms of reference thereof, including to what extent such sub-committees shall have executive powers.
- (iv) The Financial Year will be from 1st October until 30th September, and funding will be supplied by both sections.

All proceedings of any sub-committee or working party shall be reported to the Executive Committee and the Men’s and /or Ladies’ Management Committees(s) where appropriate and a record of each meeting maintained for this purpose.

5 – ADMINISTRATION – Shepway & District Men’s Bowling Association

The **Men’s** Management Committee comprising –

- i. The Chairman
- ii. The Honorary Secretary
- iii. The Honorary Secretary (Competitions)
- iv. The Honorary Secretary (League Matches)
- v. The Honorary Treasurer

who shall be elected at the Annual General Meeting, by representatives of men’s clubs or men’s sections of mixed clubs only attending and voting thereat.

Meetings of the Management Committee, together with one delegate from each Full member club, to be held on the second Thursday of the following months, December, January, February, March, April, June, July, September and October with provision to call additional meetings as and when required and subject to review at the end of each year.

The role, responsibilities and function of the Men’s Management Committee is as outlined within this document.

6 – ADMINISTRATION – Shepway & District Ladies' Bowling Association

The Ladies' **Management** Committee comprising –

- (a) The Chairperson
- (b) The Honorary Secretary
- (c) The Honorary Secretary (Competitions)
- (d) The Honorary Secretary (League Matches)
- (e) The Honorary Treasurer

who shall be elected at the Annual General Meeting, by representatives of Ladies' clubs or Ladies' sections of mixed clubs only attending and voting thereat.

Meetings of the Management Committee, together with one delegate from each Full Member club, to be held as and when required and subject to review at the end of each year. That the role, responsibilities and functions of the Ladies' Management Committee is as outlined within this document.

7 - ANNUAL AND OTHER GENERAL MEETINGS

The Annual Meeting of **The Shepway & District Bowls Association** shall be held not later than the end of November each year. 21 clear days' written notice shall be given to Members of the Annual General Meeting by circulating a copy of the notice to every Full Member Club. Members must advise the Secretary in writing of any business to be considered at the Annual General Meeting at least 14 days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than 7 days before the meeting, and delegates from six Clubs shall form a quorum.

Every Club shall be entitled to be represented at the Annual or other General Meeting be it Man or Lady

Voting shall be by a show of hands, unless a ballot is requested, in which case two tellers will be elected to oversee the voting

The Acting Chairman shall have a casting vote where necessary.

If the Executive Committee determines that sufficient cause has been shown a Special General Meeting of **The Shepway & District Bowls Association** must be summoned on the requisition of an affiliated club, supported in writing by two other clubs, to consider the business set forth in the requisition. This must clearly state the nature of the matter and issue, and be signed for and on behalf of the appealing club and by the office bearers of the club.

The notice calling such Special General Meeting shall state the purpose for which it has been summoned, and no other business shall be transacted at that meeting.

8 – SEVERANCE OF MEMBERSHIP

It shall be competent to the Executive Committee after due investigation of the facts, and, if need be, the examination of witnesses and relevant documentary evidence, to suspend or determine the membership of any club, but such club shall have a right of Appeal to **The Shepway & District Bowls Association** against an adverse decision.

The Appeal must be lodged with the Honorary General Secretary of **The Shepway & District Bowls Association** within 21 days of the Executive Committee's decision and so far as a club is concerned is signed by its office bearers. Such Appeal shall state the grounds on which it is made.

Clubs desiring to sever their membership must advise **The Shepway & District Bowls Association**, in writing, not later than the 1 December of each year.

9 – THE HONORARY GENERAL SECRETARY

The Honorary General Secretary shall keep a record of all the business transacted at general and management committee meetings and shall submit to the annual meeting reports of the proceedings of the Association since the previous Annual Meeting.

10 – THE EXECUTIVE COMMITTEE IN APPEAL

The Executive Committee shall be empowered to adjudicate upon any dispute referred to it arising between Affiliated Clubs as to the meaning or interpretation of the laws of the game, or any of the Rules, Laws, Bye-Laws, Regulations and Conditions, or any matter of practice, policy or complaint, which it shall hold to be within its jurisdiction. The General Secretary of **The Shepway & District Bowls Association**, on receipt of an Appeal from a club, shall send a copy of the complaint to the Club involved and submit the correspondence of the parties concerned to the Executive Committee for consideration.

11 – INSURANCE AND INDEMNIFICATION

The Shepway & District Bowls Association shall effect and maintain an insurance policy through Bowls England to cover Public and Civil Liability and Employers Liability Insurances for the protection of all members and Officers of Shepway & District Bowls association.

Each member of **The Shepway & District Bowls Association** shall (to the extent that such person is not entitled to recover under any policy of insurance effected by Shepway & District Bowls Association as mentioned above.) be entitled to be indemnified out of any and all funds available to **The Shepway & District Bowls 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 Shepway & District Bowls Association** or arising there from, or incurred in good faith in the purported discharge of such duties.

If the funds shall be insufficient for the purpose, then each club shall be liable to contribute to **The Shepway & District Bowls Association**, such sum or sums (in addition to subscriptions) as **The Shepway & District Bowls Association** in a General Meeting shall decide to enable it to meet its liabilities.

12 – LIQUIDATION

In the event of **The Shepway & District Bowls Association** being wound up or dissolved, the funds and assets of **The Shepway & District Bowls Association** remaining after all its debts and liabilities have been satisfied, including the costs and expenses of liquidation, shall be distributed by **The Shepway & District Bowls Association** in General Meeting to a sporting body which is established substantially or primarily for the purpose of promoting any game or sport, providing that the game or sport is conducted for the recreation and benefit of the general public in Shepway and no part of the income or other funds of the body corporate operating such sport is used or available to be used for the pecuniary profit of the proprietor Member or shareholder.

13 – ALTERATION OF CONSTITUTION

Alteration of or addition to any or all of the Rules shall be made only at the Annual Meeting and written notice of the terms of such proposed alteration or addition (which shall also be stated in the Notice of Business for such meeting) shall be given to the General Secretary of **The Shepway & District Bowls Association**, not later than 28 days before the announced date of the Annual General Meeting.

14 –EXECUTIVE COMMITTEE

Functions and Responsibilities

1. Constitution and Rules (Unified as far as practicable)
2. Grievance and Discipline with Clubs
3. Open Competitions
4. Liaison with Bowls England where required
5. Liaison with County Associations where required
6. Set Affiliation fees
7. Set Budgets for Gender Management Committees including Competition Entry Fees
8. Annual Presentation Event
9. Annual General Meetings/Special General Meetings

15 –. MEN’S / LADIES MANAGEMENT COMMITTEES

Functions and Responsibilities

1. Generic Specific Championships
 - a) Competition Rules
 - b) Draws for competitions
 - c) Organisation and Management
2. Management of Gender Budgets
3. Bowls England matters generic to each respective Committee

16 –. GENERAL

All Clubs affiliated to **The Shepway & District Bowls Association** need to include within their constitution reference to the following items of legislation. •.

- Children and Vulnerable Adults
- Discrimination, Equal Opportunities and Human Rights
- Health and Safety
- Insurance and Indemnification
- Misconduct, Suspension and Exclusion of Members.