

# ENGLISH CARPET BOWLS ASSOCIATION

## CONSTITUTION

### 1. NAME & OBJECT

- 1.1. The Association shall be called the English Carpet Bowls Association, hereinafter called the Association.
- 1.2. The Association shall
  - (a) Represent the game of carpet bowls at a national level.
  - (b) Promote the game and its growth in England.
  - (c) Administer English Championships and other carpet bowls competitions for individuals, clubs and counties.
  - (d) Advise and rule on the technical aspects of the game, including the Rules and equipment.
  - (e) By the ultimate arbitrator on any dispute between member counties.
  - (f) Form links with Sport England and other bowling association if appropriate.
  - (g) Form links with other counties if appropriate.
  - (h) Maintain a policy for protection of children and vulnerable adults.

### 2. MEMBERSHIP

- 2.1. The membership of the Association consists of its member County/Metropolitan Borough/Unitary Authority Associations, hereinafter called Member Associations, with affiliated clubs at the date of the adoption of this Constitution and those members who may be subsequently admitted hereunder.
- 2.2. Applications for membership by any properly constituted Carpet Bowls Association formed to represent a County, Metropolitan Borough or Unitary Authority shall be made to the Secretary of the Association. Interim Membership lasting until the next Annual General Meeting may be granted with the agreement of a minimum of two thirds of those members which forms the Executive Committee.
- 2.3. Applications for affiliation by a Club formed by it's members to play the game of Carpet Bowls shall be made by the Secretary of the Association providing they are not already members of an Association that is a member of this Association. Interim affiliation lasting until the next Annual General Meeting may be granted with the agreement of a minimum of two thirds of those members which forms the Executive Committee.
- 2.4. All applications for membership will require the agreement of a minimum of two thirds of the members present at the first Annual General Meeting held following the receipt of their application.
- 2.5. All applicants for membership shall forward copy of their constitution and rules which must be and remain consistent and compatible with the Constitution and Rules of the Association. All applicants for membership or affiliation shall give a list of the names and addresses of their officers and such other information as may be required by the Executive Committee.
- 2.6. An Association or Club granted interim membership of the Association will pay a subscription fee as decided by the Executive Committee. This subscription fee will entitle that Association or Club affiliation until the next immediately following Annual General Meeting at which the continued membership or affiliation will be considered. (see 2.3 above).
- 2.7. New members will not be entitled to representation within the Executive Committee until after the Annual General Meeting has taken place and they have paid a full year subscription fee.

Affiliated members will not be entitled to representation within the Executive Committee at any time, however should an Affiliated member wish to make a proposal to the Executive Committee they may be invited to attend a meeting when that proposal is discussed.

- 2.8. The Annual Membership subscription rate shall be fixed at the Annual General Meeting on the motion of the Executive Committee and shall become due for payment no later than 28 days following that Annual General Meeting. Membership will be in respect of the period ending 30<sup>th</sup> June each year (or such other date that the Executive Committee may from time to time decide). If such motion by the Executive Committee shall not be carried, members shall continue to pay membership subscriptions in amounts not less than those that were in force immediately prior to the Annual General Meeting in question.
- 2.9. Member Associations and Affiliated Clubs shall use all reasonable endeavours to ensure that their individual members observe and comply with the Rules of the Game and Codes of Conduct made by the Association from time to time.
- 2.10. Following any breach of the Constitution of the Association, or, if there shall be non-payment or arrears of payment of Membership Subscriptions or Fees due to the Association by the 1<sup>st</sup> November in any year (or such other date as the Executive Committee may from time to time decide), the Executive Committee may, after due investigation of the facts and, if need be, the examination of witnesses and relevant evidence, may propose to a Special General Meeting the suspension or cancellation of the Membership of any Member Association or Affiliated Club upon serving written notice to that fact.
- 2.11. A Member Association or Affiliated Member Club wishing to resign from the Association shall give three months written notice to the Secretary of the Association.

### **3 ADMINISTRATION**

3.1. The day to day affairs of the Association subject to the overriding authority of the Annual General Meeting shall be conducted by the Officers of the Association, viz:-

Chairperson  
Vice Chairperson  
Hon Secretary  
Hon Treasurer  
Hon Referee  
Safeguarding and Child Protection Officer  
Hon Development Officers (one to oversee the  
North and one to oversee the South of the country)

In association with one named delegate from Member Associations, forming the Executive Committee.

- 3.2. The Executive Committee shall have power to
  - (a) Act on all matters not required to be settled at an Annual General Meeting.
  - (b) Give notice of motion or make recommendations to a General Meeting.
  - (c) Fill any vacancy arising within the Executive Committee.
  - (d) Appoint sub committees.
  - (e) Co-opt as and when necessary.
- 3.3. This committee shall meet as often as the business of the Association demands but not less than three times per year. 50% of Member Associations shall be a quorum providing all Member Associations have been notified in writing of such a meeting. An additional two representatives from each Member Association will be entitled to attend the Executive

Committee meetings but only the delegate is allowed to vote.

- 3.4. It is expected that unless there are genuine extenuating circumstances a Member County missing two or more consecutive meetings of the Association will lose their right to vote until after the following Annual General Meeting providing all members have been notified of such a meeting in writing.
- 3.5. Only delegates of Member Associations that form the Executive Committee will be allowed to vote at a meeting of the Association but when votes cast are equal then the Chairperson has the casting and final vote. Voting by proxy will not be accepted.
- 3.6. The Association will reimburse any reasonable expenses incurred by the Officers on behalf of the Association.
- 3.7. The Hon Secretary shall keep records of all business transacted at meetings of the Association and submit a report to the Annual General Meeting.
- 3.8. The Hon Secretary will distribute to members of the Executive Committee and Affiliated Members a copy of the minutes of a meeting of the Executive Committee within 21 days of any such meeting.
- 3.9. The Hon Treasurer shall be responsible for the handling of all the Association money which shall be deposited in an approved account(s) in the name of the Association. Money in this account shall be authorised for disbursement upon the signature of the Hone Treasurer and either of the Chairperson or Hon Secretary.
- 3.10. The Hon Treasurer shall keep a record of all property belonging to the Association, to include holder and location of said property. A written confirmation of receipt and return by the holder to be obtained.
- 3.11. The Hon Treasurer shall render to the Annual General Meeting a precise account of income and expenditure or at any time with reasonable notice to the Executive Committee.
- 3.12. The Association accounts shall be audited annually.
- 3.13. In the event of the Association being disbanded, all money after the settlement of debts and liabilities shall be distributed between Member Associations and Affiliated Clubs. Any such payment would vary accordingly to reflect the difference between Members and Affiliated Clubs.

#### **4. ANNUAL GENERAL MEETING**

- 4.1. An Annual General Meeting of the Association shall be held every year and there shall not be more than 15 months between one Annual General Meeting and the next. At least 60 days written notice of an Annual General Meeting shall be given to each member.
- 4.2. The business transacted shall include:
  - Approval of the minutes of the previous Annual General Meeting
  - The Chairperson's remarks
  - Honorary Secretary's report
  - Honorary Treasurer's financial statement
  - Honorary Development Officers' reports
  - The election of the Officers and Honorary Auditor

- Any amendments/proposals the constitution or the Rules for Playing Carpet Bowls.
- The level of subscription.

- 4.3. This meeting may be attended by any persons that are members of a Member Association or Affiliated Clubs or of those seeking membership. Any person may with the permission of the Chairperson speak. Only delegates representing a Member Association may make proposals or vote. No delegate is entitled to more than one vote.
- 4.4. Any proposals on matters that may properly be discussed at the Annual General Meeting shall be received by the Hon Secretary in writing at least 28 days before the date of the meeting.
- 4.5. A proposal to vary, modify or replace the Constitution and/or Rules for Playing Carpet Bowls may only be made at an Annual General Meeting and should be made in writing to the Hon Secretary as detailed in 4.4 above. Each proposal must be seconded by another County.
- 4.6. The Agenda of this meeting shall be sent to Member Associations at least 21 days before the date of the meeting together with any relevant documents for discussion.
- 4.7. Nominations for Officers will only be accepted in writing from members 28 days prior to the meeting and not from the floor during the relevant Agenda item at the Annual General Meeting. Should a vacancy remain for which no nominations have been received then nominations will be accepted from the floor for that position only.
- 4.8. All nominations for Officers are to be seconded by another County. All nominees must be in attendance at the meeting. If extenuating circumstances prohibit this occurrence, the nomination will stand only by majority agreement of the meeting.
- 4.9. Voting shall be by ballot card by the representative of each Member Association entitled to vote. When votes cast are equal then the Chairperson has a casting and deciding vote. Voting by proxy will not be accepted.
- 4.10. 50% of Member Associations shall be a quorum providing all such members have been properly notified of the Annual General Meeting.

## **5. SPECIAL GENERAL MEETING**

- 5.1. A Special General Meeting may be called by the Executive Committee or upon written request giving details of the business to be discussed to the Hon Secretary signed on behalf of at least 25% of members.
- 5.2. At least 14 days notice of any Special General Meeting shall be given to all members.
- 5.3. The powers and methods of voting shall be as 4.3 described for the Annual General Meeting.
- 5.4. Only the business for which the Special General Meeting is called will be discussed.

## **6 COMPETITIONS**

- 6.1. Entry to the National County Championships and Champion of Champions shall be at the sole discretion of the Executive Committee. Although an Association must have been a member for a full year prior to either the County Championships or Champion of Champions taking place to be eligible to enter either of those events.

- 6.2. A new Member Association or an Association re-joining the Association may have to await changes to the format being completed and/or the location of a more suitable venue to the one previously used being successfully negotiated prior to being able to take part in either of the events.
- 6.3 The members of any club that belongs to a Member or Affiliated Club of this Association may take part in any ECBA Open event.
- 6.4 The Executive Committee will be responsible for the organization of all its events.
- 6.5. The Executive Committee may dictate a required dress code for anyone taking part in any of its events.

**APPENDIX "A"**

**ENGLISH CARPET BOWLS ASSOCIATION**

The following policies have been implemented and will be maintained and updated as required.

**Child Protection and Vulnerable Adults**  
**Anti Doping**  
**Equality and Diversity**  
**Complaints Procedure**  
**Conflict of Interest**  
**Code of Conduct**  
**Dress Code**