



# CONSTITUTION

13<sup>th</sup> November 2015

# **BOWLS LEICESTERSHIRE CONSTITUTION**

## **13<sup>th</sup> NOVEMBER 2015**

### **1. TITLE**

- 1.1 The title of the organisation will be Bowls Leicestershire, referred to as the 'Association'.
- 1.2 Bowls Leicestershire is the unified outdoor bowls governing body in Leicestershire and Rutland.
- 1.3 The Association will be a Member of Bowls England and will seek to conform to all Bowls England Regulations, Rules and Policies.

### **2. OBJECTIVES**

- 2.1 To administer, promote, encourage and safeguard the level green sport of bowls in Leicestershire & Rutland as promoted by Bowls England (hereinafter called 'BE').
- 2.2 To adopt and enforce the Laws of the Sport of Bowls Current Edition.
- 2.3 To adopt the current rules, regulations and policies of BE.
- 2.4 To review the management and administration of outdoor bowls in Leicestershire and Rutland.
- 2.5 To promote good relationships between other Sporting Bodies.
- 2.6 To promote the instruction and coaching of players in accordance with current standards and regulations.
- 2.7 To hold annual championships in the events leading up to the National Championships conducted by Bowls England, and any other competitions the Association deems appropriate.
- 2.8 To compete in National Competitions, Leagues and other matches the Association deems appropriate.
- 2.9 To hold Inter County matches and arrange matches with other Associations.
- 2.10 To interpret, when called upon by affiliated clubs or members, difficult or doubtful questions of law and practice (in bowls); and to arbitrate in all differences referred to the Association between and among affiliated clubs and members in accordance with BE Rules, Regulations and Policies.

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### 3. MEMBERSHIP

3.1 There will be the following levels of Membership:

- I. Full Membership (Club)
- II. Affiliated Membership (Individuals via Clubs)
- III. Associate Membership (Leagues etc.)
- IV. Honorary Life Membership
- V. Life Membership

#### 3.2 Full Membership (Clubs)

- a. Membership of the Association will be open to all clubs in the counties of Leicestershire and Rutland who play outdoor bowls, either on private greens, or on greens attached to licensed premises, or on municipal or other public greens, provided that such clubs possess level greens with a playing surface, banks and ditches as defined in the Laws of the Sport of Bowls Current Edition.
- b. Clubs playing on greens connected with licensed premises must be managed by an Executive or Management Committee, and must have sole and exclusive use of the funds of the club.
- c. Clubs playing on local authority, state managed or other public greens must have a formal agreement from the local or other authority allowing them use of rinks for competitive purposes. No club playing or intending to play on a local authority or other public green upon which a member club/s is already playing, will become a member of the Association until the existing club/s using the said green have been consulted by the Association, and in the opinion of the Association have offered no bona fide objection to its membership.
- d. Bowls Leicestershire shall comply with the Data Protection Act, and where personal data is held it will be used for administration purposes only.
- e. It shall be a condition of membership of the Association that this Constitution and Rules shall be accepted as binding upon each Member Club and by the individual members of the Club.
- f. **Grievance and Disciplinary procedures:** It shall be a condition of membership of the Association that each member club adopt Bowls England current Regulation 9.

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- g. The Association requires Member Clubs to give full support to UK Sports regulations regarding the use of performance enhancing banned substances and to co-operate with random drug testing authorised by the Association when thought necessary.
- h. The Association requires each Member Club to appoint a Safeguarding Officer.

- i. **MEMBERSHIP AND INSURANCE**

Bowls Leicestershire requires that Full Member clubs have, in the interest of their own membership, civil and public liability insurance cover.

In the event of any Full Member club as defined in the constitution not meeting the requirements of Bowls Leicestershire by failing to have appropriate civil and public liability insurance cover they must advise Bowls Leicestershire in writing and indemnify Bowls Leicestershire against any action that may be forthcoming as a result of noncompliance.

### **3.3 Affiliated Membership (Individuals)**

- a. Individual members who are fully paid up members of an affiliated bowling club.
- b. Where an individual is a member of more than one club, they must pay affiliation fees from both Clubs, and be added to both Clubs list of players.
- c. A player shall not represent or allow their name to be submitted for more than one Club or County in any one year in the County Championships or Competitions.

### **3.4 Associate Membership (Leagues etc.)**

- a. Open to District Associations, Leagues and Touring Teams on payment of an annual affiliation fee decided by Bowls Leicestershire.

- b. **MEMBERSHIP AND INSURANCE**

Bowls Leicestershire requires that Associate Member (Leagues etc.) have, in the interest of their own membership, civil and public liability insurance cover.

In the event of any Associate Member (Leagues etc.) as defined in the constitution not meeting the requirements of Bowls Leicestershire by failing to have appropriate civil and public liability insurance cover they must advise Bowls Leicestershire in writing and indemnify Bowls Leicestershire against any action that may be forthcoming as a result of noncompliance.

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### 3.5 Honorary Life Membership

- a. Life Members of the former Leicestershire Ladies County Bowling Association (LLCBA) and the former Leicestershire Bowling Association (LBA) will retain their status; however their voting rights will be limited to matters within their own section.
- b. Honorary Life Membership of Bowls Leicestershire may be granted to any individual for exceptional services to Bowls Leicestershire or to the sport of bowls.
- c. Nominations for Honorary Life Membership of Bowls Leicestershire should be made in writing to the Administrator, from the Section secretaries as directed by the Section Management Committees.
- d. The Executive Board will consult with appropriate committees and/or the Ladies and Men's sections before a candidate(s) name is put forward to the Annual General Meeting.
- e. The award will be conferred at the Annual General Meeting of the Association.
- f. Honorary Life Members of Bowls Leicestershire shall have the right to vote at Annual and Special General Meetings.

### 3.6 Life Membership

- a. Life Membership of Bowls Leicestershire may be granted to Past Presidents of Bowls Leicestershire upon completion of their year in office.
- b. Nominations for Life Membership of Bowls Leicestershire should be made in writing to the Administrator, from the Section secretaries as directed by the Section Management Committees.
- c. The award will be conferred at the Annual General Meeting of the Association.
- d. Life Members of Bowls Leicestershire do not have voting rights at Annual and Special General Meetings.

### 3.7 Applications for Membership

- a. Clubs must have a minimum membership of 16 playing members.
- b. Applications for membership will be made to the Administrator of the Association and will be accompanied by:

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- I. A list of officials of the club
- II. The address of the Honorary Secretary
- III. An e-mail contact address
- IV. The address of the green
- V. A copy of the club rules and constitution
- VI. The appropriate fees and/or subscriptions
- VII. List of members

c. Before acceptance the club's constitution shall be approved.

#### **4. FEES AND SUBSCRIPTIONS**

- 4.1 The Executive Board shall receive recommendations from the Finance Committee before deciding the amount of fees, subscriptions and levies to be applied.
- 4.2 Clubs shall pay annual fees and/or subscriptions to the Association for each individual player, the amount of which will be decided annually. Such fees and/or subscriptions will be inclusive of those due to Bowls England.
- 4.3 Clubs shall provide a list of members names to the Association on an annual basis.
- 4.4 Such fees and/or subscriptions shall be paid by a date to be determined annually and any club failing to pay these fees and/or subscriptions by the date named will forfeit all the rights and privileges of membership until the whole of the arrears have been discharged.
- 4.5 Where a Club has failed to pay fees and/or subscriptions due individual Member/s shall not be eligible to compete in National or County Championships and/or Competitions whilst such club is in default.
- 4.6 Each club will be required to purchase annually a Bowls England Year Book.
- 4.7 Where a new bowler joins a Club part way through the year, and so as to ensure such individuals are covered by the relevant insurance(s), the secretary of the respective Club will forward the individuals' name, date of membership, fees and/or subscriptions to the Association.

#### **5. MANAGEMENT – THE EXECUTIVE BOARD**

- 5.1 The affairs of the Association will be conducted by an Executive Board and Management Committees for each section.

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### **5.2 The Executive Board**

- a. Comprises the following:
  - I. A Chairperson – 3 year tenure
  - II. Administrator – 3 year tenure
  - III. Treasurer – 2 year tenure
  - IV. Safeguarding Officer – 3 year tenure
  - V. Development Officer – 2 year tenure
  - VI. Secretary of the Ladies section
  - VII. Secretary of the Men's section
  - VIII. Treasurer of the Ladies section
  - IX. Treasurer of the Men's section
  - X. Minimum of 2 Representatives, to create gender balance nominated by the Ladies and/or Men's sections management committees.
- b. The Administrator will invite nominations for the positions of Chairperson, Administrator, Treasurer, Safeguarding Officer and Development Officer from member clubs. Such nominations will be returned to the Administrator. The Section Managements will produce a shortlist. The positions will be elected at Bowls Leicestershire AGM from shortlisted nominees.
- c. The Chairperson, Administrator, Treasurer, Safeguarding Officer and Development Officer, during tenure, will be confirmed in post on an annual basis. At the completion of the tenure, they are eligible for re-election.

### **5.3 Role of the Executive Board**

- a. Manage the affairs and administration of the Association in the best interests of all members.
- b. Develop policies, guide and issue directions consistent with the Associations objectives and of the sport's national governing body.
- c. To receive, consider, comment upon and act as it considers appropriate on any recommendations or issues received from members of the Association and/or its committees.
- d. Bring forward any matters that it considers need to be approved by the Association's Annual General Meeting or Special General Meeting convened for that/those specific matters.
- e. Liaise and generally communicate on behalf of its members with the sport of Bowls National Governing Bodies or other parties as it considers appropriate.

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5.4 Duties of the Executive Board

The Executive Board shall:

- a. Appoint the two delegates to Bowls England from nominations made by each of the two section management committees.
- b. Form sub committees as may be required to carry out its duties.
- c. Devise a strategy and plan for the on-going development of Bowls Leicestershire.
- d. Produce minutes of all meetings.

5.5 Powers of the Executive Board

The Executive Board shall:

- a. Approve matters related to structure, policy, procedure and finance.
- b. Fill vacancies between Annual General Meetings where necessary.
- c. Co-opt persons as it may require who shall have no voting rights.

5.6 Meetings of the Executive Board

- a. The Executive Board shall meet on a minimum of three occasions each year.
- b. The notice and agenda of all meetings shall be sent to all members of the Executive Board at least seven days before the date of the meeting stating the date, starting time and venue.
- c. A quorum for Executive Board Meetings shall be FIVE members of the Constituted Board and no business shall be transacted at a meeting unless a quorum is present at the time when the meeting proceeds to business.
- d. This quorum must include at least TWO of the following officers namely; Chairperson, Administrator, Treasurer.
- e. All members of the Executive Board except the Chairperson shall be entitled to one vote. When voting is equal on any motion the Chairperson shall have a casting vote.
- f. Subject to this Constitution, matters arising at any meeting of the Executive Board shall be decided by a majority of votes.
- g. The Chairperson or FIVE of the Executive Board members may at any time require the Administrator to convene a meeting of the Executive Board within 14 days of receiving notice.



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**6. MANAGEMENT – FINANCE**

6.1 Financial Role of the Executive Board

- a. Oversee all financial matters, advising the Sections on issues of income and expenditure.
- b. Liaise with other committees where financial issues are involved or where input is requested or required and to attend other committees as necessary.

6.2 Financial Duties of the Executive Board

- a. Open and maintain bank accounts as necessary.
- b. Arrange two signatories for each bank account, one being the BL Treasurer with one from two signatories being required to effect payments.
- c. Take out appropriate indemnity insurance cover (see 10 INDEMNITY)
- d. Take out appropriate insurance cover for valuable assets such as trophies, presidential chains of office, equipment etc.
- e. Set the date for year-end accounts.
- f. Set the deadline date for receipt of fees and/or subscriptions.
- g. Request the Section Treasurers to produce statements of income and expenditure as necessary.
- h. Decide the limit of cash-in-hand to be held by BL Officers.
- i. Keep financial records in accordance with current legal requirements.
- j. Produce balance sheets and statements as required.
- k. Arrange for an Independent Accounts Examiner to check and report on annual financial accounts.
- l. Develop and agree procedures as necessary for the allocation and collection of monies.

**7. MANAGEMENT – SECTION MANAGEMENT COMMITTEES**

- 7.1 The roles, duties and powers of each Section Management Committee as defined in Appendices of this Constitution shall be approved by the Executive Board.

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**8. MANAGEMENT – DISCIPLINARY and APPEALS COMMITTEE**

- 8.1 The committee shall comprise of nominees made by the BL Executive Board, one of which shall act as chair of the committee.
- 8.2 The committee will adopt Bowls England current Regulation 9.

**9. ANNUAL GENERAL, SPECIAL GENERAL AND ELECTORAL MEETINGS**

- 9.1 The Annual General Meeting of the Association will normally take place in standard week 46.
- 9.2 The notice and agenda of the Annual General Meeting shall be sent to all Member Clubs at least fourteen days before the date of the meeting, stating the date, starting time and venue.
- 9.3 A Special General Meeting may be convened at any time by the Executive Board or on receipt by the Administrator of a signed request by not less than 10 accredited delegates, each from different clubs, specifying the nature of the business to be submitted to the Special General Meeting.
- 9.4 Each affiliated full membership club is entitled to send two voting delegates, one to represent each club section.
- 9.5 Gender specific issues can only be voted on by gender specific delegates.
- 9.6 The Ladies and Men's Sections Annual Electoral Meetings will take place on dates prior to the date of Bowls Leicestershire AGM.

**10. INDEMNITY**

- 10.1 The Executive Board and each and every member of its sub committees or members acting under delegated powers from such committees/sub committees will, except in the case of willful default or fraudulent acts or admissions, be indemnified by and out of the Association's funds against any loss, damage, expense or liability incurred by reasons of or in connection with any legal proceedings instituted against them or any of them for any act done, admitted or suffered in relation to the performance of any of their duties in respect of the Association or committees thereof.
- 10.2 The Executive Board will effect any appropriate insurance cover in respect of the indemnity provision in this clause at the expense of the Association.

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### **11. DISSOLUTION**

- 11.1 A decision to wind up the Association will require a majority of two thirds of the voting members present and voting at an Annual General Meeting or Special General Meeting convened for that purpose.
- 11.2 60% of voting members shall form a quorum required for the decision to wind up the Association to be valid.

### **12. LIQUIDATION**

- 12.1 In the event of the Association being wound up or dissolved, the funds and assets of the Association remaining after all its debts and liabilities have been satisfied, including the costs and expenses of liquidation, will be distributed by the Association in equal shares to the current member clubs or their successors.
- 12.2 If the situation arises that there are no member clubs remaining at this point in time, then at the liquidation of the Association, the remaining assets will be transferred to Bowls England or 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 Leicestershire and Rutland 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. MATTERS NOT PROVIDED FOR**

- 13.1 Any matters which arise that are not covered by this Constitution will be brought before the Executive Board who will, where appropriate, consult with the appropriate sub-committee and/or both the Ladies and Men's sections in order to arrive at a decision. Such decision will be final, save for matters of law.

### **14. ALTERATIONS TO THE CONSTITUTION OF BOWLS LEICESTERSHIRE**

- 14.1 Alterations or additions to this Constitution will only be made at the meeting designated as the Annual General Meeting or a Special General Meeting convened for that purpose.
- 14.2 Proposals for the alterations to the Constitution shall be given to the Administrator via the respective Club Secretary by the 30<sup>th</sup> September.
- 14.3 Notice of any proposed alteration(s) shall be sent to all Clubs affiliated to the Association at least 14 days prior to the Annual or Special General Meeting called for that purpose.

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14.4 No alteration to any part of this Constitution shall be allowed unless two thirds of the membership eligible to vote and present at such AGM or Special General Meeting shall vote in favour of such alteration.

AGREED