



## CONSTITUTION

### 1. TITLE

The Organisation will be known as '**BOWLS SURREY**' ('BS' in this document) which is a non-profit making organisation.

### 2. MEMBERSHIP OF BE

The Organisation shall be a full member of Bowls England ('BE' in this document).

### 3. AIMS OF THE ORGANISATION

- 3.1. To promote, foster and safeguard the flat green sport of bowls in Surrey.
- 3.2. To adopt and conform to BE Regulations and the Laws governing the Sport.
- 3.3. To effectively manage the financial affairs of the Organisation.
- 3.4. To interpret all rules and regulations.
- 3.5. To arbitrate on all disputes between clubs and members.
- 3.6. To act on all matters of misconduct and discipline in accordance with BE Regulation 9, 9A and 9B Herein after to be referred to as Regulation 9.
- 3.7. To provide a safe environment for children and vulnerable adults in accordance with the Safeguarding Policy of BE.
- 3.8. To respond to requests for advice on the preparation and maintenance of greens.
- 3.9. To promote qualifications both in umpiring and coaching.
- 3.10. To be aware of and disseminate all legislation that might relate to outdoor flat green bowling.

### 4. MEMBERSHIP

- 4.1. Membership of BE and BS shall be by way of affiliation to BS and shall be open to all clubs in the boundaries of Surrey as recognised by the Organisation as existing at September 2015, playing the flat green sport of bowls on private greens, greens attached to licensed premises or on municipal or other public greens, that unless granted an exception by the Organisation conform to the standard laid down in the Laws of the Sport. A club which is a member of BE and BS is, in these Rules, and in the Regulations of BE, called an "affiliated club". All male members of BS shall be members of the Surrey County Bowling Association. (SCBA). All female members of BS shall be members of the Surrey County Women's Bowling Association (SCWBA).
- 4.2. Affiliated Clubs shall adopt Rules for their self-government which must include reference of conformity to all BE Regulations and Policies including Discipline, Equality, Safeguarding and Welfare. In particular all affiliated clubs shall adopt and follow the procedures set out in BE Regulation 9 when dealing with any disciplinary/misconduct issues. These requirements shall be included in club rules/constitutions. A copy of such rules/constitutions shall be sent to the BS Administrator.
- 4.3. Every application for affiliation to BE and BS shall be made to BS and shall be accompanied by:
  - 4.3.1. a list of the officers of the club, together with contact details;
  - 4.3.2. the number of playing members of the club, their names and any other personal information as shall reasonably be required by BS from time to time;
  - 4.3.3. particulars of the green or greens upon which the members play;

- 4.3.4. a remittance for the entrance fee and the first annual subscription specified in Rule 5 hereof;
- 4.3.5. affiliation to BE and BS shall constitute acceptance of these Rules and the Regulations of BE.

## 5. FEES AND SUBSCRIPTIONS

- 5.1. Every club on becoming affiliated to BE and BS shall pay an annual subscription based on club membership on affiliation to BS.
- 5.2. The annual fees shall be paid not later than a date notified by the Administrator. Any club failing to pay by that date shall forfeit the rights and privileges of membership until the whole of the arrears have been paid.

## 6. MISCONDUCT/DISCIPLINE

- 6.1. **General:** Misconduct shall mean misconduct as defined in the relevant BE Rules & Regulations. BS shall adopt the current policy/guidelines of BE under Regulations 9 and 9A.
- 6.2. **Misconduct/Discipline Procedure (Club level):** BS has adopted BE Regulation 9 in matters relating to misconduct and discipline arising at Club level. (See Clause 3.6).
- 6.3. **Suspension or termination of affiliation (County Level):** BS has adopted BE Regulations 9 and 9A. Any appeal made to Bowls Surrey against the decision of a Club Disciplinary Committee under Regulation 9 or any misconduct allegation made directly to BS under Regulation 9A shall be made in writing to the BS Chair. If the BS Chair considers it appropriate a County Disciplinary Committee shall be appointed. After due investigation of the facts, the examination of witnesses, if considered necessary, and any other relevant evidence and hearing the parties or their authorised representatives, the Disciplinary Committee shall determine whether the allegation of misconduct has been proved. If the allegation is proved it will then be for the Committee to determine the appropriate penalty which, in the case of an affiliated club, shall include suspension or expulsion from Bowls Surrey.

## 7. DISPUTE RESOLUTION

The Board shall be empowered to adjudicate on any dispute referred to it, arising between affiliated clubs or between affiliated clubs and their members or between the members of affiliated clubs. The subject of reference or appeal shall be stated in writing to the Administrator, who shall, submit it to the Board whose decision shall be final and binding. The Board will not adjudicate any disputes between affiliated clubs and their members in club competitions as such competitions are primarily matters which should be settled by the committee of the club concerned.

## 8. BOWLS SURREY STRUCTURE/ROLE/RESPONSIBILITY

### 8.1. Structure

The Board shall comprise – Chairperson, Administrator, Board Treasurer, Assistant Treasurer, President SCBA, President SCWBA, Secretary SCBA, Secretary SCWBA, Communications Officer, Member Representatives (one from each gender). With the exception of the Administrator, roles shall be combined.

- 8.1.1. The Chairperson and Administrator shall be elected at the Annual General Meeting for a period of three years but may stand again for re-election thereafter.
- 8.1.2. the Member Representatives shall be elected at the Annual General Meeting for a period of one year but may stand again for re-election thereafter.
- 8.1.3. The SCBA Council, the SCWBA Council and each affiliated club may make nominations with regard to the election of the Chairperson and Administrator and members' representatives. Such nominations must be made in writing at least 28 days before the date fixed for the AGM. Such nominations must conform to the requirements for giving notice of motions in clause 11 below.
- 8.1.4. In the event that any of the elected posts on the Board becomes vacant by virtue of death, resignation or any other cause, the Board shall, at its discretion, appoint a replacement who shall serve until the following AGM when an election shall take place. At the Board's discretion the prohibition of the Administrator having another role shall be suspended until the following AGM.

8.1.5. The Communications Officer shall be appointed by the Board and serve on the Board

8.1.6. The Development Officer, Safeguarding Officer and Webmaster shall be appointed by the Board and shall report to the Board. For clarification these positions will not serve on the Board.

## 8.2. Role

The role of the Board, is to be the Primary link between BE and the two Associations SCBA & SCWBA. It is to ensure that all relevant communications pertaining to "Lawn Bowls" is disseminated to all Clubs and its Membership. It is to undertake the Management and administration of aspects of the County, that have been approved by both SCBA & SCWBA, to be placed under Bowls Surrey control at an AGM. At its discretion, it shall set up working parties. These working parties, must include, two non-board members, one nominated from each Association (Excluding Finance working party).

## 8.3. Responsibilities

Please see Appendix 1, for the current list of responsibilities under Bowls Surrey control.

8.3.1. The Board shall meet not less than four times per year, the year runs from AGM to AGM. Six persons represent a quorum. In addition, the Board will meet with the two Associations, (SCBA - F&GP, SCWBA Executive), not less than twice per year. A quorum is not required.

8.3.2. The Board will determine who will be the Treasurer and Assistant Treasurer (9.1.15 & 9.2.1 refers).

8.3.3. See Appendix 1

8.3.4. Any aspects of the County that have been approved by both SCBA, SCWBA and passed at the AGM shall automatically be added to the Appendix.

## 9. ASSOCIATION SECTION STRUCTURE

### 9.1. Association Officers SCBA

The officers of the Association shall be:

The President, (who shall be Chairperson of the Council and all Committees of the Council), Senior Vice-President, Junior Vice-President, Immediate Past President, Life Members, Treasurer, Competition Secretaries, Secretary, Assistant Secretary and Match Secretary.

9.1.1. The Junior Vice President shall be elected by Council. In the event of a tied vote, the Chairperson shall have the casting vote.

9.1.2. The SCBA President, Senior Vice President and Junior Vice President shall be installed at the AGM.

9.1.3. If the President is unable to serve at any time by virtue of resignation, death, or any other cause the Senior Vice president shall replace him until the following AGM. If the Senior Vice President is unable to serve, the Junior Vice President shall replace him. Nothing in this rule shall prevent the Vice Presidents being elected as President or Senior Vice President, as the case shall be, at a subsequent AGM in accordance with 9.1.13 below. If any of the other senior officers is unable to serve at any time, the Council shall, at its discretion, appoint a replacement who shall serve until the following AGM.

9.1.4. Secretary, Assistant Secretary, Treasurer, Competition Secretaries and Match Secretary shall be appointed by the Council and ratified at the AGM of Bowls Surrey

9.1.5. If any elected position on Council is contested, a ballot of votes shall take place of Members attending the Council meeting. If however, a member is unable to attend, they shall cast their vote by post, and submit it to the Secretary, no less than seven days in advance of the meeting

9.1.6. The Secretary and Treasurer, once ratified at the AGM, shall serve on the BS Board.

### Council

9.1.7. The affairs of the Association shall be managed by a Council comprising the Officers, Honorary Vice Presidents and twenty elected members, all of whom shall be male **and a full member of an affiliated club. Life members of the Association are also included, but do not have to be a member of a Club**".

- 9.1.8. The Council shall be elected annually except as hereinafter provided.
- 9.1.9. The Association shall recommend candidates for Life Membership for outstanding services to the Association and such Life Members shall be officers.
- 9.1.10. Life Membership awards shall be presented at the AGM
- 9.1.11. The Council and each affiliated club shall make nominations to the Annual General Meeting with regard to the election of officers, and such nominees must be male members of affiliated clubs.
- 9.1.12. The officers (except for the President, Senior Vice President, Junior Vice President, Life Members, Secretary, Match Secretary, Treasurer and Assistant Secretary) shall be elected by the delegates at the Annual General Meeting. The sixteen members of clubs shall be nominated by their club and elected at the Annual General Meeting. If required a ballot of votes of affiliated clubs shall be taken by post and declared at the Annual General Meeting. In the event of the postal ballot resulting in a tie then the tie votes shall be decided by ballot to be taken at the Annual General Meeting by the club delegates present at the meeting. In order to complete the make-up of the Council, four places will be taken by a representative from each area (1 to 4).
- 9.1.13. Of the 16 elected members, a club shall only be represented once.
- 9.1.14. The Secretary, Assistant Secretary, Match Secretary and Treasurer shall be appointed by the SCBA Council who shall determine the terms and duration of such appointments and to define duties.
- 9.1.15. The Secretary and Treasurer shall be appointed to the Bowls Surrey Board.
- 9.1.16. The Council shall fill any vacancy arising during the year. Any member so appointed shall hold office until the next Annual General Meeting, when he shall be eligible for nomination
- 9.1.17. Ten members shall form a quorum of the Council for the transaction of business.
- 9.1.18. At least seven days' notice in writing shall be given of all Council meetings.
- 9.1.19. Except as hereinafter provided all members of the Council other than Life Members and the Secretary shall retire from office at the Annual General Meeting held each year.
- 9.1.20. The President and Senior Vice President shall be installed at the Annual General Meeting from the Vice-President(s) from the previous year, or if they shall not be available or willing to serve, from members of affiliated clubs, whether or not they are or have been members of the Council.
- 9.1.21. The Association shall appoint Hon. Vice-Presidents of the Association for special services rendered to the game. Hon. Vice-Presidents shall be entitled to attend, speak and vote at all Council Meetings and attend and speak at Annual (but not Special) General Meetings of the Association, but shall have no vote, except as in, Rule 10.1 unless nominated as delegates of associated clubs of which they are members.
- 9.1.22. The Council shall make Rules for the proper conduct and management of the affairs of the Association provided that such rules are not inconsistent with the Constitution.
- 9.1.23. The Council shall establish committees to advise it on any matters concerning the management of the Association. Members of such committees shall be members of SCBA.

**9.2. Association Officers SCWBA**

The Officers of the Association shall be:

The President (who shall Chair all meetings of the Executive and Council, and all other meetings of the Association), Vice-President, two Competition Secretaries, Secretary, Assistant Secretary, Treasurer, the Benevolent Fund Secretary, and the Delegate to BE. All officers shall be female members of affiliated clubs.

- 9.2.1. The Secretary and Treasurer, once ratified at the AGM, shall serve on the BS Board.

**Executive**

- 9.2.2. The Secretary, Assistant Secretary, Treasurer, Competition Secretaries and Match Secretary shall be appointed by the Council and ratified at the AGM of Bowls Surrey
- 9.2.3. the affairs of the Association shall be managed by the Executive on behalf of the Council and shall comprise the Officers listed above with the exception of the Delegate to BE.
- 9.2.4. the Delegate to BE shall be appointed by the Executive.

- 9.2.5. The President shall be installed at the AGM from the Vice President from the previous year, or if she is not available or willing to serve, from members of affiliated clubs. If it is known prior to the council meeting that the Vice President from the previous year is unable or willing to serve, Council shall appoint the President subject to ratification at the subsequent Annual General Meeting.
- 9.2.6. If unable to serve at any time by virtue of resignation, death, or any other cause the Vice president shall replace her until the following AGM. If the Vice President is unable to serve, the Executive shall, at its discretion, appoint a replacement. In the case of the officers in 9.2.10 below, such a replacement who shall serve subject to confirmation at any subsequent Council Meeting.

### **Council**

- 9.2.7. At least seven days' notice shall be given of all Council meetings.
- 9.2.8. Council shall meet twice a year. The Council shall consist of the Executive and all other Officers appointed by the Executive, and one delegate from each affiliated club. The above shall vote at Council meetings. The following shall be entitled to attend meetings but shall not be entitled to vote, (unless otherwise qualified): all former Presidents and all Life Members of the Association.
- 9.2.9. Each affiliated club shall have the right to make nominations to the October Council meeting with regard to the election or the appointment of Officers and such nominees must be female members of affiliated clubs.
- 9.2.10. The Council shall have power to appoint the following Officers, to determine the terms and duration of such appointments, and to define duties. Secretary – Assistant Secretary – Treasurer – Match Secretary.
- 9.2.11. If required a ballot of votes of affiliated clubs shall be taken by post and declared at the Annual General Meeting for all contested positions. In the event of the postal ballot resulting in a tie then the tie votes shall be decided by ballot to be taken at the Annual General Meeting by the club delegates present at the meeting.
- 9.2.12. If required, a ballot of votes shall be taken at the Council Meeting for all contested positions for the appointment of officers in accordance with 9.2.2 above.
- 9.2.13. Council shall be responsible for the supervision of the Executive. The Executive shall give a report of its business to Council and should consult, as far as possible, on significant issues which are anticipated in the future.
- 9.2.14. Twenty-one voting members shall form a quorum of the Council.

### **Rules and Regulations**

The Executive shall make or amend the Rules and Regulations of the Association provided that such Rules and Regulations are not inconsistent with this Constitution. Any such changes to the Rules or Regulations shall take effect immediately but shall be subject to confirmation by Council.

- 9.2.15. Council shall have the power to establish committees to advise it and the Executive on any matters concerning the management of the Association. Members of such committees shall be members of SCWBA.

### **9.2.16. Life Members**

Council shall make recommendations to the Annual General Meeting for the election of Life Members.

### **9.3. Powers of the Individual Associations**

The two Associations shall meet as a forum, not less than once a year, for consultation, discussion and decision-making concerning recommendations pertaining to the administration of their Association.

## **10. GENERAL MEETING**

- 10.1. The Annual General Meeting of BS shall be held in the month of November every year on a date and at a place to be determined by the Board. The Notice convening the meeting shall include a summary of the business to be transacted and shall be accompanied by the annual report of the Associations and their financial statements.

- 10.2. Special General Meetings of BS shall be convened by the Board when in their opinion it determines sufficient cause exists. In addition, any ten affiliated clubs shall request in writing the convening of a Special General Meeting. Any such request shall be sent in writing to the Administrator and state clearly the nature of the business proposed and shall be signed by officers of the affiliated clubs. The notice convening a Special General Meeting shall state the nature of the business and no other business will be considered.
- 10.3. At least fourteen days' notice in writing of all General Meetings shall be given to all affiliated clubs. Such notices shall be given as electronic or postal communications. Postal Notices shall be deemed to have been received on the second day following that upon which they have been posted, and in calculating such fourteen days' notice the day of receipt and the day of the meeting shall be counted. The Notice shall also be displayed on the County Web Site.  
Notices convening General Meetings shall be addressed to the secretaries of affiliated clubs or to a nominated email address.
- 10.4. Every club shall be entitled to be represented at the Annual General or Special General Meeting by up to two (2) delegates, one mandated to represent the Women's section and one the Men's section of their club in the casting of each vote.
- 10.5. The quorum for a General Meeting of the Organisation shall be one third of delegates representing affiliated clubs and each entitled to vote.

#### **11. NOTICE OF MOTIONS**

- 11.1. Notice in writing of any motion to be moved at an Annual General Meeting must be given to the Administrator at least 28 days before the day fixed for holding the meeting.
- 11.2. Such notice may be given by any affiliated club. In that event, it must be signed by the Chairperson, or President and Secretary of the affiliated club giving such notice of motion.
- 11.3. Such notice may also be given by the Board. In that event it must be signed by the BS Chairperson or Administrator.
- 11.4. Such notice may also be given by the SCBA Council or the SCWBA Council. In that event, the notice must be signed by the President and Secretary of the Association giving the notice.
- 11.5. A notice sent by electronic means is deemed to be a notice served in writing.

#### **12. CHAIRPERSON, ADMINISTRATOR AND TREASURER**

- 12.1. The Chairperson will submit a report on the activities of the Board to the AGM.
- 12.2. The Administrator shall keep a record of all business transacted at Annual and Special General Meetings, and meetings of the Board, and report on the activities of the Section Associations to the AGM
- 12.3. The Treasurer shall tender a full and proper financial report including an income and expenditure report of the past year verified by the person appointed for that purpose at the AGM. Copies of all reports shall be sent to every affiliated Club fourteen days before the Annual General Meeting.

#### **13. LEGAL REQUIREMENTS AND BE POLICIES**

BS has adopted the Policies, Regulations and Guidelines published by BE in particular, but not exclusively, Equality, Safeguarding, Discipline, Welfare and Data Protection.

#### **14. ALTERATION OF THE CONSTITUTION**

Alterations of, or additions to the Constitution shall be made only at an AGM or a Special General Meeting convened for that purpose.

#### **15. DISSOLUTION AND LIQUIDATION OF FUNDS**

A decision to wind up BS shall require a two thirds majority of the voting members present and voting at an AGM or at a Special General Meeting convened for that purpose. In the event of the liquidation of BS the funds and assets remaining after payment and settlement of all debts and liabilities and the costs of expenses of liquidation

shall be passed to any successor Organisation appointed by BE to act on behalf of current Clubs. Should no successor Organisation be formed within 12 months, remaining funds shall be distributed to current clubs in equal proportion to their current full memberships. Management of such a distribution process shall be managed by 2 Trustees specifically appointed, namely the immediate Past Presidents of the SCBA and SCWBA.

#### **16. EXCEPTIONAL PROVISIONS**

Should exceptional circumstances arise, which in the opinion of the Board, prevent an Annual or Special General Meeting being held, the Board shall determine what alternative arrangements should be made as it deems necessary. Any decisions made in accordance with these arrangements shall be effective immediately. They will continue to apply until any subsequent General Meeting.

If any other matters arise as a result of exceptional circumstances which are not provided for in this Constitution, the Board shall deal with such matters as it deems necessary.

#### **APPENDIX 1**

Constitution.

Website and associated programs.

Affiliations.

Competition entry fees.

Competition Rules.

Mixed competitions.

County Colours policy.

Area Boundaries.

County Attire