

## **SUSSEX COUNTY BOWLS – MEN'S SECTION CONSTITUTION**

### **1. TITLE**

The Association shall be called "**Sussex County Bowls – Men's Section**", hereinafter referred to as 'SCB-MS', and shall be affiliated to Bowls England and the 'Home Counties Bowls League'.

### **2. OBJECT**

The objects of the Association shall be: -

- a. To promote, foster and safeguard the sport of flat green bowls at all levels in Sussex providing opportunities for recreation and competition as laid down by the Rules of Bowls England.
- b. To induce Clubs to maintain their greens in as perfect a condition as possible.
- c. To interpret, when called upon by member clubs or members thereof, difficult or doubtful questions of law or practice, and to arbitrate in all differences referred to it between and among affiliated Clubs.
- d. To administer and run Competitions among member clubs in accordance with rules laid out for each individual competition.
- e. To hold and administer Inter County matches.

### **3. MEMBERSHIP**

- a. 'Full Membership' of 'SCB-MS', shall be open to all Bowling Clubs or Bowling Associations located within the administrative boundaries of East or West Sussex provided that such Clubs possess level greens with a playing surface in addition to banks and ditches as defined by the Laws of the Sport. (Clubs with male members, who are member clubs of Sussex County Bowls at 7th December, 2015 will automatically become member of "SCB-MS" as of that date).
- b. 'Associate Membership' shall be open to recognized Bowling Clubs and Associations within the County, having no green of their own. Application for future membership shall be made to the 'SCB-MS' Hon. Secretary. Associate member clubs have no voting rights.
- c. Any such Club or Association shall pay an annual fee for Associate Membership as set by the General Purposes Committee and agreed at the AGM. Para 4 shall only apply to any member of any such Association, who is not paying fees and subscriptions through another club which is a Full Member of this County Association.
- d. Clubs playing on Municipal or other Public Greens should possess a permit from the Municipal or other authority allowing them the use of rinks for competition purposes.
- e. No Club playing or intending to play on a Municipal or other public green upon which an affiliated Club or Clubs is or are now playing shall be affiliated to this Association until the existing Club or Clubs has or have been consulted by the 'SCB-MS' General Purpose Committee.
- f. Any Club applying for membership shall give the names of its office bearers, and the situation and size of its green, after which the application will be considered and determined, by the General Purpose Committee.
- g. Each member Club or Association will make an annual return of its office bearers and playing members to the Hon. County Secretary. Clubs or Associations granted 'Associate Membership' shall indicate alongside each member, the parent club that member belongs to.
- h. Each club shall have authority within its own Association and shall have power to draw up or amend its own Constitution provided however that the Constitution of every club shall contain the following provision;

"All matches shall be played in accordance with the Laws of the Game, as approved by Bowls England. The club and its members shall, as a condition of the continuance of affiliation to Bowls England, at all times and in all respects conform to and be bound by the Constitution of Bowls England".

#### 4. FEES AND SUBSCRIPTIONS

- a. The Annual Affiliation fee due to 'SCB-MS' shall be fixed by the Annual General Meetings - Clubs are required to pay this fee on a per capita basis for each member. Similarly, a per capita fee shall be paid to SCB annually for onward transmission to Bowls England annually the amount of which they will notify SCB.
- b. The Affiliation fees shall be requested by the 'SCB-MS' County Secretary annually and will be required to be received at a date that will be set out on the demand. Failure to pay the dues by the due date will disqualify the club from participating in the affairs of 'SCB-MS' until such fees are paid.

#### 5. ADMINISTRATION

- a. a) The 'SCB-MS' shall be divided into four Divisions; 1, 2, 3 and 4. Each affiliated Club shall be assigned to one of the Divisions as determined by the Executive Committee.
- b. (i) The affairs of 'SCB-MS' shall be conducted by an Executive Committee consisting of the President, Vice President, Junior Vice President, Immediate Past President, Hon. Members, Chairman, Hon. Secretary, Hon. Treasurer, Hon. Competition Secretary, Hon Match Secretary, Hon. Coach, Hon. Assistant Secretary, Hon. Safeguarding Officer, BE Council Member, Hon. Secretary & Treasurer Benevolent Fund, Hon Chaplain, elected member of SCIBA. There shall also be from each Division, 2 Selection Committee Members, 1 Divisional Representative, 1 Divisional Competition Secretary and 1 Vice Patron Divisional Controllers.  
(ii) In addition there shall be one delegate from each 'full member' or 'associate member' club with under 100 members and two delegates from each member club with 100 members and over.  
(iii) Twenty five members to form a quorum.
- c. The Executive Committees shall meet at agreed intervals not less than three times a year including the AGM.
- d. Clubs may substitute their delegate at any time prior to the Meeting **by either the Club Secretary or Club Delegate**, giving notice to the 'SCB-MS' Hon. Assistant Secretary. Advance notification must be submitted by letter on Club headed notepaper or by email. In the event of it being necessary to nominate a substitute on the day of the meeting and close to the start time for the meeting, the Asst. Secretary (or Secretary if unable to contact the AS) must be notified by telephone prior to the time for the commencement of the Meeting.

It is the responsibility of the club to ensure that one of the above officers had received this information and the fact that an email has been sent or a message left on an answerphone is not deemed sufficient. The club must obtain confirmation that the substitute has been noted.

Any person not so notified will not be permitted to take part in the meeting.

- e. Emergency matters shall be dealt with by an "Emergency Committee" comprising the respective President, Immediate Past President, Vice President, Junior Vice President, Chairman, Hon. Secretary and Hon. Treasurer.
- f. Disciplinary matters shall be dealt with by the GPC or Emergency Committee as appropriate in accordance with the Rules and Regulations of Bowls England. In all matters relating to discipline and allegations of misconduct, Bowls England Regulation 9 will apply. Providing the Regulations are then adhered to in their entirety, decisions of an Appeals Committee based on procedure and the rules of natural justice should not be an issue. All clubs must make reference in their Constitution to the use of Bowls England Regulation 9 for all matters relating to discipline and allegations of misconduct.
- g. E-mailing is an accepted form of communication between the Association and its member clubs and its use shall be deemed sufficient for the delivery and receipt of all notices and correspondence without the requirement to also send such notices and correspondence by overland mail. Correspondence will normally be forwarded to both the Club Secretary and the Club Delegate but where one - or both - of these appointments is/are not on email, or the same person fills both positions, then an email address of an alternative club member(s) must be supplied to enable correspondence to be emailed to a minimum of two members for every club.

**6. SUSSEX COUNTY BOWLS MANAGEMENT COMMITTEE**

- a. The President, Hon. Secretary, Hon. Treasurer and one other representative elected from and nominated by the GPC, together with the equivalent members from the Women's Section, shall be members of Sussex County Bowls Management Committee.
- b. This Committee shall be responsible for liaison with Bowls England and the payment of Bowls England Affiliation and National Competition Fees.

**7. GENERAL PURPOSES COMMITTEE** (herein after referred to as GPC)

- a. The GPC shall comprise the President, Vice President, Junior Vice President, immediate Past President, Chairman, Hon. Secretary, Hon. Treasurer, Hon. Assistant Secretary, Hon. Competition Secretary, Hon. Match Secretary and the Safeguarding Officer together with one representative from each of the 4 Divisions. 8 members to form a quorum.
- b. The GPC shall make recommendations to the Executive Committee, deal with business referred to them and with any matters that may arise between Executive Committee Meetings.
- c. The GPC shall have the power to fill by Co-option vacancies occurring in the Committee with the exception of Presidential officer vacancies.
- d. The GPC shall meet at agreed regular intervals not less than three times a year.
- e. The GPC shall appoint Sub-Committees as necessary to fulfil the County's business.
- f. The offices of Hon. Safeguarding Officer, Hon. Chaplain, Hon. Accounts Examiner, Vice Patron Divisional Controllers, HCL & MC Manager, Under 25 Manager and BE Council Member, shall all be appointed by the GPC, together with a County Coach following recommendation from the EBCS.

The GPC shall make recommendations to the AGM for the positions of Divisional Selectors and Divisional Competition Secretaries. On election the Divisional Selectors shall be responsible to the GPC.

**8. COMMITTEES OF APPEAL**

- a. The Executive Committee shall be empowered to adjudicate upon any disputes referred to them by member Clubs as to meaning or interpretation of the laws of the game, or of any of the rules, bye-laws, regulations and conditions, or any matter of practice, policy or complaint which it shall hold to be within its jurisdiction.
- b. The subject of reference or appeal must be stated in writing to the 'SCB-MS' Hon. Secretary, who shall call either a special meeting to discuss it, or postpone its consideration until the next ordinary meeting. All sides shall be heard, and the decision of an Executive Committee shall be final. Please note Section 5f.

**9. HON. SECRETARY AND HON. TREASURER**

- a. The Hon. Secretary shall keep a record of all business transacted at all the meetings of 'SCB-MS' and submit a report at the Annual General Meeting.
- b. The Hon. Treasurer shall submit an annual statement of accounts at the Annual General Meeting and a Balance Statement to each GPC and Executive Meeting.
- c. A copy of the annual statements of accounts that shall have been examined by an Hon. Accounts Examiner and the notice convening the Annual General Meeting shall be forwarded to the Hon. Secretary and/or Delegate of each Club.
- d. The submission of affiliation fees to Bowls England and the provision of a named point of reference for Bowls England shall be the responsibility of the current appointed Joint Treasurer and Bowls England Administrator of the Sussex County Bowls Management Committee.

**10. MEETINGS**

- a. The 'SCB-MS' Annual General Meeting shall be held not later than the end of December each year. The voting at such meeting shall be confined to members of the Executive Committee as provided In

Rule 5b. All persons attending these meetings shall record their name and the Club to which they belong in the books provided for that purpose.

- b. On receipt of a requisition signed by the Secretaries of three or more member Clubs, the 'SCB-MS' Hon. Secretary shall call a Special General Meeting, such requisition to state the nature of the business to be transacted, and no other business than that so stated shall be transacted at such a meeting. Twenty One days' notice shall be given of all General and Special General Meetings.

## **11. ELECTION OF OFFICERS AND COMMITTEE MEMBERS**

- a. The Officers of the Association shall be the President, Vice President, Junior Vice President, Immediate Past President, Chairman, Hon. Secretary, Hon. Treasurer, Hon. Assistant Secretary, Hon. Match Secretary and Hon. Competitions Secretary. (Added SGM 3 Apr 17)
- b. At the Annual General Meeting a Junior Vice President, Chairman, Hon. Secretary, Hon. Treasurer, Hon. Assistant Secretary, Hon. Match Secretary, Hon. Competition Secretary shall all be elected. There shall also be elected from each of the four Divisions, 2 Selection Committee Members, 1 Divisional Representative, and 1 Divisional Competition Secretary. Nominations for any of these positions must be sent by the Nominee's own club on Club headed paper to the 'SCB-MS' Hon. Secretary and received not later than a date to be notified.

**NB.** Election for the six 'Senior Officers' shall only occur every three years - unless a vacancy occurs, or the GPC recommend to the Executive Committee that such an event shall take place. Commencing in 2016:

Year 1: Election of Chairman and Assistant Secretary;

Year 2: Election of Treasurer and Match Secretary;

Year 3: Election of Secretary and Competition Secretary.

- b. No nominations shall normally be required at the Annual General Meeting for the offices of President, Vice President and Immediate Past President as those positions shall be filled by natural progression after one year, but in the event of a vacancy then an election shall take place.
- c. On the recommendation of the GPC Committee, a BE Council Member shall be elected together with two delegates to the Home Counties BA and one delegate to SCIBA.
- d. Notwithstanding Rule 11 (a), in the event of the Presidential Office becoming vacant, the Vice President shall deputise, or, if considered expedient, a Special General Meeting may be called to fill such vacancy. Nominations for any of these offices must be sent by the Nominee's club to the appropriate 'SCB-MS' Hon. Secretary not less than four weeks prior to the Special General meeting called for that purpose.

## **12 HONORARY MEMBERSHIP AND RECOGNITION AWARDS**

- a. All Past Presidents shall become Hon. Members.
- b. The 'SCB-MS' GPC, shall have powers to award Honorary Membership, as recognition for outstanding services to 'SCB-MS'.
- c. Clubs will be invited to forward nominations, to the 'SCB-MS' Hon. Secretary, of members of either gender, who they feel have given exceptional service to their club, and these people will be considered for the Mike Newth Trophy. The County Management Committee will meet to consider all applicants and the winner will be announced at the respective AGM.

## **13. VICE-PATRONS/BE PATRONS**

Any member of the 'SCB-MS' section may become a Vice-Patron of the County or a BE Patron, on payment of the appropriate annual subscription.

## **14. BENEVOLENT FUND. (Added SGM 3 Apr 17)**

- a) The County Benevolent Fund was awarded Charitable Status in June 1974. It shall be managed by a Committee consisting of four permanent Trustees, one of whom shall be elected as the Secretary/Treasurer and shall operate under the terms of the Benevolent Fund Constitution. Replacement Trustees shall be appointed by that Committee in accordance with Rules and Regulations of the Charity Commission and the GPC informed accordingly.

- b) The business of the Committee shall be entirely confidential and restricted solely to members of that Committee and auditors, with an Annual Report and audited Financial Statement being presented to the AGM and published on the County website.
- c) A form shall be sent annually to all clubs seeking donation to the fund and only clubs who make annual donations will be eligible to receive assistance from the fund.

#### **15. SEVERANCE OF MEMBERSHIP**

It shall be competent for the Executive Committees 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.

#### **16. COMPETITIONS**

- a. The Executive Committee shall have entire control of the inter-county matches and other competitions and draw up rules and regulations for the latter, or they may delegate such powers to sub-committees appointed by them for that purpose.
- b. Affiliated Clubs are expected to give reasonable facilities for the holding of competitions promoted by SCB for which the use of a neutral green is required.

#### **17. SELECTION COMMITTEE**

- a. Nominations for the Selection Committees must be received by the Hon. Secretaries not later than 1st November each year. Nominees must be the holders of a Sussex County B.A. (Outdoor) Blazer badge, at the time of nomination.
- b. The GPC shall have the power to fill by Co-option vacancies occurring in the Selection Committee.

#### **18. VOTING PROCEDURES**

##### **a. General Meetings.**

- (i) All Members of the Executive Committee, other than delegates of 'associate member clubs', [elected Officers, Committee Members, Hon. Members and Club Delegates or their properly nominated Substitute – see Rule 5 (b)] – shall all have one vote, except that only Executive members from the relevant Division shall be eligible to vote for the election of Divisional Representatives, Divisional Selectors and Divisional Competition Secretaries for their Division.
- (ii) In the event of a tie in voting **the** President or his/her authorised Deputy shall have a casting vote in all matters other than when two candidates are tied for an elected post in which case an additional and secret ballot will be held with the following three Officers voting – The President, Vice President and Secretary. In the absence of one of these three the Treasurer shall deputise. The winner shall be decided by the majority of the three votes.

##### **b. Executive Meetings.**

- (i) Only Club delegates, other than delegates of 'associate member clubs', or their properly nominated Substitutes shall be entitled to vote.
- (ii) No person in whatever capacity shall have more than one vote in any one matter except that, in the event of any tie in voting a President or his/her authorised Deputy shall exercise his/her casting vote.

#### **19. ALTERATION OF RULES**

Alterations of or additions to all or any of the foregoing Rules shall be made only at an Annual General Meeting or at a Special General Meeting convened for that purpose. Written notice of the terms of the proposed alterations must be sent to the 'SCB-MS' Hon. Secretary not later than four weeks prior to the date of such meeting, and notice of such proposed alteration shall be sent to each Club with the notice convening the meeting.

#### **20. DATA PROTECTION ACT 1984**

All Clubs that supply a list of their members for whatever reason shall be deemed to be aware of the provisions of the Act relating to the disclosure of personal information and to have given their authorisation to such disclosure.

**21. INSURANCE INDEMNIFICATION****a) SCB-MS requires each member Club to have adequate insurance.**

- b)** (i) All Honorary Officers, Delegate Officers and Management Officers of SCB-MS, except in the case of wilful default or fraudulent acts or omissions, shall be indemnified by and out of the funds of SCB-MS, against any loss, damage, expenses or liability incurred by reason or in connection with any legal proceedings instituted against them or any of them for any act done, omitted or suffered in relation to the performance of any of their duties in respect of SCB-MS.
- (ii) SCB-MS shall effect any appropriate insurance cover in respect of the indemnity provision of this clause at the expense of SCB-MS.
- (iii) Each member of SCB-MS shall (to the extent that such person is not entitled to recover under any other policy of insurance) be entitled to be indemnified out of any and all funds available to SCB-MS, 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 SCB-MS or arising there from, or incurred in good faith in the purported discharge of such duties.

**22. EQUALITY AND DIVERSITY STATEMENT**

SCB-MS acknowledges its responsibility under this Legislation to ensure that nobody is unfairly discriminated against solely on grounds of gender, sexuality, age, race, religious belief, disability or level of personal income whilst participating, or seeking to participate, in the Sport of Bowls in Sussex.

**23. SAFEGUARDING POLICY**

The SCB-MS is committed to promoting a safe environment in which children and vulnerable adults can enjoy taking part in games of bowls. It will seek to underpin and enforce this commitment by following and promoting the joint Child Protection Policy and Procedures of the National Governing Bodies.

**24. DISSOLUTION/LIQUIDATION OF SCB**

In the event of the dissolution/liquidation of SCB-MS the funds and assets of SCB-MS remaining after its assets and liabilities have been satisfied, including the costs and expenses of liquidation, shall be distributed by the SCB-MS 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 of Sussex 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 any proprietor, member or shareholder.

**25. NOTIFICATION OF RULES**

It is the duty of every Club to ensure that each of its members is aware of these rules.

**26. MATTERS NOT PROVIDED FOR**

Any matters, which arise, that are not covered by this Constitution shall be brought before the General Purpose Committee for discussion and then, if deemed to be appropriate, to the Executive Committee Meeting or Special General Meetings convened for that purpose.