

# **BOWLS HAMPSHIRE**

## **RULES AND CONSTITUTION**

### 1. Title

The name of the Association shall be Bowls Hampshire (BH).

### 2. Objects

The objects of Bowls Hampshire shall be:

- (a) To promote, foster and safeguard the outdoor game of level green bowls in Hampshire.
- (b) To adopt and enforce the Laws of the Sport, adopted by World Bowls, the English variations.
- (c) To hold Annual County Championships to ensure the County is represented at National Finals.
- (d) To hold other County Competitions as shall from time to time be agreed by the Executive.
- (e) To hold inter County matches.
- (f) To interpret any questions of law and practice and to arbitrate on all matters submitted by Affiliated Clubs or members thereof.

### 3. Bowls England

Bowls Hampshire is a member of Bowls England (hereinafter referred to as BE) and has authority for the administration of the sport of bowls within the County. The BH Rules and Constitution shall not be in contradiction of the Articles of Association of BE.

4. BH shall at its AGM elect individuals to be its Authorised Representatives at General Meetings of BE.

5. No formal correspondence shall be initiated with BE other than through the Secretary.

### 6. Membership

Membership of BH shall be open to all outdoor Clubs which play the level green game of bowls within the boundaries of the County of Hampshire as existing at 31<sup>st</sup> March 1965. Existing Clubs affiliated to the Hampshire County Bowling Association (HCBA) and/or the Hampshire County Women's Bowling Association (HCWBA) at 31<sup>st</sup> December 2010 were automatically transferred to BH. New Clubs joining after that date shall meet the BE entry requirement. Local Associations, all of whose clubs must be affiliated to BE, shall be regarded as Associate Members but with no voting rights.

7. Admission and Subscriptions

Application for membership shall be made in writing to the Secretary, together with the full name of the Club, the name and addresses of its Officers and a copy of the Rules and Constitution (which shall not be in contradiction of the Rules and Constitution of BH) together with any required joining fee. Proposed rules may be submitted in the case of a new Club whose rules are not at that time ratified.

8. All affiliated Clubs are required to pay an Annual Subscription to both BH and BE each being a per capita charge on all bowling members. These capitation fees for BH shall be approved annually by the AGM.

9. Honorary Life Members

All Life Vice Presidents of the HCBA and HCWBA and Past Presidents of the HCBA and HCWBA are recognised as Honorary Life Members of Bowls Hampshire.

10. Management

For administrative purposes the County shall be divided into 4 Areas, the makeup of which can, where necessary, be adjusted by the Executive.

11. The Executive

11.1 Composition

The Executive will comprise the following:

- (a) The Chair and Vice Chair, the Men's President and Senior Vice President, the Ladies President and Senior Vice President, the Immediate Past Presidents, the Secretary and Assistant Secretary (who shall be of different gender), the Treasurer, the Match Secretaries, the Area Secretaries, the Development Officer and the Membership and Yearbook Secretary, all elected at the AGM and all hereinafter referred to as "the Officers".
- (b) Six members (3 of each gender) from each Area nominated by and from the Area Executive and confirmed by the AGM.

11.2 Role

- (a) To manage the affairs of BH in all matters including the administration of finance, but excluding alterations to the Constitution and Rules.
- (b) To create Administrative Regulations to cover all aspects of management and to amend these Regulations as necessary, except for changes in subscriptions and fees, which must be approved by the AGM.
- (c) To approve Competition and Selection Regulations.

- (d) To develop policies and issue guidance and direction consistent with BH and BE objectives.
- (e) To develop the game within the County.
- (f) To submit propositions to the Annual and Special GMs.

### 11.3 Duties

The Executive shall:

- (a) Oversee, manage and delegate, as appropriate, to the Committees listed below and to any other committees it considers appropriate.
- (b) Appoint, as appropriate, Chairs for the Committees formed. The two Presidents will be ex officio members of all Committees and sub committees.
- (c) Seek to resolve any issue referred to it by Clubs or Committees.

### 11.4 Powers

The Executive may:

- (a) Where appropriate, appoint specific Officers/Officials.
- (b) Fill posts that become vacant between AGMs.
- (c) Co-opt persons with specific expertise as it may from time to time require.

### 11.5 Meetings

The Executive shall meet in April and in late September/early October and as often as business dictates. A quorum shall comprise 14 members. In the absence of the Chair and Vice Chair and provided there is a quorum, a Chairperson shall be elected.

## 12. The Area Executive

### 12.1 Composition

The Area Executive shall consist of those Officers, Honorary Life Members and Past Presidents of BH whose Clubs lie within the Area and nominated representatives from each affiliated Club within the Area. Mixed clubs may send two representatives, one of each gender and there shall be one representative for single gender clubs. The name and address of these representatives are to be included in the Club's Annual Return of Officers and membership. Mixed Clubs may cast a total of two votes and the single gender Clubs one vote. Should a Mixed Club have only one delegate present, that delegate, provided he/she has been authorised by the Club committee, may cast both

votes. For those Clubs whose men and ladies are registered with different Areas only one vote shall be used in each Area.

## 12.2 Role

- (a) To manage the affairs of BH within the Area.
- (b) To consider propositions from Clubs and the Executive. Area Secretaries shall ensure that propositions from Clubs in their Area shall be submitted in writing to them in sufficient time to allow the proposals to be sent to other Area Secretaries before whatever closing date is mandated by the Executive.
- (c) To manage the early stages of County Championships and Competitions.
- (d) To appoint selectors to represent the Area in whatever selection processes BH adopts.
- (e) To seek to resolve any issue referred to it by Clubs.
- (f) To appoint six delegates (three of each gender) to represent the Area at the Executive and at the Bowls Hampshire AGM. At that AGM these delegates will have no votes and the Area Secretary(s) will cast a number of votes equal in total and in the same proportion as those cast by clubs at the Area Executive.

## 12.3 Duties

The duties of the Area Executive are:

- (a) To propose to the BH AGM the names of the Area Secretaries who will act as the principal administrators for the Area.
- (b) To propose individuals for election at the AGM for any Office except Life Vice Presidents and make recommendations in respect of the authorised representatives to Bowls England and Trustees of the Benevolent Fund.

## 12.4 Powers

The Area Executive may:

- (a) Fill posts that become vacant between AGMs.
- (b) Co-opt persons with specific expertise as it may from time to time require.

## 12.5 Meetings

Area Meetings shall take place as business demands but there will be a minimum of two meetings per year, one of which shall be for the purpose of considering and voting on all notices of motion that will be taken at the AGM. This meeting must take place at a date which allows clubs to have been circulated with and to have considered these

notices of motion. At meetings 25% of the number qualified to attend shall form a quorum.

### 13. The Finance Committee

#### 13.1 Composition

The Committee will comprise the Chair, Treasurer, Secretary and Assistant Secretary and 3 members appointed annually by the Executive from amongst its numbers/Honorary Life Members/Past Presidents.

#### 13.2 Role

To manage, as delegated by the Executive, the financial affairs of BH including the Benevolent Fund.

#### 13.3 Duties

The duties of the Finance Committee are:

- (a) To review the income and expenditure of BH.
- (b) To review annual summaries of income and expenditure together with a balance sheet, which shall have been audited by an Examiner appointed by the AGM
- (c) To agree anticipated budgets for future annual income and expenditure.
- (d) To set budgets and monitor for sub committees.
- (e) To review and maintain running cost budgets.
- (f) To recommend and approve capital expenditure requests.
- (g) To ensure excess monies are placed in appropriate interest bearing accounts and to recommend how long term funds can best be used for the benefit of BH.
- (h) To ensure affiliation fees and Championship and Competition entry fees are collected and where appropriate, forwarded in good time to BE.
- (j) To constantly assess where unnecessary expense can be avoided.
- (k) To maintain and report the Benevolent Fund accounts in a similar manner to the main bank accounts.
- (l) To produce an Annual Report for the BH Executive

#### 13.4 Powers

The Finance Committee may:

- (a) Fill posts that become vacant between AGMs.
- (b) Co-opt persons with specific expertise as it may from time to time require.

### 13.5 Meetings

Finance Committee meetings shall take place as business demands and on a minimum of 2 occasions per year. At meetings 5 shall form a quorum of which one must be the Treasurer.

## 14. The Management Committee

### 14.1 Composition

The Committee will comprise Chair; Vice Chair; Secretary and Assistant Secretary, Treasurer, 2 Area Secretaries, the Development Officer and the Membership and Yearbook Secretary plus 3 other members appointed annually by the Executive from among its numbers/Honorary Life Members/Past Presidents. Other Officers and Non Executive Officers whose business is to be discussed shall also attend.

### 14.2 Role

The role of the Committee is to assist officers with addressing issues that need in year resolution and to make proposals to the Executive. In particular it will:

- (a) Recommend changes to the BH Rules and Constitution.
- (b) Keep under review dress and uniform requirements.
- (c) Keep under review the arrangements and criteria for selection for teams for Inter County and Presidential games and propose any changes/developments.
- (d) Keep under review the way County Championships and Competitions are run and to propose any changes/developments.
- (e) Consider and recommend applications for membership.
- (f) With the Development Officer, to examine ways in which the sport in Hampshire can be developed.
- (g) Ensure the County's Safeguarding Policy is maintained by working with the Child Protection Officers
- (h) Agree changes to format of Yearbook and Website
- (i) Produce an Annual report for the BH Executive.

### 14.3 Duties

(a) The Duties of the Committee are to make proposals to the Executive in line with its role as set out at para 14.2.

### 14.4 Powers

(a) The Management Committee may co-opt persons with specific expertise as it may from time to time require.

14.5 Meetings

(a) Meetings shall take place as business demands and on a minimum of two occasions per annum. At meetings 6 shall form a quorum.”

15. The Emergency and Disputes Committee

The Committee will comprise: Chair, Secretary, Treasurer, the Presidents of that year and the Area Secretaries. Its role is to consider and seek to resolve all disputes, but not disciplinary matters, referred to it by members, Clubs, Areas, the Executive or BE and to act as an Emergency Committee for any urgent matters not able to be dealt with by other committees. It may initially delegate to an Area’s Emergency and Disputes Committee, the composition of which shall be determined by Areas and drawn from officers within the Area, Honorary Life Members, Past Presidents and the elected delegates.

16. Disciplinary Matters

BH has adopted Bowls England Regulation No 9 and this will be the basis for handling all disciplinary matters. County Disciplinary Committees of three will be appointed, as necessary, and, as laid down in the Regulation, with none of the Committees members having had any previous involvement or material knowledge of the complaint.

17. Life Vice-Presidents

BH may from time to time elect Life Vice Presidents, who on election shall be Officers of BH, in recognition of outstanding and exemplary service to the BH. Proposals for the exceptional award of Life Vice Presidency shall be made in confidence to the Secretary who shall convene a meeting of the Chair, Vice Chair, the Presidents and the Secretary to determine whether the proposal be recommended to the AGM.

18. General Meetings

(a) The Annual General Meeting shall be held in late Nov/early Dec.

(b) The business of the Annual General Meeting shall be:

(i) To elect annually the Officers of BH (other than the Life Vice-Presidents and the Retiring Presidents), the Executive Committee, the Authorised Representatives to Bowls England and the Benevolent Fund Trustees. The Chair and Vice Chair shall initially remain in post for 2 years and retire in rotation. They may be re-elected.

(ii) To receive the annual reports of the Secretary and Chairs of Committees.

(iii) To receive the independently examined balance sheet and statements of accounts.

- (iv) To receive the independently examined balance sheets and statements of accounts of the Benevolent Fund.
- (v) To transact any other admissible and competent business.
- (c) A Special General Meeting may be convened at any time by the Executive Officers, or on receipt of a written request signed by not less than twenty Clubs.
- (d) The notice convening a Special General Meeting shall state the purpose of the meeting and no other business shall be transacted thereat.
- (e) Propositions to a General Meeting, unless from the Executive, shall have different clubs proposing and seconding and must be in the hands of the Area Secretary by whatever date the Executive shall decide.
- (f) Fourteen days notice shall be given of all General Meetings.
- (g) At the BH AGM the Executive Officers will have one vote each and Area Secretaries will cast the votes of their Areas.

19. The Benevolent Fund

The Benevolent Fund shall be governed by a Committee comprising four Trustees, one from each Area and elected by the Annual General Meeting, together with the Presidents, the Treasurer, the County Secretary and the Area Secretaries. Accounts showing expenditure and receipts together with the Balance Sheet of Assets and Liabilities shall be independently examined and presented to the Annual General Meeting but all other business shall be confidential. Meetings will take place as business demands but there will be a minimum of 2 meetings per year. A Trustee shall chair and 5 shall form a quorum.

20. Alterations

No alteration or addition to these rules shall be made other than at the Annual General Meeting or at a special General Meeting called for this purpose, and then only if two thirds of the votes are cast in favour. Notice of any motion to amend these rules shall be given in writing to the County Secretary, at least twenty-one days before the September/October meeting of the Executive and details of the proposal shall be circulated to all Officers of BH and Club delegates at least fourteen days before the Area Meetings.

21. Indemnity Clause

Each member of BH 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 BH, 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 BH or arising there-from, or incurred in good faith in the purported discharge of such duties.

22. Dissolution and Liquidation of Funds



A decision to wind up Bowls Hampshire shall require a majority of two thirds 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 BH the funds and assets remaining after payment and satisfaction of BH debts and liabilities and the costs of expenses of liquidation shall be distributed by BH in equal shares to the then current Clubs.