

**BOWLS LEICESTERSHIRE CONSTITUTION**  
**15<sup>th</sup> NOVEMBER 2019**



**CONSTITUTION**

**15<sup>th</sup> November 2019**

# **BOWLS LEICESTERSHIRE CONSTITUTION**

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## **1. TITLE**

- 1.1 The title of the organisation will be Bowls Leicestershire (abbreviated to BL in this document).
- 1.2 BL is the unified outdoor bowls Governing Body in Leicestershire and Rutland.
- 1.3 BL will be a Member of Bowls England (abbreviated to BE in this document) as the National Governing Body, and will conform to all BE 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 BE, and to ensure equal opportunities for all.
- 2.2 To adopt and enforce the current laws of the sport of bowls as directed and advised by BE.
- 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 relevant Sporting Bodies.
- 2.6 Encourage and promote recognised qualifications in both umpiring and coaching.
- 2.7 To promote the instruction and coaching of players in accordance with current standards and regulations.
- 2.8 To hold annual championships in the events leading up to the National Championships conducted by BE, and any other competitions BL deems appropriate.
- 2.9 To compete in National Competitions, Leagues and other matches BL deems appropriate.
- 2.10 To hold Inter County matches and arrange matches with other County Organisations.
- 2.11 To effectively manage the financial affairs of BL.
- 2.12 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 BL between and among affiliated clubs and members in accordance with BE Rules, Regulations and Policies.
- 2.13 Arbitrate on all disputes between clubs, Leagues and members in accordance with BE Regulation 9.
- 2.14 Act in all matters of misconduct in accordance with BE Regulation 9.

## **3. MEMBERSHIP**

- 3.1 There will be the following levels of Membership:
  - a. Full Membership (Club)
  - b. Affiliated Membership (Individuals via Clubs)
  - c. Associate Membership (Leagues etc.)
  - d. Honorary Life Membership
  - e. Life Membership
- 3.2 **FULL MEMBERSHIP (CLUBS)**
  - a. Membership of BL will be open to all clubs in the counties of Leicestershire and Rutland that 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 a Separate Executive or Management Committee and must have sole and exclusive use of the funds of the club.

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- 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 is already playing, will become a member of BL until the existing club using the said green have consulted with BL; and in the opinion of BL, have offered no bona fide objection to BL membership of the other club using the green.
- d. BL and Member Clubs shall comply with the current data protection legislation, and where personal data is held, ensure it will be used for administration purposes only and destroyed when no longer required.
- e. It shall be a condition of membership of BL 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 BL that each Member Club adopt BE current Regulation 9.
- g. BL 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 BL when required.
- h. BL requires each Member Club to appoint a Safeguarding Officer.
- i. Although not mandatory, BL highly recommends that each Member Club appoint a Development Officer and has at least one qualified Coach.

j. **MEMBERSHIP AND INSURANCE**

BL 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 BL Constitution not meeting the requirements of BL by failing to have appropriate civil and public liability insurance cover they must advise BL in writing and indemnify BL 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 BL.

b. **MEMBERSHIP AND INSURANCE**

BL requires that Associate Member (Leagues etc.) have civil and public liability insurance cover; this is in the interest of their own membership.

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

### 3.5 **HONORARY LIFE MEMBERSHIP**

- a. Honorary Life Membership of BL may be granted to any individual for exceptional services to BL: or to the sport of bowls.

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- b. Nominations for Honorary Life Membership of BL should be made in writing to the Administrator, from the Section Secretaries as directed by the BL Section Management Committees.
- c. The Executive Board will consult with appropriate committees and/or the Ladies and Men's Sections before a candidate(s) name is submitted at the BL AGM.
- d. The award will be conferred at the AGM of BL.
- e. Honorary Life Members of BL shall have the right to vote at AGM and SGM.

## **3.6 LIFE MEMBERSHIP**

- a. Life Membership of BL **may** be granted to Past Presidents of BL upon completion of their year in office.
- b. Nominations for Life Membership of BL should be made in writing to the Administrator, from the BL Section Secretaries as directed by the BL Section Management Committees.
- c. The award will be conferred at the AGM of BL.
- d. 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 County Section.
- e. Life Members of BL do not have voting rights at AGM and SGM.

## **3.7 APPLICATIONS FOR MEMBERSHIP OF BL**

- a. Clubs must have a minimum membership of 16 playing members.
- b. Applications for membership will be made to the Administrator of BL and will be accompanied by:
  - 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's Constitution and Rules.
  - VI. The appropriate fees and/or subscriptions.
  - VII. A list of members.
  - VIII. The above details are required before acceptance of the club's Constitution and Rules shall be approved.

## **4. FEES AND SUBSCRIPTIONS**

- 4.1 The Executive Board shall receive recommendations from the BL Treasurer, in consultation with the Section Treasurers, before deciding the amount of fees, subscriptions and levies to be applied.
- 4.2 Clubs shall pay annual fees and/or subscriptions to BL for each individual player, the amount of which will be decided annually. Such fees and/or subscriptions will be inclusive of those due to BE.
- 4.3 Clubs shall provide a list of members names to BL 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 Where a new bowler joins a Club part way through the year, the secretary of the respective Club will forward the individual's name, date of membership, fees and/or subscriptions to BL. This will ensure such an individual is covered by the relevant insurance(s).

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

5.1 The affairs of BL will be conducted by an Executive Board and Section Management Committees.

### **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 Management Committees will produce a shortlist. The positions will be elected at BL 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 BL in the best interests of all members.
- b. Be responsible for, and manage, all financial matters of BL.
- c. Develop policies, guidance and issue directives consistent with BL’s objectives and of BE as the sport’s National Governing Body.
- d. To receive, consider, comment upon and act as it considers appropriate on any recommendations or issues received from members of BL and/or its Management Committees.
- e. Bring forward any matters that it considers need to be approved at BL’s AGM or SGM convened for that/those specific matters.
- f. Liaise and generally communicate on behalf of its members with the Sport of Bowls National Governing Body or other parties as it considers appropriate.

### **5.4 DUTIES OF THE EXECUTIVE BOARD**

The Executive Board shall:

- a. Appoint the two delegates to BE 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 BL.
- 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.

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- 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 six 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.

## **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 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 valuable 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 Auditor 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.

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

- 8.1 The committee shall comprise of nominees made by BL Executive Board, one of which shall act as chair of the committee.
- 8.2 The Committee will comply with the current Regulation 9 of BE.

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## **9. ANNUAL GENERAL MEETING (AGM) OR SPECIAL GENERAL MEETINGS (SGM) AND ELECTORAL MEETINGS**

- 9.1 The AGM of BL will normally take place in standard week 46.
- 9.2 The notice and agenda of the AGM 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 At AGM or SGM, 30% of all Delegates and Section Officers will constitute a quorum.
- 9.4 At the AGM all Men's and Ladies Section Officers will be elected for one year. These elections will be gender specific. Club Delegates representing the Men's Section will be entitled to vote for Men's Officers, and Club Delegates representing the Ladies Section for Ladies Officers.
- 9.5 A SGM 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 SGM.
- 9.6 Each affiliated full membership club is entitled to send two voting delegates, one to represent each club section.
- 9.7 Gender specific issues can only be voted on by gender specific delegates.

## **10. INDEMNITY**

- 10.1 The Executive Board and each and every member of its Section Management Committees, Sub-Committees, or Members acting under delegated powers from such Committees/Sub-Committees will, except in the case of wilful default or fraudulent acts or admissions, be indemnified by and out of BL'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 BL 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 BL.

## **11. DISSOLUTION**

- 11.1 A decision to wind up BL will require a majority of two thirds of the voting Members to be present at an AGM or SGM convened for that purpose. An approval of 60% of those Members present will be required for the decision to wind up BL to be valid.

## **12. LIQUIDATION**

- 12.1 In the event of BL being wound up or dissolved, the funds and assets of BL remaining after all its debts and liabilities have been satisfied, including the costs and expenses of liquidation, will be distributed by BL 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 BL, 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.

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**14. AMENDMENTS TO THE CONSTITUTION OF BOWLS LEICESTERSHIRE**

- 14.1 Amendments 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 amendments 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 amendment(s) shall be sent to all Clubs affiliated to BL at least 14 days prior to the Annual or Special General Meeting called for that purpose.
- 14.4 No amendment 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 amendment.