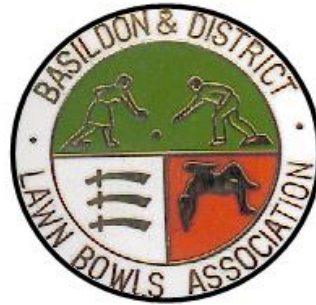


BASILDON & DISTRICT

LAWN BOWLS ASSOCIATION

FOUNDED 1979



CONSTITUTION - NOVEMBER 2023

1. TITLE

The title shall be **"The Basildon and District Lawn Bowls Association" (BDLBA)**, hereafter referred to as **"The Association"**.

2. MEMBERSHIP

- a)** Membership of the Association shall be open to all Lawn Bowls Clubs within the Basildon area.
Applications from other clubs outside the Basildon area will be given due consideration by the Executive Committee who shall have the power to accept or reject such applications.
- b)** Member Clubs are expected to participate in all Association events and Competitions.
- c)** All Member Clubs must be **affiliated to Bowls England**.
- d)** Member Clubs will be limited to a total deemed manageable by the Executive Committee.

3. OBJECTIVES - The primary objects of the Association shall be:

- a)** To promote, foster and safeguard the game of lawn bowls in the area.
- b)** To adopt and enforce the laws of the game laid down by Bowls England.
- c)** To interpret, when called upon by members, questions of law and practice of the game and to arbitrate in disputes between Member Clubs.
- d)** To encourage membership and hold inter-club and other matches or individual competitions.
- e)** To negotiate with the appropriate Local Council, to ensure they provide adequate facilities for playing lawn bowls, for changing and for the preparation of refreshments.
- f)** The Association is committed to promoting a safe environment in which children and vulnerable adults can enjoy taking part in the game of bowls. It will seek to underpin and ensure this commitment by following and promoting the joint Child Protection Policy and Procedures of the National Governing Bodies.

4. AFFILIATION FEE

Each club in membership of the Association shall pay an annual affiliation fee, the amount of which shall be determined at the Annual General Meeting. Fees shall be paid to the Association by the 31st. January each year.

5. ADMINISTRATION

- a)** The Association shall be administered by a Management Committee consisting of an Executive Committee and two Delegates appointed by each Member Club.

- b) The Executive Committee shall consist of: - Chairman, Treasurer, Secretary, League Secretary, Competition Secretary, Indoor Match Secretary and a One Day Competition Secretary all of whom will be Honorary and shall be elected annually at the Annual General Meeting. A President will be voted for by the Executive Committee, and recommended to members and will serve a term not exceeding 3 years.

6. THE EXECUTIVE COMMITTEE

- a) Have the power to co-opt additional members for special duties.
- b) Meet as often as necessary to conduct the business of the Association where five shall form a quorum.
- c) Control the finances of the Association and be the sole authority for interpreting the rules of the Association.
- d) Receive a full list of names and telephone numbers of bona fide club members forwarded to the Association Secretary by the 1st May each year by all member clubs.
- e) Organise the annual Presentation Event.
- f) Have the final decision in the event of any contingency arising, which is not covered by these rules.
- g) Ensure that no expenditure from the funds of the Association shall be made without the sanction of the Executive Committee.
- h) Any claims for expenses to the Treasurer regarding purchases made by Executive Committee members must be accompanied by a VAT receipt.
- i) Should ensure that any matters discussed at Executive meetings are not disclosed to others until agreed by the Committee.

7. ANNUAL AND OTHER GENERAL MEETINGS

- a) The AGM shall be convened as soon as practical after the completion of the outdoor season.
- b) **Election of Committee Members:** All Committee members shall retire annually. All shall be eligible for re-election if they so wish to do so. Nomination forms for the Executive Officers' positions shall be sent to all member Clubs allowing sufficient time for the following stages:
 - i) Completed forms to be returned to the Hon. Secretary at least 28 days before the A.G.M.
 - ii) The Hon Secretary to collate the proposals and distribute the voting list to all member Clubs.
 - iii) Member Clubs to decide their nominations for all posts.
 - iv) Delegates to vote for their Club's preferences at the A.G.M.
- c) In order to maintain continuity of Association business, the Committee shall have the authority to fill any vacant positions by co-option as they arise. Co-opted members shall be subject to formal election at the subsequent A.G.M.
- d) Eleven Delegates shall form a quorum.
- e) All members are able to voice their opinions at the Annual General Meeting and other General Meetings but only Executive Officers and Delegates (or nominated replacements) are able to vote.
- f) The President will take the chair at the A.G.M. and will have a casting vote to obtain a majority decision.
- g) Recommendations and notices of motion for discussion at the A.G.M. shall be submitted in writing to the Hon. Secretary not less than 28 days before the date of the Annual General Meeting.
- h) A Special General Meeting shall be convened at the discretion of the Executive Committee, or on receipt by the Hon. Secretary of an application signed by the Secretaries or Chairman of a majority of Member Clubs. The notice calling such Special General Meeting shall be posted to the members of the Executive Committee and each Club Secretary, stating the purpose for which it has been summoned, and no other business shall be transacted at that meeting.

8. PRESIDENT - The President shall:

- a) Have a tenure not exceeding three years.
- b) Attend any Executive Committee and Delegates meetings.
- c) Take the chair at the A.G.M. until a Chairman is elected.
- d) Represent the Association at official and social functions.

9. CHAIRMAN - The Chairman shall:

- a) Preside at all meetings, except at the A.G.M., when the President shall preside. In the event of the Chairman's absence at all other meetings, the Executive shall nominate one of their number to chair the meeting.
- b) In the event of a tied vote, the Chair shall have the casting vote.
- c) Ensure the Association is run democratically on behalf of its members.
- d) Ensure the members wishes are achieved by open debate and voting.
- e) Sign the minutes from previous meetings, and ensure they are prepared for the Secretary's file.

10. HON. SECRETARY. - The Hon. Secretary shall:

- a) Keep minutes to record the business discussed at various Executive and Delegates' meetings held throughout the year, and shall submit to the Annual General Meeting a report of the proceedings of the Association since the previous A.G.M.
- b) Convene meetings as agreed by the Executive Committee, provide agendas and ensure that Club members are given sufficient time to arrange attendance at the meeting.
- c) Liaise with the Association's sponsors with regard to their continued support of the Association.
- d) Be responsible for the arrangement of the Presentation Event together with a Sub Committee made up from Executive members.
- e) Be the point of contact for mail and telephone calls for Association members.
- f) File and preserve Association document

11. HON. TREASURER - The Hon. Treasurer shall:

- a) Maintain financial records of the Association.
- b) Keep the Committee informed of the financial state of the Association.
- c) Be responsible for issuing cheques, and using online banking to enable electronic payments to be made when required.
- d) Present an audited account to the Annual General Meeting, the income and expenditure the year, together with a balance sheet.

12. LEAGUE SECRETARY - The League Secretary shall:

- a) Prepare the season's Division templates and supply to Club Fixture Secretaries.
- b) Process the weekly result cards and maintain the League tables.
- c) Produce League table reports at regular intervals for all clubs during the season.
- d) At the end of the season, apply team promotions and relegations and publish the new team Divisions.
- e) Maintain and administer the rules as set down by the Association.
- f) Present a full report to the Annual General Meeting.

13. COMPETITION SECRETARY - The Competition Secretary shall:

- a) Produce and distribute to all Clubs, the entry forms for members to complete and return.
- b) Organise the draw for all Competitions in conjunction with another Executive member.
- c) Inform competitors of their opponents in each round.
- d) Be responsible for maintaining and publishing all Competition results.
- e) Produce a report including the names of the finalists in preparation for Finals Day, which they will organise with the help of members of the Executive Committee.

- f) Select and purchase the trophies for the winners and runners up. These will be presented at the prize giving ceremony at the Annual Presentation Event.
- g) Submit a complete report to the Annual General Meeting.

14. INDOOR MATCH SECRETARY - The Indoor Match Secretary shall:

- a) Arrange match fixtures on behalf of the Association against other Associations or Clubs during the Indoor season. These matches can be mixed, men's or ladies rinks according to the wishes of the opponents.
- b) Submit any proposed fixtures to the Association for approval and will also submit a full report to the Annual General Meeting.

15. ONE DAY COMPETITION SECRETARY - The One Day Competition Secretary shall:

- a) Send out paperwork to all the clubs who have entered to check availability.
- b) Prepare the paperwork needed for the day and distribute accordingly.
- c) Liaise with the host club regarding their responsibilities for the day.
- d) Run the day on behalf of the Association according to the rules laid down, manage the scoring in order to get a result to decide the placings.
- e) Select and purchase the trophies for the winners and runners up and arrange the presentation of them to the bowlers on the day.
- f) Publish the results.

16. ALTERATION OF CONSTITUTION

Amendments can only be made at the Annual General Meeting, or at a Special General Meeting convened for that purpose. A decision will be taken based on a majority decision.

17. FINANCIAL YEAR

The Association's financial year shall end on 31st October each year.

18. QUALIFICATIONS

No person shall play in the Association's League or other Competitions for more than one club affiliated to the Association.

19. AUDITORS

An Auditor shall be appointed annually at the Annual General Meeting to audit the accounts.

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