

**RULES AND CONSTITUTION OF THE ST ALBANS AND DISTRICT LADIES BOWLING
ASSOCIATION 1975
REVISED 1982, 1989, 2005, 2007, 2013, 2015**

1	TITLE St Albans & District Ladies Bowling Association
2	OBJECTS To promote and foster the game of bowls To hold matches with other Associations To improve generally the level of bowling
3	MEMBERSHIP Membership of the Association to be open to Ladies of all Bowls Clubs in St Albans and surrounding districts situated in Hertfordshire.
4	SUBSCRIPTION Every Club shall pay an annual fee not later than the AGM. Any Club resigning from the Association must notify the Honorary Secretary before the Annual General Meeting.
5	ADMINISTRATION (i) The affairs of the Association shall be conducted by an Executive Committee consisting of the Officers of the Association namely President, Vice President, Hon. Secretary, Hon. Match Secretary, Hon. Competition Secretary, Hon. Treasurer, Hon. Assistant Treasurer, Hon. Gala Secretary together with executive members the Immediate Past President and one member from each Club. The executive committee shall have the power to fill any vacancy arising among its members during the year.
	(ii) A Selection Committee shall consist of the President, Hon Match Secretary, and one delegate appointed from each Club, up to six (6) of whom shall be called upon at any time to attend.
	(iii) The Executive Committee shall have the power to appoint sub-Committees for the selection of teams, social functions, the annual tour and other necessary activities. President's matches shall be by the invitation of the President only.
	(iv) For the Annual General Meeting one delegate from each club shall have the power to vote. One voting card per club will be supplied at the AGM.
	(v) A Press Officer may be appointed who in this capacity is not a member of the Committee.
6	STATEMENT The President and the Hon Secretary may attend all Committee and sub Committee Meetings
7	MEETINGS Meetings of the Executive will be held throughout the year at approximately 2 month intervals. The Hon Secretary shall keep account of all business transacted at the meetings and shall submit a report to the AGM of the Association activities since the previous AGM. Minutes of the meetings shall be sent to club secretaries and executive committee members via email.

8	<p>FINANCE</p> <p>The Financial year is to end on 30th September. The Hon Treasurer shall render a precise statement of accounts of the past year audited by a person appointed by the AGM. Copies of the balance sheet shall be sent to every affiliated club 14 days before the AGM.</p> <p>Bank and/or building society accounts will be kept into which all association monies will be paid. The accounts to be in the name of 'St Albans & District Ladies Bowling Association'. The signatures of any two of the following shall operate these accounts:</p> <p>Honorary Treasurer Honorary Secretary Assistant Honorary Treasurer</p> <p>Out of pocket expenses to be paid to the Secretary, Treasurer & President, the amount to be agreed at the AGM.</p> <p>The Honorary Assistant Treasurer shall assist with the distribution of stock and collection of match fees during the year.</p>
9	<p>CONSTITUTION & RULES</p> <p>A copy of the Constitution and Rules of the Association and any amendments thereto shall be sent to the Secretary of all Affiliated Clubs on attaining membership or upon passing of any amendments. All Officers of the Association and delegates to the Executive Committee shall be entitled to receive a copy of the Constitution and Rules on their appointment and a copy of any amendments made thereto during their period in office.</p> <p>Any amendments or additions to the Constitution and Rules shall be made only at an Annual General Meeting or Extraordinary General Meeting of the Association convened for such purpose.</p>
10	<p>DISPUTES</p> <p>All disputes to be settled by the Officers of the Committee</p>
11	<p>DRESS CODE</p> <p>Club members playing for the District for the first time to arrive in a white top with District Badge attached. Delegates to assist new club players for the District to abide by this regulation.</p> <p><u>Matches</u></p> <p>District white tops, regulation white skirts, trousers or crop trousers. In hot weather tailored white shorts may be worn.</p> <p>Regulation shoes white, brown or grey.</p> <p><u>Competitions</u></p> <p>Club tops, regulation grey skirts, trousers or crop trousers.</p> <p>Regulation shoes white, brown or grey</p> <p><u>Finals</u></p> <p>Club tops, regulations white skirts, trousers or crop trousers.</p> <p>Regulation shoes brown, white or grey</p>
12	<p>NOTICE OF AGM</p> <p>At least 14 days notice of the AGM together with minutes of the previous AGM, all reports, motions and accounts appertaining to said AGM must be sent to all Officers and Delegates of the Association as well as Club Secretaries by the Honorary Secretary.</p> <p>Notices of motions, from club delegates with a proposer and a seconder, must be sent in writing to the Honorary Secretary by 30th September preceding the AGM. It is assumed that any motions included in the AGM papers will be raised by club delegates and discussed within the clubs prior to the AGM and that the clubs 'voting delegate' be instructed how to vote.</p>

13	<p>ANNUAL GENERAL MEETING</p> <p>The Annual General Meeting shall be held not later than the last day of December each year to:-</p> <ol style="list-style-type: none"> a) Confirm the minutes of the previous AGM. b) Debate any matters arising c) Receive the President's report d) Receive the Secretary's report e) Receive the Treasurer's report & financial statements. f) Receive the Match Secretary's report g) Receive the Competition Secretary's report h) Receive the Gala Secretary's report i) Elect the Officers to the Association j) Discuss and vote on any proposals submitted by member clubs and/or the Executive k) Agree club affiliation fees for the following year. l) Agree match & competition fees for the following year. m) Agree out of pocket expenses to be paid to the President, Secretary & Treasurer n) Every club present at the AGM shall have one vote only and in the case of equal votes on a proposal the President shall have the casting vote.
14	<p>EXTRAORDINARY GENERAL MEETING</p> <p>Proposals</p> <p>Any Club affiliated to the Association may at any time submit, in writing, proposals to the Honorary Secretary for matters to be placed before the Executive Committee. Any such proposals shall be signed by the President or Chairman or Secretary of the Club. If, in the opinion of the Executive Committee, the proposals are of sufficient importance then the Honorary Secretary shall be directed to call an Extraordinary General Meeting of the Association. The notice calling the meeting shall state the purpose for calling the meeting and no other business shall be conducted thereat. A quorum for an EGM shall consist of three Officers of the Association plus one nominated representative from at least 50% of the Clubs affiliated to the Association but must include at least one nominated representative from the Affiliated Club making the proposal.</p> <p>Dissolution</p> <p>If at any General meeting of the association, a resolution be passed calling for the dissolution of the association, the Honorary Secretary shall immediately convene an EGM of the association to be held not less than one month thereafter to discuss the matter and vote on the resolution.</p> <p>If at that EGM the resolution be carried by at least two thirds of the vote the association committee shall thereupon or at such date as shall have been specified in the resolution proceed to realise the assets of the association and discharge all debts and liabilities of the association.</p> <p>After discharging all debts & liabilities the remaining assets shall be split equally and given to each club that is a current member of the association.</p>
15	<p>BOWLS ENGLAND</p> <p>The SADLBA as an associate member of Bowls England adopts:</p> <ol style="list-style-type: none"> a) Bowls England Regulation No. 9 'Disciplinary Rules in relation to Misconduct at Club level and at Licensed Tournaments - Misconduct'. <p>This is to include Regulation 9A & 9B dealing with the appeals procedure.</p> <ol style="list-style-type: none"> b) Safeguarding Bowls Policy and Guidelines (or any other subsequent policy) as approved by Bowls England