



# Constitution and Rules of the St Albans & District Ladies Bowling Association

Revised 2022 – adopted at the EGM held on 23<sup>rd</sup> July 2022

## 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 is 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 affiliation fee not later than the 30<sup>th</sup> November. 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 Executive Officers of the Association namely President, Vice President, Honorary Secretary, Honorary Treasurer, Honorary Match Secretary & Honorary Competition Secretary together with Executive Members namely the Immediate Past President and one member from each fully paid-up Affiliated 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, Honorary 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, galas, the annual tour and other necessary activities.
- (iv) President's matches shall be by the invitation of the President only.
- (v) 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.
- (vi) A Press Officer may be appointed who in this capacity is not a member of the Committee.

## 6 STATEMENT

The President and the Honorary Secretary may attend all committee and sub-committee meetings.

## 7 MEETINGS

Meetings of the Executive Committee will be held throughout the year at approximately 2-monthly intervals. The Honorary Secretary shall keep a record of all business transacted at the meetings and shall submit a report to the AGM of all the Associations activities since the previous AGM. Minutes of the meetings shall be sent to Club Secretaries and Executive Committee members via email.

A handwritten signature in blue ink, appearing to be 'P. Bond', is written over a dotted line.

## **8 FINANCE**

The financial year will run from 1<sup>st</sup> October each year until 30th September of the following year. The Honorary Treasurer shall render a precise statement of accounts for the past year independently examined by a person appointed at the AGM.

Copies of the Financial Statements shall be distributed 7 days before the AGM.

Bank and/or Building Society accounts will be kept into which Association monies will be paid.

A small petty cash float may be maintained for the purposes of paying expenses and other costs.

The accounts are to be in the name of 'St Albans & District Ladies Bowling Association'.

The signature of two of the following will be required for updating the bank mandate:

Honorary Treasurer

Honorary Secretary

One other Executive Officer (includes any recently retired Executive Officers).

The Treasurer alone may sign cheques and make online payments.

Out of pocket expenses will be reimbursed to any Officer or Delegate upon production of an original receipt.

## **9 CONSTITUTION & RULES**

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 the passing of any amendments. All Officers and Delegates of 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. 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.

## **10 DISPUTES**

All disputes to be settled by the Executive Officers of the Association.

## **11 DRESS CODE**

Club members playing for the District for the first time should arrive in a white top with a District Badge attached. Delegates should assist new club players for the District to abide by this regulation.

### **Matches**

District white tops, regulation white skirts, or trousers or crop trousers, or Bowls England shorts, regulation bowling shoes unless notified to the contrary.

### **Competitions**

Club tops, regulation grey skirts, or trousers or crop trousers, or Bowls England shorts, regulation bowling shoes unless notified to the contrary.

### **Finals**

Club tops, regulations white skirts, or trousers or crop trousers, or Bowls England shorts, regulation bowling shoes. Club coloured trousers may be worn but must be worn by the whole team.

## **12 NOTICE OF AGM**

At least 14 days' notice of the AGM together with minutes of the previous AGM, all reports and motions appertaining to said AGM must be sent to all officers and delegates of the Association as well as club secretaries by the Honorary Secretary.

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 their clubs prior to the AGM and that the clubs 'voting delegate' be instructed on how to vote.

### **13 ANNUAL GENERAL MEETING**

The Annual General Meeting shall be held not later than the last day of December each year to:

- 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) Elect the officers of the Association
- i) Vote on any proposals submitted by member clubs and/or the Executive.

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 EXTRAORDINARY GENERAL MEETING**

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 Executive Officers of the Association plus one nominated representative from at least 50% of the clubs affiliated to the Association and must include a nominated representative from the Affiliated Club making the proposal.

### **15 Dissolution**

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.

If at that EGM the resolution be carried by at least two thirds of the vote the Executive Committee shall thereupon or at such date as shall have been specified in the resolution proceed to realise the assets and discharge all debts and liabilities of the Association.

After discharging all debts & liabilities the remaining assets shall be split equally and given to each club that is still a fully paid-up member of the Association.

### **16 BOWLS ENGLAND**

The SADLBA, as an associate member of Bowls England adopts:

- a) Bowls England Regulation No. 9 'Disciplinary Rules in relation to Misconduct at Club Level and at Licensed Tournaments - Misconduct'. This is to include Regulation 9A & 9B dealing with the appeals procedure.
- b) Safeguarding Bowls Policy and Guidelines (or any other subsequent policy) as approved by Bowls England.

