

## **CONSTITUTION**

### **1. Name**

The name of the organisation shall be ...PERTSHIRE BOWLING ASSOCIATION....., hereinafter referred to as the 'Association

### **2. Objectives**

The Association is established to pursue the following objectives:

- a) Participation in the sport of .....LAWN BOWLING....., hereinafter referred to as the 'sport'.
- b) To promote and foster the sport within the County of Perthshire
- c) Membership of appropriate competitions for the purpose of establishing regular competitive play for the County's' representatives
- d) Promoting and maintaining the highest standards of technical competence and safety in the sport .
- e) Upholding the rules of the sport.
- f) Providing equal opportunities for successful participation by all club members of the Association

As part of achieving these objectives the Association has adopted the Child and Vulnerable Adults protection Act.

### **3. Affiliation**

The Association shall be affiliated to BOWLS SCOTLAND

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### **4. Membership**

- a) Membership of the Association is confined to bowling clubs having male members within the County. Any Club being a member of any other Scottish City and Counties Championship Association may not be a member of this Association

- b) All applications by Clubs for membership shall be by written communication to the Association Secretary and if accepted by the Management Committee the appropriate annual membership fee will be due , and thereafter on demand.
- c) Each fully paid up Club shall be entitled to attend and vote at General or Annual General Meetings.
- d) Any Club wishing to withdraw from the Association must give notice to the Association secretary, previous to the AGM otherwise that Club will be held liable for the ensuing year's subscription.
- e) The annual capitation fee for members of the Association and fees for competitions shall be determined at the AGM and payment is due thereafter and not later than the due date for competition entries i.e. the first Saturday in March. Failure to pay fees by that date will result in no competition entries being accepted by the Association from the offending Club.
- f) All members of the Association are subject to the constitution of the Association and the regulations of the National Governing Body.
- g) Officials, clubs and players representing the association in National competitions and events must adhere to the association's code of conduct for such participation.

## **5. Suspension, Refusal or Termination of Membership**

- a) The management committee shall be entitled to:
  - i) Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the association as set out in Rule 2 of this constitution.
  - ii) For good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership provided that the Club concerned shall have the right to be heard by the full management committee before a final decision is made.
  - iii) Any action by the Management in section (ii) or any action taken by the Management against a member or members of a club for breach of the Constitution or for disciplinary breaches shall be open to appeal by the Club or individuals concerned and any such appeal must be made in writing to the Association Secretary with 7 days of the decision being communicated to the Club or individual. On intimation of an appeal the Association Secretary shall call an Appeals Tribunal within 14 days comprising the Association President, the association Vice President and three Past Presidents of the Association who were not part of the decision making group. The Association Secretary shall oversee the tribunal in accordance with Sports Scotland's Getting it Right document but play no other part in the Tribunal including having no vote on the outcome. The Association President shall have a casting vote if required. Where an individual is involved that appellant shall have a right to have a

friend present at the appeal hearing, that friend having observer status only.

- b) The Club may apply for reinstatement at the next general meeting.
- c) Any Club that fails to pay their fees by the date required shall forfeit their right to representation on the management committee and at general meetings, and shall be suspended from taking part in any event that season under the control of the Association until such fees are paid.
- d) Any Club under suspension shall be barred from taking part in any match or event under the control of the Association.
- e) The management committee shall inform the Club in writing of any decision to terminate their membership.
- f) Notification of the termination of a membership will be forwarded to the Governing Body.

## **6. General Meetings**

### **a) Annual General Meeting (AGM)**

The AGM shall be held at 2 p.m. at a venue decided by the Management Committee on either the 3<sup>rd</sup> or 4<sup>th</sup> Saturday in the month of November, and each Club shall be entitled to send two Bona –Fide delegates, but only one delegate shall have a vote. Members of the Management Committee shall have no vote unless being a Club representative. At each AGM the following business shall be conducted:

- i) Receive and confirm the minutes of the previous AGM.
- ii) Presentation of the Association financial accounts for the year.
- iii) Presentation of Associations projected financial situation for the forthcoming year, and the setting of all fees
- iv) Presentation of President's report.
- v) Election of Officers and members of the management committee.
- vi) Any other business brought before the meeting which is deemed relevant by the chairperson
  
- Vii The Association may elect as an Honorary Member, any Gentleman who has been recommended for this honour by the Management Committee for outstanding service to bowling in The County.
  
- Viii Approve the retiring President as an Honorary President
  
- 1X Any constituent Club may have a maximum of two members on the Management Committee.

- X The President or Chairman will have a casting vote at all meetings  
Including the AGM and EGMs

Notice for an AGM shall be a minimum of 21 days.  
A quorum for an AGM shall be 25% of Association Members

b) Extraordinary General Meeting (EGM)

An EGM may be called upon the written demand of:

- i) 25% of the membership.
- ii) The Chairperson.
- iii) 2/3 majority of the management committee.

Notice for an EGM shall be of a minimum of fourteen days notice, and stating the business to be discussed.

## **7. Rules for General Meetings**

- a) A minimum of twenty one days notice in writing shall be given to all members, except in the event of an EGM where the notice shall be a minimum of fourteen days.
- b) The Chairperson, or in his/her absence a member selected by the meeting, will take the Chair.
- c) All members shall register with the Secretary prior to the start of the meeting.
- d) Each Club Representative shall have one vote.
- e) All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.
- f) The quorum shall be one quarter of those eligible to vote.
- g) The Secretary shall keep the minutes of the meetings and record all proceedings and resolutions.
- h) Written notice of proposed additions or alterations, or written notice of motion duly proposed and seconded must be made to the association secretary. In the case of an AGM , not later than 23.59 pm on 30<sup>th</sup> September or in the case of an EGM along with the requirements of same in accordance with general meetings.

## **8. Election of Officers to the Management Committee**

- a) The members of the management committee shall be drawn from the membership, as defined in clause 4 of this constitution.
- b) Candidates shall be elected by paper ballot or open vote at the AGM, and shall be members of the management committee from the conclusion of that AGM until the following AGM.
- c) All nominations of candidates for election if they are unable to attend the AGM shall have the consent of the nominee, be in writing, and be seconded, and be received by the secretary not less than fourteen days before the AGM .
- d) The prospective roles of President and Vice President shall be decided by the Management Committee.

## **9. Members of the Management Committee**

### **The retiring President shall become an Honorary President of the Association**

- a) The Management Committee shall consist of the following Officers:
  - i) President
  - ii) Vice President
  - iii) Past President.
  - iv) Secretary
  - v) Treasurer (posts iv and v may be combined)
  - vi) 12 members from member clubs including retiring President
  - Vii No more than two members from one club
- b) All the above shall be entitled to one vote each at General Meeting only if they are the Club representative on the day
- c) The committee may co-opt any member to any unfilled post until the following AGM, providing that the number of co-optees shall not exceed one third of the total number of persons serving on the committee at that time.
- d) The management committee may appoint any sub-committees it may deem necessary to deal with the matters of the club, until the following AGM. The proceedings of all such committees shall report to the management committee by a representative elected by that sub-committee.

## **10. Rules for the Management Committee**

- a) The Chairperson shall chair the meeting, or in his absence the Vice President or Secretary or a nominee from the committee shall deputise

- b) Fourteen days notice of any meeting of the management committee shall be given by the Secretary, except when:
  - i) The date of the meeting had been agreed at the previous management meeting, in which case seven days notice shall be given.
  - ii) In an emergency the Chairperson may call a meeting at four days notice.
- c) The quorum shall be four of those Officers entitled to vote, as listed at Rule 9. a)
- d) All members of the management committee as listed at Rule 8. a) Shall be entitled to vote.
- e) All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.
- f) The Management Committee shall have the power to transact the ordinary business of the Association , appoint sub committees for any purpose, fill any office that may become vacant through any cause whatever, arrange any Association fixtures considered desirable, draw up and amend if necessary Competitions or fixtures, dispose of all protests and settle all differences which may arise and their decision shall be final and binding on all parties though subject to 5 (iii) of the Association Constitution.

**11. Secretarial and Finance**

- a) The income and property of the association, however derived, shall be applied solely towards the objectives of the association as set out in Rule 2, of this constitution.
- b) The association shall have the power to raise money by means of yearly affiliation fees and match fees as determined by the Association members at the Annual General Meeting.
- c) All monies shall be lodged in a bank account in the name of the Association
- d) The Chairperson, Treasurer and Secretary shall be authorised signatories to sign cheques on behalf of the association, of which two signatories shall be needed.
- e) The financial year of the association shall run from 1<sup>st</sup> October..... till 30 September the following year  
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- f) The Secretary shall keep a record of the transactions of the Association and minutes of the Management Committee

**12. Amendments to the Constitution**

This Constitution may only be amended by a proposal passed by a majority of members present and entitled to vote at an Annual or Extraordinary General Meeting.

**13. The Dissolution of the Association**

- a) Any resolution to dissolve the association may be passed at any General Meeting provided that:
  - i) the terms of the proposed resolution are received by the Secretary at least forty two days before the meeting at which the resolution is to be brought forward, and that
  - ii) at least twenty eight days of the proposed resolution shall be given in writing by the secretary to all members, and that
  - iii) such a resolution shall receive the assent of two thirds of those present and entitled to vote.
  
- b) Upon dissolution of the association, after all association and Trustee liabilities have been cleared, all remaining financial and material assets shall be given or transferred to the remaining constituent clubs of the former Association.

**14. Declaration**

It is hereby certified that this document represents a true and most up to date version of the Constitution of .....THE PERTHSHIRE BOWLING ASSOCIATION

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**SIGNATURES**

Chair .....  
Person

Date .....

Secretary .....

Date .....