

HERTFORDSHIRE BOWLS

A Member of Bowls England



Hon. Executive Secretary

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Foundation: Men 1920, Ladies 1936

HERTFORDSHIRE BOWLS

RULES AND CONSTITUTION

1. Title:

HERTFORDSHIRE BOWLS hereinafter called 'The Association' is a member and guarantor of Bowls England Limited (Company No. 06297656).

2. Objects:

- A. To promote and safeguard the game of Flat Green Lawn Bowls in Hertfordshire.
To adopt and enforce the Laws of the Sport as laid down by the World Bowls Board and the
- B. Rules and Regulations of Bowls England.
- C. To adopt and enforce the Rules and Regulations of Bowls England and its Codes of Conduct.
- D. To hold Championships in Singles, Pairs, Triples, Fours, Junior Singles, Two Wood Singles, Junior Pairs and Senior Fours as a preliminary to the National Championships and any other competition that may be arranged.
- E. To hold Inter-County matches and arrange Matches with other Associations and Clubs.
- F. To interpret when called upon by affiliated Clubs, or members thereof, difficult or doubtful questions of law and practice, and arbitrate in disputes referred to the Association between and among affiliated Clubs and members thereof.
- G. To promote social and other functions.
- H. To do all such things as considered incidental or conducive to the attainment of the above objects or any of them.

3. Responsibilities:

- A. The Association recognises and acknowledges its responsibility as a member of Bowls England to adopt its published national policy for the safeguarding of children and vulnerable adults.
- B. The Association shall further adopt Bowls England published welfare policies relating to, but not restricted to, Drug Abuse and Anti Doping, Equal Opportunities, Sport Equity and Health & Safety.

4. Membership:

- A. Membership of the Association shall be open to Clubs in the County with members that play the flat green game either on Private Greens or Municipal or other Public Greens, provided that such Club possesses level greens having Banks and Ditches and being at least 31 metres long.
- B. Clubs playing on Greens connected with licensed premises must be managed by an Executive Committee, and must have sole and exclusive use of the greens on which they play.
- C. Clubs playing on Municipal or other Public Greens must possess a permit from the Municipal or other authority allowing the use of rinks for competitive purposes.
- D. Annual application for affiliation must be made to the Honorary Executive Secretary of this Association on the Official Form A or such other form as may from time to time be applicable. A list of the Club Officials must accompany the form for any first application. The Executive may grant a new affiliation subject to confirmation at the next meeting of the Council.
- E. It shall be a condition of affiliation that these Rules with the Rules & Regulations of Bowls England shall be accepted as binding upon every Club affiliated to the Association, and through such Club upon individual members thereof.

5. Subscriptions and Fees:

- A. The annual affiliation shall be at such rate as may be determined by Council and shall be based on club membership at 1st May, or such other date as determined by Bowls England. It shall include the amount levied by Bowls England.

- B. The subscription is to be paid for every member entitled to play on the green and a list of those members for whom the subscription is payable must be sent to the Honorary Executive Secretary by 7th May or such other date as the Executive Secretary shall determine to harmonise with Bowls England requirements.”.
- C. Affiliations are due to be paid by 7th May each year or such other date as the Executive Committee shall determine. Any Club failing to make such payment shall forfeit all rights and privileges of membership until the whole of the arrears have been discharged.
- D. Competition entry fees shall be at such rates as may be determined by Council and, with the regulations for play, shall be included in the Competition Bylaws.

6. Officers:

- A. The Officers of the Association shall be the Presidents, Senior and Junior Vice-Presidents, Honorary County Secretaries of each gender, the Honorary Executive Secretary, Honorary Treasurer and Honorary Match Secretary who shall be elected at the Annual General Meeting. The Chair of the Executive Committee (who shall also Chair the Council and General Meetings) and the County Development Officer shall also be Officers of the Association and shall be appointed by the Executive. All nominations for Office shall be made in writing from their Club, or by resolution of the Executive, after the consent of the nominee has been obtained. Nominations must be in the hands of the Honorary Executive Secretary by 31st October each year.
- B. The President of each gender shall serve for one year and on completion of their year of office, shall automatically become a full member of Council for the ensuing two years.
- C. The Chair of the Executive Committee shall be an Officer or Past Officer of the Association.
- D. Officers and Life Members who have been Officers, shall have privilege of making direct application to the Association to participate in its activities.
- E. The Executive shall have power to fill any vacancy amongst the Officers subject to confirmation at the next meeting of the Council.

7. Administration:

- A. The affairs of the Association shall be conducted by a Council consisting of the Officers, the retiring Presidents, Division Chairs and Secretaries, and two delegates (one of each gender) appointed by each affiliated Club. Thirty members shall form a quorum.
- B. The Council shall normally meet in October each year, save in extenuating circumstances that shall require a postponement.”
Fourteen days notice shall be given of all Council Meetings.
- C. Honorary Life Members may attend Divisional, Council and General Meetings but only past Officers shall have power of vote.

8. Executive Committee:

- A. The Executive Committee shall consist of the Officers of the Association, the Immediate Past Presidents, and from each Division, The Chair, Men’s Division Secretary and Women’s Division Secretary. The Chair of the Executive Committee shall have a casting vote only
- B. The Executive Committee shall have power to deal with the affairs of the Association except those considered to be matters of principle or policy. It shall have power to allocate the proceeds of any event as it may decide.
- C. The Executive Committee shall appoint an Emergency Subcommittee consisting of the Presidents of each gender (substitute for each their Senior Vice President) and the Honorary Executive Secretary (or nominated Honorary County Secretary) and shall have power to appoint any other necessary subcommittee.
- D. The Emergency and all other subcommittees report to the Executive Committee.
- E. The Executive Committee shall have power to co-opt should it be warranted by circumstances. The person co-opted shall have no power to vote.
- F. The Hon. Executive Secretary or the Chair of the Executive Committee shall have the right to

summon a meeting of the Executive and any subcommittee whenever in their opinion circumstances require it. At meetings of the Executive Committee seven persons form a quorum.

9. Selection Subcommittees:

- A. The Executive Committee shall appoint each year a subcommittee for each gender, consisting of the President, Senior Vice President, Junior Vice President, Immediate Past President, Honorary County Secretary and a maximum of two members of the relevant gender from each Division.
- B. Each subcommittee shall be responsible for selecting representative teams for their gender specific Friendly County Match programme.
For the selection of inter-county competitions e.g. Johns Trophy, Middleton Cup, Walker Cup, Balcomb Trophy, Eastern Counties Senior League (not including Executive rink), etc. each gender Selection Subcommittee shall appoint a Team Manager and will endeavour to appoint a minimum of two selectors from applications received. Team Managers and Selectors shall not be eligible for selection.

10. Annual, Special and Division Meetings:

- A. The Annual General Meeting of the Association shall normally be held in January each year save in extenuating circumstances that shall require a postponement. Fourteen days notice of it and all General Meetings shall be given to all affiliated Clubs. Thirty members in attendance form a quorum.
- B. If the Executive or Council shall determine that sufficient cause has been shown, a Special General Meeting of the Association must be summoned on the requisition of an affiliated Club, to consider the business set forth in the requisition. The requisition must state clearly the nature of the matter at issue and be signed for and on behalf of the appealing Club by its President or Chairman and the Club Honorary Secretary.
- C. The Notice calling such Special Meeting shall state the purpose for which it has been summoned, and no other business shall be transacted at that meeting.
- D. Members of affiliated clubs may attend and speak at General Meetings, but voting is restricted to two members per club (one of each gender) and those named in 7A.
The Chairman of any meeting shall have a casting vote.
- E. The County shall be divided into four Divisions to which clubs shall be allocated by the Executive. A Chairman shall be elected annually for each division.
- F. Each Division shall normally hold an Annual General Meeting in January each year, save in extenuating circumstances that shall require a postponement, and as often as considered necessary, a meeting open to two delegates (one of each gender) from each affiliated Club within the Division, plus the Division Chairman and Honorary Division Secretaries.
- G. The January meeting shall elect a Division Chairman and Honorary Division Secretaries, and not more than two further members of each gender all of whom shall constitute the Division Committee. Nominations for the ensuing year must be received by the Honorary Division Secretary in writing from clubs, after the consent of the nominee has been obtained, not later than 31st October for circulation with the notice of the January meeting.

11. Honorary Life Membership:

- A. The Association shall have power to elect Honorary Life Members for exceptional special services rendered to the Association. Such Honorary Life Members shall be elected at the Annual General Meeting. Nominations from clubs or the Executive must reach the Honorary Executive Secretary by 30th September.
- B. All existing Honorary Life Members and Past Presidents of Hertfordshire Bowls Association and Hertfordshire County Women's Bowling Association shall be recognised as Honorary Life Members of Hertfordshire Bowls.

12. Records:

- A. The Honorary Executive Secretary shall keep a record of the business transacted at all meetings and shall submit to the Annual General Meeting a report of the proceedings since the previous Annual Meeting.
- B. The Honorary Treasurer shall render to the Annual General Meeting a Financial Statement of the past year ended 30th September. The statement shall be checked and signed by the Accounts Verifier appointed at the Annual General Meeting. Copies of the Statement of Accounts shall be sent to every affiliated Club fourteen days before the Annual General Meeting.
- C. Appropriate records shall be kept by the Honorary County Secretaries and Honorary Division Secretaries of the business transacted at their meetings.

13. Tournaments and Gala Days:

- A. All tournaments and gala days held at Clubs within Hertfordshire shall comply with the tournament licensing regulations of Bowls England.
- B. Where the total reward in cash or kind does not exceed £300, the event must be licensed by the County Association. Applications for licences must be received by the Honorary Executive Secretary at least 90 days before the event. The licence fee shall be up to 10% of the total rewards at the discretion of the Executive.

14. Grievances, Discipline and Misconduct:

- A. In the event that there are allegations of misconduct the Association shall adopt the definitions and follow the procedures set out by Bowls England in its Rules and Regulations Rule 9.
- B. It shall be competent of the Executive after due consideration of any complaint and if need be, the examination of witnesses and relevant documentary evidence, to suspend or determine the membership of any Club or Club member.
- C. In the event that additional evidence of the complaint be forthcoming, such Club or Club member shall have the right to appeal to Council against adverse decision, provided the appeal is signed by the Club President or Chairman and Honorary Secretary, and lodged with the Honorary Executive Secretary within twenty one days of the decision. Such appeal shall state the grounds on which it is made.
- D. The rules of natural justice shall apply to all procedures under this rule.

15. Indemnity and Civil Liability Insurance:

- A. Each Officer and member of the Association shall (to the extent that they are not entitled to recover under any policy of insurance) be indemnified out of any and all funds available to the Association which may be lawfully so applied against all costs, expenses and liabilities whatsoever incurred in the proper execution and discharge of duties undertaken on behalf of the Association or arising there from or incurred in good faith in the purported discharge of such duties.
- B. The Association shall maintain appropriate annual Civil Liability Insurance cover purchased from Bowls England or such other company as the Executive shall decide.

16. Notification of Rules and Constitution:

A copy of the Rules and Constitution shall be sent to the Secretary of each affiliated Club and posted on the Hertfordshire Bowls website.

The Standing Orders and Bylaws shall be posted on the website.

Notwithstanding that it may not embody the Rules and Constitution, Standing Orders, or Bylaws every Club shall purchase a reference copy of the Association Year Book each year it is produced

17. Liquidation and Winding Up:

In the event that the Association is dissolved or wound up, the funds and assets of the Association remaining after the satisfaction of all debts and liabilities, including the cost and expenses of liquidation, shall be distributed to a like sporting body in the County of Hertfordshire. No part of the income or other funds may be used or be available to be used for the pecuniary profit of any proprietor, member or shareholder of the beneficiary.

18. Alteration of the Rules and Constitution

Alterations of, or additions to, all or any of the foregoing Rules and Constitution shall only be made at the Annual General Meeting or a Special General Meeting convened for that purpose. Two months written notice shall be given to the Honorary Executive Secretary and the item shall be included in the Agenda of the subsequent Council Meeting. Amendments to the proposed alterations or additions may be proposed and seconded at this Council Meeting and such alterations, additions and amendments included in the Agenda of the Annual General Meeting or Special General Meeting.

STANDING ORDERS

1. At General Meetings and Council Meetings the Chairman shall have the right to determine the order of the Agenda.
2. All persons wishing to speak shall stand, identify themselves by name and Club, and address the meeting through the Chair.
3. The Mover of a Motion, but not the mover of an amendment shall have the right to reply, after which the question shall be put and a vote taken.
4. No other person shall be allowed to speak more than once on the same Motion, unless permission to explain is given by the Chairman.
5. The Mover of the Motion, when exercising their right to reply, shall not introduce any new matters, but confine the reply to questions raised in discussion.
6. The Secunder of a Motion or an Amendment may do so formally, and exercise the right to speak at a later period of the discussion.
7. All amendments must be relevant to the Motion under discussion and put to the meeting before the motion. A direct negative to a Motion is not a legitimate amendment.
8. If an amendment be negative then another Amendment may be moved to the Motion under discussion but only one amendment shall be submitted to the meeting at one time.
9. No member shall be permitted to move more than one amendment upon the same Motion.
10. Any member who has not already spoken may move that the question be now put, and this being seconded by a like member, the Chairman must take a vote. If carried, the discussion shall cease and after the Mover of the Motion has replied, the vote must be taken.
11. When a Motion has been submitted "that the question be now put" and negatived it shall not be permissible for the same person to again move a similar Motion on the same question, and no similar Motion may be moved by any other person until a record of ten minutes shall have elapsed from the former vote.
12. No motion on any matter not arising out of a report of the Council shall be considered by the General Meeting unless specified in the Agenda.