

# **CONSTITUTION 2023**

## **1. TITLE**

The Association shall be called the London & Southern Counties Bowling Association. The Association shall consist of Clubs (complying with item (5)), playing bowls within the counties of Bedfordshire, Berkshire, Buckinghamshire, Cambridgeshire, Essex, Hampshire, Hertfordshire, Kent, Middlesex, Oxfordshire, Surrey and Sussex.

## **2. HEADQUARTERS**

The Association's Headquarters shall be at the Bounds Green Bowling Club.

## **3. COLOURS**

The Colours of the Association shall be those of the late Rt. Hon. The Earl of Lonsdale, namely Red, Gold and White.

## **4. ANNUAL GENERAL MEETING (AGM)**

An Annual General Meeting of the Association will be held at Headquarters in February or March of each year or by Zoom. In exceptional Circumstances the Executive Committee will be permitted to amend this time. Emergency General Meetings (EGM) shall be called when deemed necessary.

The business to be conducted at the AGM will be :-

to approve the minutes of the previous AGM and any EGM's held since the previous AGM;

to elect the Officers for the forthcoming year;

to elect 'Club' members to the Executive Committee;

to receive a report from the Treasurer and the Statement of Accounts;

to receive reports from the General Secretary, The Outdoor Competition Secretary, and The Indoor Competition Secretary;

to elect/appoint the examiner of the Accounts;

to set the affiliation fees for the coming year;

any other business of which due notice is given by the Executive Committee or any Club.

Any item to be included on the Order of Business (other than those referred to above) must be notified, in writing, to the General Secretary by 1st November in the year prior to the AGM and notified to all members by posting on the website or by other means considered appropriate by the Executive Committee and/or Club making any notice of item, as referred to above.

Notice of the AGM together with its date and the minutes of the previous AGM shall be posted on the Website. At least ten (10) delegates to form a quorum.

Each Officer, Member of the Executive, Life Member and Club Delegate shall be entitled to one vote at an AGM/EGM. The Chairman of the meeting shall only have a casting vote. A Club may send up to two voting Delegates to an AGM/EGM.

No alteration or addition to the Constitution can be made except at an AGM/EGM, it shall only be deemed to have passed if at least two thirds of the votes cast are in favour.

The Executive Committee may make, alter or cancel regulations of the proper day to day running of the Association and covering all activities at any time providing that at least two thirds of the votes cast at the Committee Meeting are in favour. Such alterations and cancellations shall be submitted to the next AGM for ratification.

## **5. AFFILIATIONS**

The Association shall be affiliated to 'Bowls England' and to 'The English Indoor Bowling Association Ltd' (or such other names that may be adopted by the English controlling bodies for both outdoor and indoor flat green bowling).

All Clubs applying to be Affiliated to this Association and to play in the Associations Competitions shall also be affiliated to one or other of these bodies, as appropriate. Affiliated Clubs shall be managed by a committee constitutionally elected at an Annual General Meeting and have full jurisdiction over the affairs of the Bowling Club, including the green and its use.

## **6. OBJECTS**

The object of the Association is to promote the flat green game of Bowls, as played both outdoor and indoor, throughout the twelve Counties of Southern England, referred to in Item 1 above.

All competitions organized by the Association shall be played in accordance with the latest edition of the 'The Laws of the Sport', as published by World Bowls (including domestic regulations).

Outdoor Competitions shall be :- Challenge Shield (2 rinks, open), Gold Badge & Lonsdale (both single handed), Pairs, Triples and Fours, Mixed Pairs and Mixed Fours

Indoor Competitions shall be :- Challenge Shield (4 rinks), Fours, Mixed Pairs and Mixed Fours.

For the Club that is the winner or runner-up of each competition there will be a Trophy and cash prize. All Trophies to remain the property of the Association.

The amount of the cash prizes for each competition shall be set each year by the Executive Committee.

The Executive Committee, taking into account demand, may increase or decrease the competitions.

The Executive Committee may also agree that the Association play both Outdoor and Indoor matches.

## **7. OFFICERS OF THE ASSOCIATION**

The Officers of the Association shall be:- The President (nominated by the Executive Committee). Vice President, The Immediate Past President, Hon. General Secretary, Assistant Hon. Secretary, Hon. Treasurer, Hon. Outdoor Competition Secretary, Hon. Indoor Competition Secretary, Webmaster, Hon Fixture Secretary, Safeguarding Secretary. The Officers to be elected as set out in (4) above. One person may hold more than one office.

## **8. EXECUTIVE COMMITTEE**

Administration of the Association shall be by the Executive Committee, who shall run the Association within the Constitution and make Bye-Laws, as required for the day-to-day running of the Association.

The Executive Committee shall consist of the Officers of the Association, as set out in (7) above plus Four members from Outdoor Clubs and Two members from Indoor Clubs, elected as set out in (4) above.

The Executive Committee shall have the power to co-opt a person to fill any vacancy until the next AGM.

The Executive Committee shall have the power to form Sub-Committees to examine and report on any matter considered relevant and an Emergency Sub-Committee for the resolution of matters in relation to the competitions and any other urgent matter that needs to be resolved or dealt with before a full Executive Committee can be convened.

The Hon General Secretary shall call an Executive Meeting as required. A quorum of this committee shall be 4 members.

The Financial Year of the Association shall commence on the 1st October of each year.

## **9. LIFE MEMBERSHIP**

Life members are our corporate memory with knowledge of the reasons for past decisions and are a valuable asset to the organisation.

The President of the Association shall automatically become a Life Member at the end of their term of office, other executives may become Life members if a majority of the executive agree.

Life Members may attend, speak and vote for the first 5 years after which they may continue to attend but without voting rights, at executive meetings .

The Executive Committee shall be able to recommend to the AGM non voting Honorary Life Membership to any person whose service to the Association are such as to entitle them to this distinction.

**10. MEMBERSHIP OF THE ASSOCIATION**

Membership of the Association shall be all Affiliated Clubs (see (5) above) paying the current years affiliation Fee.

The Affiliation Fee for Outdoor Clubs is due by 31st December of each year and for Indoor Clubs by 31st May of each year.

**11. COMPETITION DATES**

The Closing Date for Entries to the Outdoor Competition shall be 31st December.

Finals Day for Outdoor Competitions will be a Saturday in September – set before the closing date.

The Closing Date for Entries to the Indoor Competitions shall be 31st May.

Finals Day for Indoor Competitions shall be a Saturday or Sunday in March – set before the closing date.

**12. DRESS CODE**

The Dress Code for competitions shall be as set out in the Outdoor and Indoor Competition Rules respectively.

The Dress Code for Matches shall be as set by the Executive Committee.

**13 DUTIES OF THE OFFICERS**

**PRESIDENT**

To Chair the Executive Committee and AGM and to represent the Association as and when required. The President shall have a casting vote in the event of a tied vote on any proposition.

**VICE PRESIDENT**

To assist the President and in the absence of the President to carry out his duties.

**Hon. GENERAL SECRETARY**

To convene, prepare for and attend all General (AGM & EGM) and Special Meetings of the Association and all Executive Committee Meetings. To publish minutes of all meetings. To Take action on any decision made by the Executive Committee. To keep and publish a register of Affiliated Clubs. To invite all outdoor Affiliated Clubs to partake in the Association's Outdoor Competitions. To invite all indoor Affiliated Clubs to partake in the Association's Indoor Competitions. To submit an Annual Report to the AGM of the Association. To maintain an inventory of the fixed assets and property of the Association and ensure adequate Insurance at all times. To act otherwise under the general direction of the Executive Committee. On retirement from office to hand all books, papers, records and other property belonging to the Association back to the Association.

**Hon. ASSISTANT HON. SECRETARY**

To assist the Hon. General Secretary in all functions. On retirement from office to hand all books, papers, records and other property belonging to the Association back to the Association.

**Hon. TREASURER**

To receive and be held responsible for all monies belonging to the Association. To advise the Executive Committee on all monetary matters. To incur and only pay such financial liabilities of the Association as directed by the Executive Committee under special or general authority. To keep funds of the Association in a Bank Account approved by the Executive Committee. To keep and publish proper accounts and balance sheets. To provide to the Independent Examiner of the accounts and the Executive Committee such information as may be required on the finance of the Association. To submit a report and Statement of Accounts to the AGM of the Association. To act otherwise under the general direction of the Executive Committee. On

retirement from office to hand all books, (after being audited), papers, records and other property belonging to the Association back to the Association.

**Hon OUTDOOR COMPETITION SECRETARY**

To make, organize and be held responsible for all arrangements for the Association's Outdoor Competitions, the Semi-Finals and Finals Day. To be responsible for, the running of the Outdoor Competitions. To act under the general direction of the Executive Committee. On retirement from office to hand all books, papers, records and other property belonging to the Association back to the Association.

**Hon INDOOR COMPETITION SECRETARY**

To make, organize and be held responsible for all arrangements for the Association's Indoor Competitions and Finals Day. To be responsible for, the running of the Indoor Competitions. To act under the general direction of the Executive Committee. On retirement from office to hand all books, papers, records and other property belonging to the Association back to the Association.

**Hon WEBMASTER**

To be responsible for keeping the Association's website up to date. To insert information received from the Hon General Secretary, the Outdoor and Indoor Competition Secretaries, or enabling them to insert information. On retirement from office to hand all papers, records and other property belonging to the Association back to the Association.

**Hon FIXTURE SECRETARY**

To arrange all Association Matches and players for same, both outdoors and indoors. To act under the general direction of the Executive Committee. On retirement from office to hand all books, papers, records and other property belonging to the Association back to the Association.

**Hon SAFEGUARDING SECRETARY**

To oversee activities involving vulnerable groups or individuals and introduce appropriate measures when required.

**14. OUT OF POCKET EXPENSES**

Officers of the Association are entitled to receive out of pocket expenses. Members of the Executive Committee are entitled to receive a Meeting Allowance, set by the Executive Committee.

**15. LIQUIDATION**

In the event of the Liquidation of the Association no Affiliated Club, Officer of the Association or member of the Executive Committee shall be responsible for any debt legally incurred in excess of £1.00.

**16. WINDING UP / CLOSING DOWN**

In the event of the Association voluntarily choosing to Wind up or Close down, the funds and assets of the Association remaining after payment and satisfaction of its debts and liabilities shall be distributed by the Association in General Meeting to a sporting body or bodies established substantially or primarily for the purpose of promoting any game or sport provided that the game or sport is conducted for the recreation and benefit or entertainment of the general public in the Area covered by the Association. No part of the Association's funds or part of the income or other funds of the body or bodies operating such sport is used or available to be used for the pecuniary profit of any proprietor, member or shareholder.