

BOWLS WILTSHIRE RULES AND CONSTITUTION REVISED AS PER 2017 AGM.

1. OBJECTIVES

The objectives of BW shall be: -

- 1.1 To promote, foster, and safeguard the sport of outdoor level green bowls in Wiltshire.
- 1.2 To meet their duties and responsibilities under existing government legislation and Bowls England Rules and Regulations.
- 1.3 To adopt and enforce the laws of the sport as laid down by Bowls England.
- 1.4 To hold County Championships and other Competitions /Tournaments that BW deems appropriate.
- 1.5 To hold inter-County and BW matches.
- 1.6 To interpret questions of law and practice on behalf of affiliated clubs or members, when submitted through Club Secretaries/Contacts.
- 1.7 To act as arbitrator when differences are referred to BW by affiliated Clubs or members.

2. INDEMNITY

- 2.1 The Officers shall be indemnified by the BW Executive Committee out of the assets of BW from and against any liability, costs, expenses and payments whatsoever which may be properly incurred or made by them in the exercise of their duties or in relation to any property or assets of BW vested in them, or in relation to any legal proceedings, or which otherwise relate directly or indirectly to the performance of the functions of an Officer of BW.
- 2.2 In every contract, lease, licence or other agreement entered into by the Officers on behalf of BW it shall be expressly stated that "The liability of the Officers for the performance of any contractual or other obligation undertaken by them on behalf of the BW shall be limited to the assets of BW".
- 2.3 Each member (and employees from time to time) of BW shall (to the extent that such person is not entitled to recover under any policy of insurance) be entitled to be indemnified out of any and all funds available to BW, which may lawfully be so applied, against all costs, expenses and liabilities whatsoever incurred by such person in the proper execution and discharge of duties undertaken on behalf of BW or arising there from, or incurred in good faith in the purported discharge of such duties.

3. MEMBERSHIP

- 3.1 Membership of BW shall be open to all 'bona fide' Clubs in the County.
- 3.2 Application is initially made to the Administrator of BW and must be accompanied by a list of:
 - (a) Office Bearers of the Club.
 - (b) The address of the Club
 - (c) Name and address of the Secretary of the Club including e mail address if possible.
 - (d) Name, address and e mail address of the intended Club Contact.Any changes to (a) to (d) above to be notified to the County Administrator by 1st November each year.
- (f) Affiliation Fees for the initial year to Bowls England and BW for both Club and Members of that Club.
- 3.3 All Clubs affiliated to BW will be bound and subject to both the rules of BW and the National Governing Body as amended from time to time.
- 3.4 To provide a smooth transition into the fully unified County structure there will, initially, be two Sections:
 - (a) BW Ladies (b) BW Men

Both sections will retain their Rules and Funds, but where any contradiction occurs, the Rules & Constitution of BW shall take precedence.

Note: As soon as it becomes practical to move any element of the administration, a function or a process to the new parent body, then the transfer should be properly documented and the responsibilities transferred.

3.5 BW may award Honorary Life Membership for special services to BW, subject to approval at the Annual General Meeting, or at a Special General Meeting. Past Presidents to be auto-elected as HLMs.

3.6 BW - the County Governing Body

3.6.1 BW requires any outdoor level green Bowls Club located in Wiltshire and any Bowls Association, League, or Organisation (Tournament / Gala functions etc) operating / administered from within Wiltshire, to register with BW as an Affiliated Member or Associate of BW and to recognise BW as their Governing Body. Failure to meet this requirement will lead to the suspension from BW of any BW registered Clubs / Members who are Members of such bodies or who participate in their activities. Such Clubs / Members may forfeit all rights and privileges of BW membership unless the BW Executive Committee is satisfied that there is a valid reason.

3.7 The Star Award shall be awarded to any Wiltshire bowler who has:

- a) Qualified for the Semi-finals of any National Championship/Competition.
- b) Represented his / her country at International level.
- c) Been elected to serve in a significant capacity in a national bowls association/organisation.
- d) Given, in the opinion of BW, outstanding service in promoting, fostering and developing the game within the county or on a Regional, National or International basis.

Presentation - Where possible Star Awards should be presented at the respective Indoor/Outdoor Annual Presentations or if none then at the Annual General

Meeting, in exceptional circumstances at recipients club Presentation. [Criteria in place since 4 March 2003]

4. FEES AND SUBSCRIPTIONS

4.1 By an agreed date laid down by the BW Executive Committee, all affiliated Clubs must

4.1.1 Pay an annual subscription consisting of:

- (a) Affiliation fee to be paid by each individual club to BW
- (b) Affiliation (Capitation) fee for each individual bowling member to BW
- (c) Affiliation (Capitation) fee for each individual bowling member to Bowls England via BW.

4.1.2 Supply details of each Club Bowling Member

(a) Name of each Bowling Member - together with Telephone Number(s) and e mail address (Club Officers only), must be communicated to the Membership Registrar.

4.1.3 When any additional Members are recruited after the initial notification, then their details must to be notified to the Administrator / Registrar when their BW & BE Fees are paid (or when they replace other named Members who's Fees have already been paid for the year).

4.2 Clubs failing to meet their commitments as in Para 4.1, will forfeit all rights and privileges of membership unless the BW Executive Committee is satisfied with valid reasons for the delay.

4.3 Approval for levying fees and subscriptions will be obtained at the Annual General Meeting or if necessary at an Extraordinary General Meeting convened for that purpose.

4.4 If a player belongs to more than one club they must be affiliated to each club and play their National Championships from only one club. They may play National Competitions from any of those clubs to which they are affiliated.

5. BW EXECUTIVE COMMITTEE

5.1 The affairs of BW shall be conducted by an Executive Committee consisting of the following Officers and invited personnel:

- (a) Chair
- (b) Administrator.
- (c) Financial Controller.
- (d) Fixtures Secretary.
- (e) Competitions Co-ordinator.
- (f) Development Officer
- (g) Bowls England Councillor (Female)
- (h) Bowls England Councillor (Male)
- (i) Ladies Committee Representative
- (j) Mens Committee Representative

All of the Officers in 5.1 (a) to (j) above, may speak and vote.

(k) Assistant Administrator

(l) BE ex Officio.

Officers (k) and (l) may speak but not vote.

Note The Executive Committee is empowered to co-opt any speaking but non-voting personnel to provide additional expertise as deemed necessary and to fill any vacancy arising during the year.

5.2 The Executive Committee is empowered to appoint sub committees and/or individuals for specific purposes and to determine to what extent such sub committees or individuals shall have Executive powers.

5.3 Nominations for Executive Committee posts will be accepted from Sections/Clubs in writing after the consent of the nominee has been obtained, and must be in the hands of the Administrator by 1st October each year. Each position must be nominated and seconded by members of an affiliated BW Club.

5.4 Should nomination not be received for a specific post then the incumbent will, if in agreement, continue in office following nomination and seconding from the floor at the AGM.

5.5 Should the incumbent wish to retire from the post then nominations will be taken from the floor at the AGM.

5.6 The Executive Committee will have power to fill any vacancy arising during the year.

5.7 The Executive Committee shall meet at least four times per year or as often as business requires. Five members will constitute a quorum.

6. EMERGENCY COMMITTEE

6.1 The Emergency Committee shall consist of Chairperson, Administrator and two other post-holders. The Administrator is empowered to call this committee when required. The Emergency Committee will adjudicate on all matters referred to it and its decision shall be final.

7. BOWLS WILTSHIRE MANAGEMENT COMMITTEE

7.1 This committee will consist of Members of:-

- (a) The BW Executive Committee.
- (b) Gender-based Section representatives:-

Ladies Section:- President, S.V. President, J.V. President, Secretary / Administrator, Treasurer, Match Secretary, Competitions Secretary (*All may speak - but not vote*)

Men's Section:- President, S.V. President, J.V. President, Secretary / Administrator, Treasurer, Match Secretary, Competitions Secretary (*All may speak - but not vote*)

(c) Appointed Delegates: Child Protection Officer, and Youth Development Officer (*may speak - but not vote*).

(d) The Membership Registrar (*may speak - but not vote*)

(e) Club Delegates - one per Club (*all may speak and vote*).

(f) The County Coach appointed by BW (*may speak - but not vote*)

(g) BW HLMs and any BW members serving as Directors of Bowls England (*may speak - but not vote*).

7.2 The Management Committee is authorised to permit sub committees where required who will report to the BW Executive Committee.

7.3 The Management Committee shall meet at least twice per year.

8. LADIES AND MEN'S SECTIONS

8.1 The Ladies and Men's Sections to hold gender based Administrative Meetings as required which are open to all members who wish to attend.

8.2 The Rules regarding nomination time-scales, election, voting and appointment of gender-specific Officers, to remain as 2008 WCWBA and WBA Rules respectively.

9. BENEVOLENT FUND

9.1 Benevolent Funds in place during 2008 are to remain the same.

10. COUNTY REPRESENTATIVE TEAMS

10.1 County Friendly Matches - Mixed

These should be selected by

(a) Chairperson.

(b) Administrator

(c) Fixtures Secretary

(d) I.P.P BW Ladies

(e) I.P.P BW Men.

10.2 Ladies Matches - The Ladies section management committee elect selectors **as appropriate** who carry out the selection process. Election is to be confirmed by the Lady members at their Autumn Administration Meeting.

10.3 Men's Matches - The Men's section management committee elect selectors **as appropriate** at their Autumn Administrative Meeting and carry out selection process.

10.4 Any member of BW can make themselves available for BW Mixed Matches as they are separate from BW Men and BW Ladies matches where the qualification process in place will remain.

10.5 Nominations for International Trials will be submitted by the selection teams to the BW Administrator for onward recommendation to Bowls England.

11. GREENS SUB COMMITTEE

11.1 The Administrator in conjunction with the Competitions Co-ordinator is empowered to set up a committee to deal with disputes regarding the suitability of greens for matches and competitions.

12. COUNTY MATCH HONOURS

12.1 BW County representation will be as current gender selection methods, subject to review.

13. ANNUAL GENERAL AND OTHER MEETINGS

13.1 The Annual General Meeting (AGM)

13.1.1 The Annual General Meeting shall be held in December each year, 14 days notice of it and all other General Meetings will be given.

At least two Officers of the Association together with voting representatives from at least 25% of the Member Clubs of the Association' will form a quorum.

(County Officers = *Chairperson, Administrator, Financial Controller, Fixtures Secretary, Competitions Co-Ordinator, Development Officer, or Bowls England Member Councillor(s)*). Propositions for the AGM must be in the hands of the Administrator of BW by the 1st October each year.

(see paragraph 5.3 for nomination of officers).

13.2 Extraordinary General Meeting may be called by:

(a) The Administrator

(b) At the request of the BW Executive Committee.

(c) At the request of at least two of the County Officers - Chairperson, Administrator, Financial Controller, Fixtures Secretary, Competitions Co-ordinator, Development Officer, and B.E. Councillor(s).

(d) On a written request addressed to the Administrator from three affiliated Clubs signed by two officials from each Club (President/Chairman and/or Secretary and/or Treasurer)

13.3 All registered members of BW are entitled to attend, one delegate per club to speak and vote at the Annual General Meeting or Extraordinary General Meetings. The notification of the meeting will contain the item to be discussed and the meeting will limit its discussion to the said item. No other business will be conducted.

All Officers of BW allowed to speak but not vote.

Chairperson to have a sealed envelope casting vote (only opened by tellers if necessary).

14. RESPONSIBILITIES

14.1 **Administrator**

(a) Maintain minutes of all official meetings of BW.

(b) Receive all communications from Bowls England and disseminate as required.

(c) The Administrator will submit an annual report to BW AGM covering the proceedings of the County since the previous AGM.

(d) Will represent Wiltshire at any Bowls England Conferences.

14.2 **Financial Controller**

(a) The Financial Controller will maintain the financial books of Accounts for BW up to date during the financial year.

(b) He/she will be responsible for the preparation of a financial budget; its review under the direction of the BW Executive Committee; and presentation after review to the BW Executive Committee for approval.

(c) The Financial Controller will be responsible for providing the BW Executive Committee with updated accounts and variations to budget information during the year.

(d) For presenting audited financial accounts for each financial year ending 30 September to the BW Executive Committee, and the Annual General Meeting together with any observations given by the 'account scrutineers' Copies of the Finance report and Balance Sheet to be circulated accompanying the Notice of the AGM.

- (e) The BW Executive Council will appoint account scrutineers each year at the Annual General Meeting.
- (f) The Financial Controller is responsible for the collection of monies due to BW and the prompt settlement of bills incurred by BW.
- (g) Will work closely with the gender-specific Financial Assistants to ensure that fees are equalised at the appropriate time.

14.3 Fixtures Secretary

- (a) The Fixtures Secretary will work closely with the gender-specific Fixtures Secretaries - who are responsible for arranging single-gender fixtures with other Associations and anniversary matches with Clubs/Associations as required.
- (b) The Fixtures Secretary and/or the Asst Fixtures Secretaries are responsible for the administration of County Friendly matches.
- (c) Attendance at matches and events as required.
- (d) Send out separate availability sheets for BW Mixed games for any player to sign up. The names will be submitted to BW Fixtures Secretary. These games will not count towards BW Ladies qualification for county register or pocket badge for either gender.

14.4 Competitions Co-Ordinator

- (a) The Competitions Co-ordinator will work closely with the gender-specific Competition Secretaries/Controllers who will arrange Competitions / Championships within BW on behalf of Bowls England or BW.
- (b) The Competitions Co-ordinator/Secretaries/Controllers are jointly responsible for:
 - the administration of competitions, laying down dates for rounds to be played/completed in accordance with rules of competition laid down by Bowls England or BW.
 - ensuring that the 'A' and 'B' designations for National Championship qualifiers are allocated to prevent potential 'double-ups' at the National Championship.

14.5 Bowls England Councillors

- (a) The elected Councillors (one of each gender) will represent the County's interests at Bowls England (BE) General Meetings, BE Group 4 (West) Meetings and may volunteer to serve on a BE Committee.
- (b) The Councillors are responsible for producing a Report following each Meeting, so that the County Administration / Officers are kept fully up to date with BE matters.

15. MISCONDUCT

15.1 Following any allegation of misconduct by a Member, BW will comply with the Bowls England Rules & Regulations pertaining to Misconduct/Disciplinary matters.

16. BOWLS WILTSHIRE EXECUTIVE COMMITTEE IN APPEAL

16.1 The BW Executive Committee shall be empowered to adjudicate upon any dispute referred to it arising between or among Clubs or Members thereof as to the meaning or interpretation of the laws of the sport, or any of the rules, bylaws, regulations and conditions, or any matter of practice, policy or complaint, which it shall hold as within its jurisdiction.

16.2 The subject of reference or appeal must be stated in writing to the Administrator of BW, who will call an emergency meeting to deal with the matter, or postpone decision until the next meeting of the BW Executive Council.

16.3 Parties may be heard on each side, may be represented, and the decision of the BW Executive Committee or Emergency Committee will be communicated to all parties in writing and is to be final.

17. EXPULSION AND SUSPENSION

17.1 BW will comply with the Bowls England Rules & Regulations pertaining to Expulsion / Suspension matters.

18. DATA PROTECTION

18.1 To be added when agreed.

19. ALTERATION OF RULES

19.1 Alteration or addition to these rules can only be approved at an Annual General Meeting or Extraordinary General Meeting of BW.

20. PROTECTION OF CHILDREN AND THE VULNERABLE

20.1 BW will comply with the Bowls England Rules & Regulations pertaining to Protection of children and Safeguarding any Vulnerable Members.

21. DISCRIMINATION, EQUAL OPPORTUNITIES, AND HUMAN RIGHTS LEGISLATION

21.1 BW will comply with the Bowls England Rules & Regulations pertaining to Discrimination, Equal Opportunities and Human Rights Legislation

22. DISSOLUTION

22.1 If, at any Annual General Meeting of BW, a resolution be passed calling for the dissolution of the County, the Administrator shall immediately convene an

Extraordinary General Meeting to be held not less than one month thereafter to discuss and vote on the resolution.

22.2 If, at that Extraordinary General Meeting (or any EGM called for the specific purpose of dissolution), the resolution is carried by at least two-thirds of the voting Members present, the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the County and discharge all debts and liabilities of the County.

22.3 After discharging all debts and liabilities of the County, the remaining assets shall not be paid or distributed to the Member Clubs, but shall be given or transferred to some other voluntary organization having similar objectives.

22.4 The Chairperson, Administrator, Financial Controller, in office at the time of dissolution will administer the distribution of the assets as shown above.

22.5 Should any of the three named Officers not be available to administer the dissolution then up to three current members of BW will be elected in their place at the EGM.

23. MATTERS NOT PROVIDED FOR

23.1 If any matter shall arise which in the opinion of the BW Executive Committee is not provided for in these rules then the same may be determined by BW Executive Committee in such manner as it sees fit and every such determination shall be binding on affiliated Clubs and Members unless and until set aside by a resolution of a General Meeting.