

Norfolk County Women's Indoor Bowling Association

CONSTITUTION

- 1 TITLE
The name of the Association shall be the Norfolk County Women's Indoor Bowling Association, hereafter referred as the Association.
- 2 OBJECTS
To promote and foster the level game of Indoor Bowls for Women in Norfolk.
 - (i) by drawing up rules and regulations for and promoting annual championships open to clubs affiliated to the Association
 - (ii) by drawing up rules and regulations for and promoting other such competitions and tournaments as the Association considers desirable, and for this purpose to act in conjunction with any other Association where this is applicable.
 - (iii) by arranging friendly matches with other Counties and appropriate bodies.
- 3 MEMBERSHIP
 - a) Membership shall be open to all Indoor Clubs in Norfolk affiliated to the E.I.B.A. Clubs applying for affiliation must have greens, banks and ditches conforming to the "Laws of the Game" for Indoor Bowls, with a playing surface of at least 34m, and have facilities available for the holding of matches and competitions organised by the Association.
 - b) Affiliation applications should be made to the Honorary Secretary accompanied by the names and addresses of the Officers, Secretary and Treasurer.
 - c) The Association may, at the AGM. and on the recommendation of the Council, elect Life Members of the Association for special services, who shall be given notice and the AGM. and Council Meetings, and be entitled to attend there, but shall have no right to vote. They may put their name forward for County friendly matches without having to observe the ruling that they must enter National Competitions to qualify.
- 4 FEES AND SUBSCRIPTIONS
 - a) An annual affiliation and levy will be agreed each year at the AGM. Players wishing to compete in County games must become Associate Members at an annual fee, the amount to be agreed at each AGM for the following year.
 - b) Fees are due immediately after the AGM. And must be paid within one month
 - c) Affiliated clubs failing to pay their annual subscriptions within one month shall forfeit all rights and privileges until arrears have been paid, and the Council have approved that their membership be restored.
 - d) Associate Membership must be paid by the AGM.
- 5 ADMINISTRATION
 - a) The affairs of the N.C.W.I.B.A. shall be conducted by a **Council** consisting of:-
 - i) President
 - ii) Senior Vice President
 - iii) Junior Vice President
 - iv) Chairman, who will chair all meetings of which she is a member, but will have no vote in this capacity except a casting vote.
 - v) Hon. Secretary
 - vi) Hon. Treasurer
 - vii) Hon. Match Secretary
 - viii) Hon. Competition Secretary
 - ix) Hon. League Secretary
 - x) Immediate Past President who will serve on all sub-committees during the year
 - xi) Any member of any affiliated club currently serving on the National Executive
 - xii) Delegate appointed by each club. Only the delegate is allowed to vote and take part in the meeting. Delegates need not be an Associate Member. (AGM 2011)
If any of the delegates mentioned above are unable to attend a Council Meeting, substitutes nominated by the club may attend in their stead.
 - xiii) Past County Presidents may attend General and Council meetings without a vote in this capacity.
 - xiv) A Press Officer shall be appointed annually from within the Officers.

- xv) Eight members will form a quorum.
- b) An **Executive Committee** shall implement the business agreed by the Council and shall put before the Council all matters which affect policies governing the Association. They shall meet as often as the business of the Association requires. The Officers of the N.C.W.I.B.A. shall comprise the Executive Committee and shall be:-
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|--------------------------------|--|
| The President | |
| The Senior Vice President | These Officers shall be appointed to serve |
| The Junior Vice President | for one year in each position, nominated |
| The Immediate Past President | from clubs on a rota bases. |
| The Chairwoman | |
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| The Hon. Secretary | These Officers shall be elected annually |
| The Hon. Treasurer | at the AGM. |
| The Hon. Match Secretary | |
| The Hon. Competition Secretary | |
| The Hon. League Secretary | |
- c) An Emergency Committee shall be appointed annually to deal with urgent matters brought to its attention by one of the County Officers. The committee shall be:-
- The President
The Senior Vice President
The Chairwoman
The Hon. Secretary
The Hon. Treasurer
The Hon. Match/Competition/League Secretary as appropriate for the agenda item.
One member who shall be elected annually at the AGM and who must be in attendance at the time of the election. She may attend Council Meetings but may not vote in this capacity.
- d) The Council is empowered to appoint **sub-committees** for specific purposes and the determine to what extent such sub-committee shall have Executive powers.
- e) All proceeding of the Emergency Committee and any **sub-committee** shall report to the Council.
- f) The Council may give Notice of Motion and make recommendations to the AGM and shall have the power to fill any vacancy arising among the Officers or committee during the year, to be ratified at the AGM.
- g) The Council and sub-committees shall meet as often as the business of the Association requires. The Secretary, after consultation with the President, shall notify all members concerned.
- h) An emergency meeting of the Council shall be called by the Secretary on a written request by not less than one third of the Officers and Members of the Council.
- i) Fourteen days notice of any meeting (except emergency) of the Council shall be given by the Secretary to all Officers and members of that committee who shall be entitled to attend.
- j) The Mandate for payment and withdrawals of the Association funds shall consist of 2 of 3 signatures from the Hon. Treasurer, the Hon. Secretary and the Chairwoman.
- k) A **Selection committee** shall be appointed annually whose membership shall at no time include more than two representative from one club. The committee shall include:-
- The President
The Immediate Past President
The Hon. Secretary
The Hon. Match Secretary
The Hon. Competition Secretary
2 members from the floor who must be in attendance at the time. They may be nominated prior to the AGM or proposed at the time of the election in accordance with this rule governing representation. They may attend Council meeting but will have no vote in this capacity. Exceptionally, if there are more than two representative from any one club among the five named Officers, there shall be a vote at the AGM to elect only two from among their number in that year, except that the

President shall always serve as one of these two. Elections from the members present shall then be for three or more representative to make the membership of the Selection Committee up to seven.

6 **ANNUAL GENERAL MEETING**

- a) The AGM shall be held in June each year. The notice and agenda, together with a list of nominations received from the clubs, shall be sent to each affiliated club and all members of the Council by 10th April of that year.
- b) Each affiliated club shall be entitled to send an authorised delegate or substitute to the AGM or any other Special General Meeting, who will be empowered to vote.
- c) All members of affiliated clubs may attend General Meetings and take part in the business, but only the delegates (who are Council members) and Office Bearers shall be allowed to vote.
- d) Every item on the agenda shall be submitted to the meeting for discussion and all votes for and against any resolution will be counted. (For votes must be greater than those against and abstaining)
- e) Propositions must be sent by letter and not e-mail and both proposer and seconder must be at the AGM. (AGM 2011)
- f) Notices of motion and any nominations for Officers to be submitted to the AGM must be sent in writing, to reach the Hon. Secretary by April 1st of that year. All nominations and motions must be accompanied by the names of the proposers and seconds, and state the nominees' willingness to stand.
- g) The President shall not vacate Office until the end of the meeting. The last item on the agenda shall be the election of the Officers.
- h) An Extraordinary or Special Meeting may be called at the request of a majority of the members of the Council, or at a written request addressed to the Secretary by not less than three clubs. The notice calling the meeting shall state the purpose for which it is called and no other business shall be transacted at the meeting.

7 **THE HONORARY SECRETARY**

- a) The Honorary Secretary shall keep a record of all meetings and business transacted by the Council and Emergency Committee and shall prepare a report for adoption at the AGM.
- b) The Secretary shall conduct, under the direction of the Officers and the Council, the business affairs of the Association.

8 **THE HONORARY TREASURER**

- a) The Honorary Treasurer shall receive all monies of the Association and pay them into the Association bank account. All accounts shall be paid by cheque, signed by any two of three named people, one of whom shall be the Treasurer.
- b) The Hon. Treasurer shall submit to the AGM a statement of account to the end of the financial year.
- c) The financial year shall end on 30th April.
- d) The accounts shall be audited and signed by a qualified accountant.
- e) Copies of the Annual Report and statement of income and expenditure shall be sent to every affiliated club 14 days before the AGM.

9 **OFFICIAL PAYMENTS**

- a) The N.C.W.I.B.A. may pay the President her reasonable expenses recommended by the Hon. Treasurer and approved by the Council.
- b) The President, S.V.P., J.V.P., I.P.P., Hon. Secretary, Hon. Treasurer, Chairwoman, and any Associate Member instructed to attend properly convened meetings or make a visit in connection with the Association's affairs will be entitled to her reasonable expenses.
- c) Any proposal regarding the payment of honoraria can only be decided at the AGM for the preceding year. It will be voted on by delegates and paid within 14 days if agreed. Any person being considered for such payment must withdraw from the meeting while discussion takes place.

10 **THE COUNCIL IN APPEAL**

- a) The Council shall be empowered to adjudicate on any disputes referred to if arising between or among affiliated clubs as to the meaning or interpretation of any of the rules, bye-laws, regulations or conditions, or on any matter of practice, policy or complaint, which it shall hold to be within its jurisdiction.
- b) The subject of reference or appeal must be lodged within 7 days and stated in writing to the Hon. Secretary who shall call an emergency meeting to deal with the matter.

11 **SEVERANCE OF MEMBERSHIP**

It shall be possible for the Council, after due investigation of the facts, and, if need be, the examination of witnesses and relevant evidence, to suspend the membership of any club or individual member as a result of an investigation referred as above. The Right of Appeal to the next AGM shall be reserved to the club or member.

12 **CONDITIONS OF PLAY**

The Laws of the Game governing Indoor Bowls shall apply to all indoor games. Clubs shall, in making their local arrangements, make such regulations as are deemed necessary to govern their club competitions, but such regulations shall be approved by the Association and displayed in accordance with National Regulations, smoking will not be allowed during County matches, competitions and league games.

13 **PROTECTION OF CHILDREN AND VULNERABLE PEOPLE**

This Association will adhere to the policy as laid down by the E.I.B.A. Ltd.

14 **ALTERATION TO RULES**

No alteration to the rules shall be made except at the AGM or Special General Meeting called for the purpose. Notice of any proposed alterations shall be given to the Hon. Secretary in writing by April 1st prior to the AGM, or in accordance with the condition governing Emergency Meetings and shall be included in the notice calling the meeting.

INFORMATION

UNIFORM

Dress for **all** County matches;

White regulation skirts/trousers/culottes and County shirt. Regulation County Shirts must be worn for the Atherley.

Light brown tights/stockings and white regulation bowling shoes.

Red County waistcoat with County cloth badge, when presented, on top left hand side. If appropriate, International/E.I.B.A. badge on lower left pocket.

No metal badges are to be worn other than County or E.I.B.A. **No club badges.**

Grey regulation skirts/trousers must be worn to travel to all matches (AGM 2007)

Approved red jackets may be worn to travel, and on the green if it is cold.

All players to change into greys after the match and before the meal.

COUNTY FRIENDLY GAMES

The MATCH SECRETARY will provide information for these.

COMPETITIONS/ATHERLEY

The COMPETITION SECRETARY will provide copies of the rules for County Championship play-offs, and provide information re eligibility for the above.

COUNTY LEAGUE

The LEAGUE SECRETARY will provide copies of the rules for League play.