



Founded 2011

## Bowls Nottinghamshire

# CONSTITUTION

Version 1.0 – 25<sup>th</sup> March 2025

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### Version Control:

Version:	Description:	Date:
1.0	New Constitution after combining the Men's and Ladies Management Committees. Multiple out-of-date and irrelevant sections removed/updated and new contents added based on Bowls England guidance and changes.	2025

## **1. Title**

- a) The Association shall be called Bowls Nottinghamshire.

## **2. Objectives**

The objectives of the Association shall be to: -

- a) Promote, foster and safeguard the game of outdoor flat green bowls in Nottinghamshire.
- b) Adopt and enforce the laws of the sport as governed by World Bowls.
- c) Be a member of Bowls England and conform to its Rules and Regulations.
- d) Promote, organise and superintend various competitions among the members of affiliated clubs.
- e) Hold inter-county and other matches.
- f) Interpret any questions of law and practice and arbitrate all matters submitted to the Association by affiliated clubs or members thereof.
- g) Promote a safe environment in which children and vulnerable adults can enjoy taking part in the sport of Bowls. The Association will seek to underline and ensure this commitment by following and promoting the Joint Child Protection Policy and Procedures of Bowls England.
- h) Follow and promote the Equity Policy of Bowls England with respect for equal opportunities.

## **3. Membership – Clubs**

- a) Membership of Bowls Nottinghamshire shall be open to all Clubs in the County who play flat green bowls, either on private greens, or on greens attached to licensed premises, or on Municipal or other public greens, provided that such Clubs possess flat greens with a playing surface in addition to banks and ditches as defined in the laws of the sport.
- b) Applications for affiliation shall be made to the Bowls Nottinghamshire County Administrator and shall be accompanied by a list of office bearers of the club, the addresses of the Honorary Secretary, and of the green, together with any Affiliation Fee or Subscription payable to Bowls Nottinghamshire.
- c) All clubs affiliated with Bowls Nottinghamshire will be bound and subject to both the rules of Bowls Nottinghamshire and Bowls England, as amended from time to time.
- d) To comply with the provisions of the Data Protection Act for exemption of registration, the Association is permitted to maintain records on Computer File to include names, addresses, telephone numbers, email addresses and for members under 25 years of age, their dates of birth and such details it may disclose in the following circumstances: -
  - i. Publication of a list of the Association and its affiliated clubs, officers with individual members together with their names, addresses, telephone numbers and Email addresses.
  - ii. Disclosure to other affiliations or associations.
  - iii. Any other disclosure for the purpose of the Association which the Management Committee decides is necessary.

## **4. Honorary Life Membership**

- a) Bowls Nottinghamshire may award Honorary Life Membership to any person who has rendered exceptional services to the sport of bowls and/or Bowls Nottinghamshire. Nominations by Clubs shall be submitted to the Bowls Nottinghamshire Management Committee for consideration and approval.
- b) Any Life Membership shall be conferred at the Annual General Meeting.
- c) Honorary Life Members of the Association shall be entitled to attend but not vote at all Annual General Meetings of Bowls Nottinghamshire.

## **5. Fees and Subscriptions**

- a) Every Club joining the Association shall pay an Affiliation Fee and an Annual Subscription to Bowls Nottinghamshire, the amounts of which to be decided annually by the Bowls Nottinghamshire Management Committee. Each Club will also pay Bowls Nottinghamshire its Annual Subscription to Bowls England.
- b) The Annual Subscription shall be paid on a date to be determined annually at the Annual General Meeting, and any club failing to pay these subscriptions by the date named shall forfeit all the rights and privileges of Membership until the whole of the arrears have been discharged.

## **6. Administration and Officers**

- a) The affairs of Bowls Nottinghamshire shall be managed by the Management Committee comprising of: -
  - i. The President(s) of Bowls Nottinghamshire (Men and Ladies)
  - ii. The Bowls Nottinghamshire County Administrator
  - iii. The Bowls Nottinghamshire Secretaries (Men and Ladies)
  - iv. The Bowls Nottinghamshire Financial Controller
  - v. The Bowls Nottinghamshire Treasurer's (Men and Ladies)
  - vi. The Bowls Nottinghamshire Match Secretaries (Men and Ladies)
  - vii. The Bowls Nottinghamshire Competition Secretaries (Men and Ladies)
  - viii. Minimum of one other representative from a Bowls Nottinghamshire affiliated club.
- b) The Bowls Nottinghamshire County Administrator is the primary focal point for all administrative links between Bowls Nottinghamshire and Bowls England.
- c) The Bowls Nottinghamshire Financial Controller is the primary focal point for all financial links between Bowls Nottinghamshire and Bowls England.
- d) The above Officers shall be elected at the Bowls Nottinghamshire Annual General Meeting.
- e) Meetings of the Bowls Nottinghamshire Management Committee, including the AGM, will be held quarterly as a minimum, or on occasion, as required, with provision to call additional meetings as and when required.
- f) The Bowls Nottinghamshire Management Committee shall be empowered to establish and appoint sub-committees and working parties for specific purposes from time to time and to determine the terms of reference thereof, including to what extent such sub-committees shall have executive powers.
- g) Unless expressly delegated in writing by the Management Committee to act on its behalf, no sub-committee or working party shall have any powers and, subject to the foregoing, its function shall be confined to reporting to the Management Committee
- h) The Chairperson of any sub-committee must be a member of the Management Committee.
- i) The sub-committee or working party will be empowered to co-opt such members or officers whose knowledge will benefit the deliberations of the meeting. All proceedings of any sub-committee or working party shall be reported to the Management Committee where appropriate and a record of each meeting maintained for this purpose.

## **7. General Meetings**

- a) The Annual General Meeting (AGM) of the Association shall be held annually in or around November of each year. 16 Members shall form a Quorum and a minimum of eight (8) clubs represented.
- b) An Extraordinary General Meeting (EGM) may be convened by the Management Committee at any time and shall be on a requisition signed by representatives of not less than three affiliated Clubs, specifying the proposition or propositions to be submitted. 16 Members shall form a Quorum and a minimum of eight (8) clubs represented.
- c) Fourteen days' notice shall be given to all concerned of all Annual and Extraordinary General Meetings.
- d) Each affiliated Club shall be entitled to send two representatives to the Annual and Extraordinary General Meetings of the Association who shall be entitled to vote on all matters.
- e) The chairing and Chairperson of the General Meetings will be agreed in advance by the Management Committee. The Chair of the General Meeting shall have a casting vote, in addition to their own vote.
- f) If the Management Committee determines that sufficient cause has been shown, an Extraordinary General Meeting of Bowls Nottinghamshire must be convened on the requisition of an affiliated club, supported in writing by two other clubs, to consider the business set forth in the requisition. This must clearly state the nature of the matter and issue and be signed for and on behalf of the appealing club and by the office bearers of the club.
- g) The notice calling such Extraordinary General Meeting shall state the purpose for which it has been summoned, and no other business shall be transacted at that meeting.

## **8. County Team(s) Selection**

- a) At the Annual General Meeting (AGM), members shall elect a Team Manager/Chair of Selectors for the Men's and Ladies County teams.
- b) The Team Manager/Chair of Selectors will be responsible for the selection of the teams, based on nominations submitted.
- c) The Team Manager shall form a Selection Committee of three/four members. The Team Manager, Selectors and the Match Secretary will meet regularly to consider nominations and allocate them to the appropriate sides.

## **9. County and National Competitions**

- a) County Competitions will be reviewed annually and administered by the Men's and Ladies Competition Secretaries.
- b) National Competitions will be run to the Bowls England rules and regulations.

## **10. Bowls Leagues**

- a) The League called the Bowls Nottinghamshire League shall manage its own administration and affairs in accordance with its constitution and rules approved by the Bowls Nottinghamshire Management Committee and any amendments thereto formally approved.
- b) The League shall hold full voting member rights and receive an invitation to attend the Bowls Nottinghamshire Annual General Meetings, and any EGMs as required.
- c) One member of a Bowls Nottinghamshire affiliated club shall be elected annually at the Bowls Nottinghamshire AGM to represent the County on the Bowls League Management Committee.

## **11. Protection of Children and Vulnerable Adults (Safeguarding)**

- a) The Association fully accepts its legal and moral obligations to exercise its duty of care and to protect all children (and vulnerable adults) participating in its activities, and to safeguard their welfare.

- b) The Association is committed to doing this by acknowledging that:
  - i. The welfare of the child is paramount.
  - ii. Each child irrespective of age, gender, religion, race or disability has the right to protection from abuse.
  - iii. Each child has a right to be safe, and to be treated with respect and dignity. The Association shall use its best endeavors to ensure that:
    - a. All allegations of abuse are taken seriously.
    - b. The response to them is swift and appropriate.
    - c. The effectiveness of the policy is reviewed annually.
    - d. Coaches, and other adults, have recourse to any allegation made against them.
    - e. A responsible person(s) shall be appointed annually as a Safeguarding Officer, to whom members can address any concerns.
- c) In accordance with Bowls England rules, the County Association shall appoint a Safeguarding Officer(s). Male and Female Officers may be elected if necessary.
- d) Because of the need for privacy, confidentiality and General Data Protection Regulations (GDPR), the position shall not be a Management Committee role. The Safeguarding Officer(s) will be invited to Management Committee meetings as and when required.

## **12. Discrimination, Equal Opportunities and Human Rights Legislation**

- a) Bowls Nottinghamshire acknowledges its responsibilities under the legislation to ensure, inter alia, that no individual is unfairly discriminated against solely on the grounds of age, race, religious belief, disability or level of personal income whilst seeking election to office within the Association, or whilst participating or seeking to participate in any event being held under the auspices or jurisdiction of the Association. In this connection it will adhere to the Rules and Regulations of Bowls England which have been established for this purpose.

## **13. Misconduct and Disciplinary Appeals**

- a) The respective Management Committee shall be empowered to adjudicate upon any disputes referred to it, arising between or among affiliated Clubs and members thereof, as to the meaning or interpretation of the Laws of the Sport, or any of the Rules, Regulations and Competitions, or any matter of practice policy or complaint which it shall hold to be within its jurisdiction.
- b) Affiliated clubs or members of affiliated clubs may appeal, in writing, to the respective Secretary of the Association, having exhausted all procedures at club level as determined by the Rules of the club. Any appeal to the Association must be lodged within 14 days of the decision of the club having been notified to the appellant in writing.
- c) The respective Secretary of the Association will convene an Appeals Panel together with 3 members of the respective Management Committee within 28 days of the date of receipt of the appeal.
- d) The appeal will take the form of written evidence or in person by the appellant who is permitted to call evidence in support of the appeal. The club involved is required to provide the respective Secretary with copies of the relevant letters and minutes relating to the appeal.
- e) The decision of the Appeals Panel will be conveyed, in writing, to the appellant and others within 7 days of the hearing together with a copy of the relevant minutes.
- f) In the event of the appeal being dismissed by the Association, the opportunity to appeal to Bowls England in accordance with Bowls England Rules remains.
- g) For all matters relating to discipline, the procedures as set out in Bowls England Regulation 9 (Appeals from Club Disciplinary Committee) or Regulation 9A (Misconduct at County level), as appropriate, shall be applied in full.

## **14. Disputes**

- a) The Management Committee shall be empowered to adjudicate upon any dispute referred to it, arising between Affiliated Clubs as to the meaning or interpretation of the laws of the game, or any of the Rules, Laws, Byelaws, Regulations and Conditions, or any matter of practice, policy or complaint, which it shall hold to be within its jurisdiction.
- c) All affiliated Clubs need to have a Safeguarding Officer in place as mandated by Bowls England. The role requires Safeguarding Training and a current DBS Check.
- d) The County Administrator and/or Secretaries of Bowls Nottinghamshire, on receipt of an Appeal from a club, or a member thereof, shall send a copy of the complaint to the Club involved and submit the correspondence of the parties concerned to the Management Committee for consideration.
- e) In addition to the provisions of this section, Bowls Nottinghamshire will adopt the Bowls England Disputes Regulations as set out in Regulation 12 thereof, or any other subsequent regulation pertaining, and these shall be used in all cases considered by Bowls Nottinghamshire.

#### **15. Insurance and Indemnification**

- a) Each member of Bowls Nottinghamshire 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 Bowls Nottinghamshire 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 Bowls Nottinghamshire or arising there from, or incurred in good faith in the purported discharge of such duties.
- b) If the funds shall be insufficient for the purpose, then each club shall be liable to contribute to Bowls Nottinghamshire, such sums (in addition to subscriptions) as Bowls Nottinghamshire in a General Meeting shall decide to enable it to meet its liabilities.

#### **16. Dissolution**

- a) In the event of Bowls Nottinghamshire being dissolved, the remaining funds and assets of Bowls Nottinghamshire after all debts and liabilities have been satisfied, including the costs and expenses of liquidation, shall be distributed by Bowls Nottinghamshire in a General Meeting to a sporting body which is established substantially or primarily for the purpose of promoting any game or sport, providing that the game or sport is conducted for the recreation and benefit of the general public in Nottinghamshire and no part of the income or other funds of the body corporate operating such sport is used or available to be used for the pecuniary profit of the proprietor Member or shareholder.

#### **17. Alteration of Rules**

- a) Alteration of or addition to any or all of the Rules shall be made only at the Annual General Meeting and written notice of the terms of such proposed alteration or addition (which shall also be stated in the Notice of Business for such meeting) shall be given to the County Administrator and/or the relevant Secretary of Bowls Nottinghamshire, not later than 28 days before the announced date of the Annual General Meeting.
- b) Amendments to 'Notices of Motion' appearing on the Agenda of the Annual General meeting shall not be valid.

#### **18. Matter Not Provided For**

- a) Any questions not provided for in the foregoing rules and Constitution shall be brought before the Management Committees for initial clarification and ruling. Should a permanent amendment or addition be required the Management Committee must ratify the proposed changes, and their decision shall be final.

#### **19. Amendments to the Constitution**

- a) Amendments or additions to this Constitution will only be made at the meeting designated as the Annual General Meeting or an Extraordinary General Meeting convened for that purpose.
- b) Proposals for the amendments to the Constitution shall be given to the County Administrator via the respective Club Secretary at least 30 days prior to the AGM or EGM.
- c) Notice of any proposed amendment(s) shall be sent to all affiliated Clubs at least 14 days prior to the AGM or EGM.
- d) No amendment to any part of this Constitution shall be allowed unless two thirds of the membership eligible to vote for and be present at such AGM or EGM shall vote in favour of such amendment.

**Signed:**

**Bowls Nottinghamshire Management Committee**

**Date:**

**25<sup>th</sup> March 2025**