

WANTAGE & DISTRICT SHORT MAT BOWLING ASSOCIATION



Established 1986

Constitution

Updated 2010 E.G.M.



WANTAGE & DISTRICT SHORT MAT BOWLING ASSOCIATION

Affiliated to the E.S.M.B.A.

Website: <http://www.osmba.org.uk/W/index.html>

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CONSTITUTION Amended 2010

1) **DESCRIPTION.**

- a) The Association to be called: The Wantage & District Short Mat Bowling Association (W. & D.S.M.B.A.).
- b) The Basis of Association's legal structure is as in "Unincorporated Association".

2) **OBJECTIVES.**

- a) To promote, foster and safeguard the Short Mat game of bowls within a radius of 15 miles of King Alfred's Statue Wantage.
- b) To adopt and enforce the Laws of the game as laid down by the English Short Mat Bowling Association (E.S.M.B.A.) and the W. & D.S.M.B.A.
- c) To promote, organise and superintend various competitions among member Clubs of the Association.
- d) To interpret when called upon by member Clubs thereof questions of law or practice and arbitrate in all disputes.
- e) The Association is committed to promoting a safe environment in which Children and vulnerable adults can enjoy taking part in the game of bowls. We will seek to underpin and ensure this commitment by following and promoting the joint Child Protection Policy and Procedures of the National Governing Bodies.

3) **MEMBERSHIP.**

- a) Will be open to all Clubs with suitable facilities and equipment as laid down by the E.S.M.B.A. and W. & D.S.M.B.A.
- b) New Clubs Affiliating to the Association will pay an Affiliation Fee as determined by the Committee and this will be a one off fee.

4) **ASSOCIATED CLUBS.**

A club outside the 15 mile radius of King Alfred's Statue Wantage can be invited to participate in the Activities of the W. & D.S.M.B.A. They will not pay an Affiliation Fee, will have no voting rights, and will not form part of the Committee.

5) **RESIGNATION OF MEMBERSHIP.**

Members may resign their membership from the Association at any time but will lose all fees paid and rights of the Association.

6) **EXPULSION OF MEMBER CLUB OR MEMBER.**

Any member Club or member whose conduct in the opinion of the Committee Contravene the Association's "Code of Conduct" is calculated to injure or discredit the Association shall be liable to expulsion. Right of appeal to a full meeting of the members at a special meeting can be requested, and the decision then taken will be final.

7) **FEES.**

Summer Triples League and The W. & D. S.M.B.A. Challenge Cup (Knockout Cup) and Competition fees to be agreed at the A.G.M.

8) **COMMITTEE.**

A Committee consisting of the following shall manage all the affairs of the Association: Chairperson, Vice Chairperson, Hon. Secretary, Hon. Treasurer, Competition Secretary, Child Protection Officer and eight other members and shall be elected at the Annual General Meeting.

Five Committee members, including two officers, shall constitute a quorum.

9) **CASUAL VACANCIES IN COMMITTEE.**

The Committee shall be empowered to fill casual vacancies, which occur during the year.



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10) **SUB-COMMITTEE.**

The Committee shall be empowered to form any sub-committee for a specific purpose. Membership of such a Sub-Committee need not be restricted to membership of the Committee and shall report their proceedings to the Committee.

11) **OFFICERS.**

The officers of the Association shall be Chairperson, Hon. Secretary, Hon. Treasurer and Competition Secretary.

a) **CHAIRPERSON**

The Chairperson shall preside at all Committee and other meetings of the Association. Who shall have an original and a casting vote at all meetings.

b) **VICE CHAIRPERSON**

The Vice Chairperson shall preside at all Committee and other meetings of the Association that the Chairperson can't make. Who shall have an original and a casting vote at all meetings when acting as the Chairperson.

c) **HON. SECRETARY**

The Honorary Secretary shall convene all meetings of the Association (except sub-committee meetings) and shall attend all such meetings and take minutes of the proceedings, maintain records of Association business. Correspond with Clubs and others on all matters connected with the Association excepting such as are under the control of the Honorary Treasurer, Honorary Competition Secretary.

Will be responsible for publishing and sending out minutes of previous meeting, prior to the next meeting, together with an Agenda and any Sub-committee reports.

d) **HON-TREASURER**

The Honorary Treasurer shall receive all monies collected together with an itemised income/expenditure sheet, within 7 days of the event. Bank all proceeds and pay all expenses when they become due. Make up and prepare the accounts to the end of the financial year, prepare the annual statement of accounts and submit them to the Examiner before the Annual General Meeting. Signatories to cheques will be any two of the following:

CHAIRPERSON, VICE CHAIRPERSON, TREASURER, and SECRETARY.

e) The Honorary Competition Secretary shall receive all competition entries, arrange venues within budget restraints, organise that the necessary equipment is available for use and together with two other Committee members present, resolve any disputes that may arise on the day competitions take place.

Supervise all competition draws and publish all draws and results to member club and the website administrator and ensure that all competition are conducted within the rules of the E.S.M.B.A. and W & D.S.M.B.A.

f) **Child Protection Officer**

Any official who is likely to come into contact with these people MUST be C.R.B. checked and their Certificate number lodged with the Hon Secretary. The Association to meet any costs involved.

The Certificates are valid for 3 years.

Area of responsibility and Job description to be in line with British Isles Bowls Council Guidelines, of which the E.S.M.B.A. is a Member.



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12) **OTHER DUTIES.**

The Committee shall appoint from suitably qualified elected members the following:

- a) The W. & D.S.M.B.A. Challenge Cup (Knockout Cup) & Summer Triples League Honorary Secretary shall receive all W. & D.S.M.B.A. Challenge Cup (Knockout Cup) & Summer Triples League entries, pay all monies to the Honorary Treasurer, Supervise with two other committee members the draws for both the W. & D.S.M.B.A. Challenge Cup (Knockout Cup) & Summer Triples League and publish all draws to member clubs and to the Website Administrator. Then update the Website Administrator as the results come in for both the W. & D.S.M.B.A. Challenge Cup (Knockout Cup) & Summer Triples League, Then after the round robin stages and league stages of the W. & D.S.M.B.A. Challenge Cup (Knockout Cup) & Summer Triples League publish a results table of the W. & D.S.M.B.A. Challenge Cup (Knockout Cup) together with the knockout stages draw and league table with the finalist for the Summer Triples League,
- b) The Website Administrator shall receive all W. & D.S.M.B.A. Challenge Cup (Knockout Cup) & Summer Triples League Honorary Secretary/Honorary Competition Secretary Entry Forms, Draws and updates as the results come in from both the W. & D.S.M.B.A. Challenge Cup (Knockout Cup) & Summer Triples League Honorary Secretary and the Honorary Competition Secretary. Then to correspond with the Oxfordshire County Short Mat Bowling Associations Website Administrator, Too get the information put onto the W. & D.S.M.B.A. side of the O.C.S.M.B.A. website.

13) **EXAMINER.**

One suitably qualified member of the Association, other than members of the Committee, shall be appointed to examine the Annual Statement of Accounts for the ensuing year.

14) **TRUSTEES.**

The Chairperson, Hon. Secretary and Hon. Treasurer shall be Trustees of the Association. They must be fully aware of their legal responsibilities to the Members and Association and the financial implications of their actions in the event of a claim against the Association.

15) **FINANCE.**

The Committee shall have sole control of the finances of the Association and shall be empowered to incur expenditure necessary for the general administration of the association. No other expenditure shall be incurred without the sanction of a General Meeting duly convened for the purpose. The financial year shall end on 31st March.

16) **ANNUAL GENERAL MEETING. (A.G.M.)**

The Annual General Meeting of the Association shall be held before the end of May in each year and the following business shall be transacted.

- a) To receive a report from each officer
- b) Election of Officers and Committee
- c) Fees.
- d) Proposals.

Due notice of Proposals must be given to the Hon. Secretary in writing at least 28 days before the Annual General Meeting.

Due notice shall be given by the Hon. Secretary to each member Club at least 14 days before such a meeting together with the Agenda. No other business than that mentioned in the Agenda shall be discussed at this meeting.



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17) **EXTRAORDINARY GENERAL MEETING OF THE ASSOCIATION. (E.G.M.)**

The Committee may on their own authority or on the request of two thirds of member Clubs convene an Extraordinary General Meeting of the Association of which not less than 14 days written notice shall be given to the member Clubs. Such notice shall state the time, place and object of the proposed meeting and no business other than mentioned in the notice shall be discussed at the meeting.

18) **GENERAL MEETINGS. (A.G.M. & E.G.M.)**

- a) All members of member Clubs of the Association can attend at the Annual General Meeting
- b) Each Club shall nominate two members who shall have full voting rights. These members to be declared prior to the meeting
- c) All decisions will be by a straight majority count and will be binding to all Clubs.
- d) Except by leave of the members present, no item on the Agenda shall be withdrawn or taken out of the order in which it is placed on the Agenda.
- e) Tellers appointed shall not be members of the Committee

19) **COPY OF THE RULES.**

A copy of the Constitution and Rules and by-laws of the Association in force shall be displayed in each Club and all members shall be bound by them

20) **ALTERATION OF THE RULES.**

No alteration to these rules shall be effective unless carried by a majority of the members entitled to vote and present at the Annual General Meeting or an Extraordinary General Meeting called for that purpose.

21) **BYE-LAWS.**

The Committee shall be empowered to introduce Bye-laws, which will take immediate effect for the duration of that year.

22) **REGISTRATIONS.**

All Clubs must submit names and E.S.M.B.A. registration numbers for Summer Triples League, Competitions and The Wantage & District Challenge Cup (Knockout Cup) by the date on the entry form.

23) **SUMMER TRIPLES LEAGUE.**

The Committee shall have the sole control over the number of teams entered into the League and shall be responsible for the dividing the League into sections if necessary.



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24) **DRESS.**

- a) Wantage & District Competitions and W. & D.S.M.B.A. Challenge Cup (Knockout Cup) & Summer Triples League: The E.S.M.B.A. dress code shall apply with the following addition – individual ‘teams’ may wear coloured polo shirts provided they conform to part 24b with a team being defined as one to four players. If not then they are all to wear white shirts.
- b) Coloured polo shirts shall be permitted provided that the body of the shirt is of one plain colour, although different coloured arms, under arm side panel, collar, cuffs and placket shall be permitted. Names, initials or logos shall be in accordance with the E.S.M.B.A. dress code.
- c) Teams shall use proprietary coloured stickers of the same design on all bowls used in Wantage & District Competitions and W. & D.S.M.B.A. Challenge Cup (Knockout Cup) & Summer Triples League. It is an option to use woods without stickers provided that applies to all players in that team.

25) **TRAILER, EQUIPMENT & TROPHIES.**

- a) Trailer to be kept in a secure unit when not in use, and will be properly maintained at all times. Any FAULTS must be reported to the Committee immediately and must be dealt with.
- b) The trailer must only be towed by a competent person who is properly insured to do so.
- c) Mats and other bowling equipment must be kept in a good state of repair and any damage must be notified to the committee, Worn or damaged items will be replaced or repaired.
- d) All trophies will remain the property of the Association and any trophies lost or damaged by Clubs must be repaired or replaced at the Club’s expense.
- e) Anyone handling equipment do so at their own risk
- f) The maximum funds available to purchase trophies will not exceed 75% of competition entry fees.

26) **PRESENTATION EVENING.**

Will be a joint event with Oxfordshire County Short Mat Bowling Association (O.C.S.M.B.A.) during the month of May with the proceeds shared equally between the Associations after all expenses have been paid.

Prizes will be awarded to the winners & runners-up of each Competition

27) **OPEN FOURS**

This event is open to any registered member of the ESMBA, upon completion of an entry form. Numbers will be limited to ensure that the Competition is completed on the day. Prizes will be awarded to the Winners & Runners-up.

28) **DISSOLUTION**

Should the Association be dissolved then all proceeds will be presented to a kindred Association, after all financial liabilities have been dealt with.