



## **SURREY BOWLS ASSOCIATION Constitution**

### **1. Title**

- 1.1 The title of the Association will be 'Surrey Bowls Association', hereinafter referred to as "SBA"
- 1.2 SBA will be a Member of Bowls England and will seek to conform to all Bowls England Regulations, Rules and Policies.

### **2. Aims and Objectives**

- 2.1 To be and act as the unified representative body for the Sport of Outdoor Bowls in Surrey regardless of gender.
- 2.2 To speak with a single voice on behalf of its affiliated Associations, currently Surrey County Bowling Association (SCBA) and Surrey County Women's Bowling Association (SCWBA) (together hereinafter referred to as "affiliated Associations") and their respective affiliated clubs (hereinafter referred to as "affiliated Clubs").
- 2.3 To advise and assist affiliated Associations to promote, foster and safeguard all aspects of the outdoor sport of bowls in Surrey and to liaise with other relevant bodies as appropriate.
- 2.4 To advise, and guide and affiliated Clubs through the affiliated Associations on matters relating to bowling clubs and greens and such other matters as may be identified by Bowls England or other bodies as affecting affiliated Clubs.
- 2.5 To ensure that affiliated Associations abide by, and promote, current Bowls England regulations and to advise affiliated Associations of amendments and additions put forward by Bowls England.
- 2.6 To promote equal opportunities within the outdoor sport of bowls within Surrey.

### **3. Membership**

Membership of SBA will be restricted to affiliated members of affiliated Associations, as prescribed by the constitution of each affiliated Association.

### **4. Administration**

- 4.1 The administration of SBA will be conducted by a Management Board (hereinafter referred to as "the Board") comprising the Presidents, Senior Vice Presidents, Secretaries, Treasurers and Bowls England delegates, one of each gender, all as previously elected or nominated by the affiliated Associations. The Board will meet no less frequently than twice each year. The quorum for a meeting of the Board shall be six.
- 4.2 The Board's Chairperson will alternate year-on-year between the President of the SCBA and the President of the SCWBA, each Chairperson holding office until the close of the Annual General Meeting (hereinafter called the "AGM"). Where the Chairperson is absent the most senior member of the Board present will chair the meeting.



4.3 The Board will appoint from amongst its members as its Board Manager and, separately, as its Deputy Board Manager the Secretaries of the affiliated Associations. The Board will be responsible for all day-to-day contacts with Bowls England and the affiliated Associations, informing them of all relevant Bowls England business including affiliation, competition and other fees.

4.4 The Board may form sub-committees as and when required to assist in carrying out its duties. Sub-committees of the Board may, at the discretion of the Board, include one or more co-optees from the affiliated Associations. All decisions of sub-committees will require ratification by the Board before having effect.

4.5 The Board may submit proposals to amend the administrative structure to be submitted to the AGM for consideration.

4.6 The Board may at its discretion co-opt such persons or seek such professional assistance as may be necessary to carry out its duties.

## **5. General Meetings of SBA**

5.1 The AGM of SBA will normally be held in November or December every year on a date and at a time and place to be fixed by the Board. The Board may hold the AGM outside those months if, in the opinion of the Board, special circumstances so require. Notice of the AGM will include an Agenda, an adequate summary of the business to be transacted, the report of the Board Manager, the financial statement and, if appropriate, the full wording of any proposal to amend the Constitution.

5.2 The quorum for any General Meeting shall be 30 eligible members.

5.3 Notice of General Meetings: For the AGM, at least fourteen days' prior notice in writing is required PROVIDED that such notice shall be twenty-one days whenever the AGM Agenda includes a proposal to amend the Constitution. For all other General Meetings of the SBA at least twenty-one days' prior notice in writing is required.

5.4 Notice of all General Meetings will be given to all affiliated Clubs and others eligible to attend and vote. Such Notices will be deemed to have been received on the second day following their posting and, in calculating the required period of notice, the day of the meeting shall not be counted. All Notices will be deemed validly served if addressed to the Secretaries of affiliated Clubs at their last known address.

5.5 Officers of the affiliated Associations and two delegates (one of each gender) from each affiliated Club are eligible to attend and vote at all General Meetings. Other members of affiliated Clubs (including Executive Councillors of the affiliated Associations) may attend General Meetings, but will not be entitled to vote and may speak only if permitted to do so by the Chairperson.

5.6 A Special General Meeting may be requested by the Board or an affiliated Association at any time. A request by an affiliated Association shall state the nature of the business (including the full wording of any proposals to change the Constitution) and be submitted, through the Board Manager, to the Board. If the Board considers the matter to be of sufficient importance, the Board will direct the



Board Manager to call the meeting. The Notice calling the meeting will state the business for which it has been called and shall include the full wording of any proposals to change the Constitution. No business other than that specified in the Notice shall be discussed at a Special General Meeting.

#### **6. Finance**

The authorised expenses of the SBA will be shared equally between the affiliated Associations.

#### **7. Disciplinary Procedure**

The SBA will abide by the Disciplinary Procedure of Bowls England

#### **8. Amendments to the Constitution**

Any proposed amendment to the Constitution and Rules may only be considered at an Annual or Special General Meeting convened with the required written notice of the proposal. Any amendment must be duly proposed and seconded by an affiliated Association or by affiliated Clubs and will be considered to be passed only if supported by not less than two-thirds of eligible delegates present at the meeting.

#### **9. Dissolution**

A decision to wind up the SBA will require a majority of two thirds of the voting members present and voting at the AGM or at a Special General Meeting convened for that purpose.

#### **10. Other matters**

Any matter not covered by the foregoing rules will be dealt with by an Annual or Special General Meeting and that decision will be final. However, if an immediate decision is required on any matter, it will be dealt with by a specially called meeting of the Management Board and that decision will be final.