



BOWLS DEVON CONSTITUTION AND RULES

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Bowls Devon

CONSTITUTION AND RULES

Title: The Association shall be called “Bowls Devon”

Status: Bowls Devon shall be a Full Member of Bowls England

1 Objects

- 1.1 To promote, foster and safeguard the game of outdoor flat green bowls in Devon.
- 1.2 As a member of Bowls England, Bowls Devon shall conform to Bowls England Rules and Regulations.
- 1.3 To adopt and enforce the Laws of the sport, as laid down from time to time by Bowls England.
- 1.4 To manage the financial affairs of Bowls Devon effectively.
- 1.5 To hold National and County competitions and championships.
- 1.6 To hold inter-county and other representative matches.
- 1.7 To interpret on questions of rules and practice referred by clubs and/or members, and act in matters of misconduct as set out and recommended in Bowls England Regulations.
- 1.8 To arbitrate on disputes between clubs, sections and members.
- 1.9 To promote a safe environment for everyone playing bowls, including children and vulnerable adults, underpinning and ensuring this commitment by following policies and procedures laid down by Bowls England.
- 1.10 To promote equal opportunities in the sport of bowls.
- 1.11 To take all reasonable measures to conform to the Bowls England Anti-doping Policy.
- 1.12 To make available to clubs advice on green maintenance.
- 1.13 To encourage the availability of coaching.

2 Membership

Clubs

- 2.1 Membership of Bowls Devon shall be open to bona fide clubs that play the flat green game on greens with banks and ditches as defined in the Laws of the Game. The minimum number of members of a new member club shall be 16.

Note this minimum shall not apply to an existing member club to disqualify it from membership of Bowls Devon.

2.2 Clubs without a Constitution shall be encouraged and, if required, helped to draw up and adopt one.

2.3 Applications for membership shall be made to the County Administrator. On approval by the Executive Committee, the new member club shall be placed in one of the eight Sections of the County.

Life Membership

2.4 Bowls Devon shall, on the recommendation of the Executive Committee, have the power to elect Life Members who have rendered exceptional services to the game and Bowls Devon. Life members do not have the power to vote at General Meetings of Bowls Devon, unless an office is held giving the right to vote.

Honorary Membership

2.5 The outgoing Presidents of Bowls Devon shall be made an Honorary Member. Honorary Members do not have the power to vote at General Meetings of Bowls Devon, unless an office is held giving the right to vote.

Associate Membership

2.6 Associate Membership shall be open to recognized Bowling Associations and Leagues within the County, having no green of their own. Application for future membership shall be made to the County Administrator and shall be accompanied by a list of officers. There shall be an annual fee for Associate Membership set by the Finance and General Purposes Committee.

3 Withdrawal of Membership

A club may withdraw from Bowls Devon by giving written notice signed by three officers of the club, sent to the County Administrator. The club shall thereby forfeit all rights and interest in the funds and activities of Bowls Devon, but shall remain liable for any money due at the time of withdrawal.

4 Suspension of Severance of Membership

The Executive Committee shall have the power to suspend or determine the membership of a club or individual member in accordance with Rule 13.

5 Fees

5.1 The financial year of Bowls Devon shall commence on 1 October.

5.2 Fees shall be recommended by the Finance and General Purposes Committee and ratified by the Executive Committee each year.

- 5.3 All full playing members of member clubs shall pay affiliation fees to Bowls Devon and Bowls England. Affiliation fees, based on a club's membership as at 1 October, shall be paid by clubs to the Section, together with competition entry fees, by 31 October.
- 5.4 Each Section shall forward a single payment of fees collected to the County Treasurer by 17 November.
- 5.5 Any club failing to pay by the set date shall forfeit all rights and privileges of membership, unless the Executive Committee is satisfied with reasons for the delay.
- 5.6 Late affiliation fees shall be paid by clubs for members joining after 1 October. Reference to Bowls England Regulation Appendix 2 gives a clear explanation of the logic and procedures relating to Membership Affiliation.
- 5.7 No refunds of Affiliation Fees or Competition Fees shall be made.

6 Election of Presidents

- 6.1 The Presidents and Vice Presidents shall be elected for a period of one year. Applications from members, submitted by 31 August, shall require the approval of the Executive Committee for nomination at the Annual General Meeting each year.

7 Administration

- 7.1 The affairs of Bowls Devon shall be conducted by the **Executive Committee**.
- 7.2 Bowls Devon is divided into **eight Sections**, who conduct their section administration autonomously.
- 7.3 The **Executive Committee** shall consist of:

Executive Officers (11) (with the power to vote) - elected at the Bowls Devon AGM, nominations being proposed and seconded by clubs or individual members via the County Administrator.

- Bowls Devon Chair (with a second and casting vote)
- The two County Presidents (male and Female)
- County Administrator
- County Ladies Administrator
- County Men's Administrator
- County Treasurer
- County Assistant Treasurer
- The two County Match Secretaries (Male and Female)
- Bowls Development Officer

Section Officers (16) (with the power to vote) - elected at each Section AGM and consisting of:

- Eight Section Secretaries, or Section Deputy Secretary
- Eight Section Representatives, or Section Deputy Representatives

- 7.4 The Executive Committee shall ensure the effective administration of Bowls Devon, meeting at least three times a year, and appointing sub-committees and delegating authority as it deems necessary. The Executive Officers shall meet between Executive Committee meetings as required.
- 7.5 The quorum for an Executive Committee meeting shall be two Executive Officers plus five others.
- 7.6 The Executive Committee shall approve the Agenda for the AGM of the Association.
- 7.7 The Executive Committee shall have the power to fill any vacancy arising during the year.
- 7.8 The Executive Committee shall appoint other officials (as listed in Schedule 2 to these Rules). These additional posts do not carry the right of themselves to attend Executive Committee meetings).

Sub-Committees

7.9 Finance and General Purposes Committee

The Finance and General Purposes Committee shall be responsible for matters, expected to be primarily financial, referred to it and delegated to it by the Executive Committee, and for the administration of the Amenities Fund.

- 7.9.1 This Committee shall consist of the following (each with the power to vote):
- County Administrator
 - County Treasurer
 - County Assistant Treasurer
 - One Section representative, or Section Deputy Representative, from each of the eight Sections
- 7.9.2 The County Treasurer shall take the Chair (with a second and casting vote).
- 7.9.3 The quorum for the Finance and General Purposes Committee shall be two officers and three others.
- 7.9.4 The Committee shall have the power to co-opt as necessary. Co-opted members shall be non-voting.

7.9.5 Resolutions by the Finance and General Purposes Committee on referred matters shall be put to the Executive Committee before being implemented.

7.9.6 Resolutions by the Finance Committee on delegated matters shall be implemented without the need for ratification by the Executive Committee.

7.10 Emergency Committee

The Emergency Committee will be convened to deal with urgent matters when it is considered not appropriate to wait for a full Executive Committee meeting, and shall have the power to make decisions that will be binding.

7.10.1 This Committee shall consist of the following officers (each with the power to vote):

- The Bowls Devon Chair (who shall take the Chair, and have a second and casting vote)
- The two Presidents
- County Administrator
- County Treasurer
- County Assistant Treasurer
- County Ladies Administrator
- County Men's Administrator

7.10.2 Four members shall form a quorum.

7.11 Life Membership Committee

This Committee shall make recommendations to the Executive Committee, and shall consist of the two immediate Past Presidents, the Bowls Devon Chair, the County Administrator and one Honorary or Life Member of Bowls Devon, appointed by the Executive Committee annually.

7.12 Disputes, Disciplinary and Appeals Committee

In accordance with Rule 13, this Committee is defined in Clause 3.2 of Regulation 9A of Bowls England Rulers and Regulations.

7.13 Constitution and Rules Committee

This Committee shall consist of the Executive Committee Chair, County Administrator, County Treasurer and two other members, appointed annually by the Executive Committee. The Committee shall appoint its own chairman and deal with any matter referred to it by the Executive Committee.

7.14 Competition Committees

Two Committees, Men's and Ladies, shall consist of the Men's or Ladies Administrator, as appropriate, the respective Match Secretary and one other member of the appropriate gender appointed annually by the Executive

Committee. Each Committee shall be responsible for all aspects of their respective County and National Competitions.

7.15 Selection Committees

7.15.1 General Selection Committee

Two General Selection Committees - one Men's and one Ladies shall each consist of the appropriate President (Chair - non-voting), the Men's or Ladies Administrator as appropriate (non-voting) together with the appropriate Section Selector from each of the Sections. The Section Selectors shall preferably have County player status.

- 7.15.1.1 The Section Selectors, being ineligible to play in the Middleton Cup or Johns Trophy side, shall nominate players (from any part of the County) to be considered for the Middleton Cup and Johns Trials. Players nominated are not required to be of County player status.

The Section Selectors shall attend all trial selection meetings and trial games.

The Section selectors shall also nominate players for the Junior sides.

- 7.15.1.2 The Committees shall advise on the selection of the Trial sides in conjunction with the Middleton Cup and Johns Trophy Selection Committees.

- 7.15.1.3 The Committees shall select all inter-county match teams except the Middleton Cup and Johns Trophy sides and the Bowls England Top Two Fours teams.

7.15.2 Middleton Cup and Johns Trophy Selection Committees

Each Committee shall consist of three members of the appropriate gender (not necessarily members of the Executive Committee or Section Officers or Selectors) plus the Men's or Ladies Administrator as appropriate (non-voting). The three members, who shall preferably have played at Middleton Cup or Johns Trophy level, shall be ineligible to play in the Middleton Cup or Johns Trophy side, except in exceptional circumstances. One of the three Selectors shall retire each year, standing for re-election if nominated. The replacement shall be elected by the Executive Committee and will hold office for three years. Applications for the replacement, together with a CV, must reach the County Administrator by 1 October, and, should there be more than one candidate, an election shall take place at the Autumn Executive Committee meeting.

7.15.2.1 The Committees shall appoint one of the three as the Team Manager, who shall also take the chair at meetings.

7.15.2.2 The duties of the Committees include:

- Attending all Trial selection meetings, with equal voting rights
- Selecting the Middleton Cup and Johns Trophy sides and reserves. Other than in exceptional circumstances only players who have taken part in a Trial will be considered for Middleton Cup and Johns Trophy matches that season
- Make nominations to Bowls England for the Senior International Trial, via the County Administrator
- Select the Inter-county Team for the Bowls England Top Two Fours Competition, and other selections as appropriate
- Attend County Finals, as appropriate to gender
- The Manager shall ensure the Code of Conduct, as laid down by Bowls Devon is enforced, and shall be the only point of communication between the players and the Selectors

7.15.3 Junior Side Selection Committees

Each Committee shall consist of three members of the appropriate gender (not necessarily members of the Executive Committee or Section Officers or Selectors) plus the Men's or Ladies Administrator as appropriate (non-voting). One of the three members of each Committee shall retire each year, standing for re-election if nominated. The replacement, who shall preferably be of County Player status, shall be elected by the Executive Committee, and will hold office for three years. Applications for the replacement, together with a CV, must reach the County Administrator by 1 October, and, should there be more than one candidate, an election shall take place at the Autumn Executive Committee meeting.

7.15.3.1 The Committees shall each appoint one of the three as the Junior Team Manager.

7.15.3.2 The duties of the Junior Side Selection Committees shall be to:

- Select Junior Trials
- Select all Junior Sides, as appropriate to gender
- Attend all Junior Side matches, as appropriate to gender
- Make nominations to Bowls England for the Junior International Trial, via the County Administrator
- Select the Inter-county team for the Bowls England Under 25 Double Rink Competition, and other selections as appropriate

- Identify training and coaching requirements for junior players, and assist with the planning and implementation of such a programme

7.15.4 County Match Selection

7.15.4.1 Friendly County Matches

Prior to the start of each season Friendly County Matches Availability/Request sheets are produced for each Section Secretary to issue to each club. These shall be made available to qualified players to fill in their availability/requests to play and then returned to the Section Selector. County Friendly teams shall be selected having regard to the need to include members who are eligible for their County Badge.

7.15.4.2 Presidents Matches

Places shall be offered to Honorary and Life Members and Executive Officers before issuing to Section Selectors Availability/Request Sheets which indicate where the remaining places are available, and where the sections are invited to provide players. The Men's and Ladies Administrators coordinate the selection of the Men's and Ladies teams in consultation with the Presidents. The County Administrator coordinates the Mixed President's matches.

7.15.4.3 Men's, Ladies and Mixed Presidents Matches shall be open to all affiliated members.

7.16 Section Administration

Each of the eight Sections shall decide on how their affairs are administered.

The following are just suggestions, but include obligations that Sections have to ensure the County administration runs smoothly.

Each Section needs to elect a Section Committee, the suggested composition of which is:

- Section Chairman (with a vote and an additional casting vote) elected annually at the Section AGM
- Section Secretary (with the power to vote) elected annually at the Section AGM
- Club delegates
 - One male and one female from each mixed club in the Section (with the power to vote)
 - Two delegates from each single gender club (with the power to vote)

In the event that a Club Delegate is unable to attend a meeting of the Section Committee, the club concerned shall send another member of the appropriate gender in that delegate's place.

The following appointments shall be made at the Section AGM:

From members of the Section Committee:

- Two Section Representatives (one male and one female) to the County Executive Committee (one of whom shall be the Section Secretary)
- One Section Representative to the Finance and General Purposes Committee (who may be the Section Secretary)
- Two Deputy Section Representatives (one male and one female) to the County Committees, to deputise (appropriate gender) in the event of the non-availability of the Section Secretary or any of the Section Representatives

Other Section Officers elected annually at the Section AGM, who need not necessarily be members of the Section Committee, and who may attend Section meetings without their office giving them the power to vote:

- Assistant Section Secretary
- Section Treasurer
- Men's Competition Secretary
- Ladies Competition Secretary
- Men's Section Selector (who shall preferably hold County Player status)
- Ladies Section Selector (who shall preferably hold County Player status)

7.16.1 Section Committees shall be responsible for the following:

- Meeting as and when required to receive reports from its delegates and to make recommendations to the County Executive Committee
- Arranging the playing of National and County competitions at Section level, avoiding any clash with County or National events. The format adopted by each Section to produce qualifiers for the further rounds at County level is decided by each Section
- Fixing a levy (to be paid by each club by the first week in February) from which the expenses of the officers to carry out their duties are paid

7.16.2 Section AGMs shall take place before the end of November, so that new Section Secretaries and the new delegates can represent their Section at the County AGM in December.

7.16.3 Life Members, Honorary Members and Executive Officers shall be welcome to meetings in their own Section to observe and take part in discussions.

8 General Meetings

- 8.1 **The Annual General Meeting** of Bowls Devon shall be held on the first Saturday in December each year for the purpose of receiving reports from officers of Bowls Devon, and to elect Executive Officers, Life Members and Honorary Members, and other officers and appointments for the forthcoming year, and to consider motions as set out on the agenda.
- 8.1.1 Fourteen days notice shall be given, accompanied by:
- The Agenda
 - The Annual Report of the County Administrator
 - The Annual Report and Examined Accounts of the County Treasurer
- 8.1.2 All members may attend, but only the following shall have the power to vote (cards issued on entry to be shown when voting):
- Executive Officers, with the chair having a second and casting vote
 - Section Secretaries
 - Two delegates from each mixed club - one man and one lady. In the absence of either delegate a replacement of either gender shall be allowed.
 - Two delegates from each single gender club
- 8.1.3 The quorum for an Annual General Meeting shall be one third of the membership entitled to attend and vote, including at least two executive officers.
- 8.1.4 Notices of motion may be submitted by the Executive Committee, a Section Committee or an affiliated Club, and such notices of motion shall reach the County Administrator not later than 30 September, except those submitted by the Executive Committee, which shall reach the County Administrator not later than fourteen days before the AGM.
- 8.1.5 Every item on the agenda shall be submitted for consideration and decision.
- 8.1.6 No motion or other matter shall be considered at an AGM unless it is on the agenda.
- 8.1.7 A motion shall be decided by a simple majority of the votes cast, except for motions to alter the Constitution and Rules, for which a majority of at least two thirds of those present and entitled to vote and voting shall be required. A paper vote shall be used if the meeting so decides.

- 8.1.8 No resolution shall be rescinded or amended at the meeting at which it is agreed, nor for a period of at least two years from the date of the meeting at which it was agreed.
- 8.1.9 After the AGM has closed there shall be an open forum at which items relevant to members may be discussed, but no formal decisions can be made.
- 8.2 Special General Meetings** of Bowls Devon may be convened by the Executive Committee, or may be requisitioned by not less than fifty member clubs. A requisition shall state clearly the business to be transacted, and shall be signed by two officers of each of the clubs on the requisition.
- 8.2.1 If a SGM is convened by the Executive Committee, at least fourteen days notice shall be given.
- 8.2.2 If a SGM is requisitioned, the County Administrator shall arrange a SGM within twenty eight days of the receipt of the requisition, and give at least fourteen days notice.
- 8.2.3 All members may attend, but only the following shall have the power to vote (cards issued on entry to be shown when voting):
- Executive officers, with the chair having a second and casting vote
 - Section Secretaries
 - Two delegates from each mixed club - one man and one lady
 - Two delegates from each single gender club
- 8.2.4 The quorum for a SGM shall be one third of the membership entitled to vote, including at least two executive officers. At least two Executive Officers must attend.
- 8.2.5 Every item on the agenda shall be submitted for consideration and decision.
- 8.2.6 No motion or other matter shall be considered at a SGM unless it is on the agenda.
- 8.2.7 A motion shall be decided by a simple majority of the votes cast, except for motions to alter the Constitution and Rules, for which a majority of at least two thirds of those present and entitled to vote and voting shall be required. A paper vote shall be used if the meeting so decides.
- 8.2.8 No resolution shall be rescinded or amended at the meeting at which it is agreed, nor for a period of at least two years from the date of the meeting at which it was agreed.

8.3 Standing Orders

These Standing Orders shall regulate the conduct of the Annual and any Special General Meetings.

- 1 The mover of a motion, but not the mover of an amendment, shall have the right to reply.
- 2 Immediately after which reply, the question shall be put and the vote taken.
- 3 No other person shall be allowed to speak more than once on the same motion, unless permission to explain is given by the chair, or by consent of a simple majority of voters.
- 4 The mover of the motion, when exercising their right of reply, shall not introduce new matters, but confine their reply to questions that have been raised.
- 5 The seconder of the motion or amendment may do so formally, and may exercise their right to speak later in the debate.
- 6 A direct negative to a motion is not a legitimate amendment.
- 7 An amendment must be relevant to the motion.
- 8 If an amendment is lost then another amendment may be moved, but only one amendment may be submitted to the meeting at a time.
- 9 No member shall move more than one amendment on the same motion.
- 10 Any member who has not spoken may move “the question now be put”, and, on being seconded by a like member, the chair shall take a vote on this proposition. If carried, discussion on the motion shall cease, and, after the mover of the motion has replied, the vote must be taken immediately.
- 11 When the proposal “that the question now be put” is not carried, no similar proposal shall be made for a period of ten minutes.
- 12 No motion other than one arising from an executive officer’s report shall be considered at a general meeting unless it is specified on the agenda.
- 13 No motion shall be debated (except by the mover) or put to a vote unless it is seconded.
- 14 All members shall remain seated, except the one addressing the meeting, and, whenever the Chair rises no one shall continue standing.

9 Allowances and Expenses

9.1 Allowances

Each year at the AGM, the Executive Committee shall propose:

- 9.1.1 Allowances to be paid retrospectively to Executive Officers and any other person if considered appropriate.
- 9.1.2 Presidential Teams Allowances for the ensuing year.

9.2 Expenses

- 9.2.1 The Executive Committee shall approve the expenses paid to the Executive Officers and any other officials.

- 9.2.2 Members of the Executive Committee and its appointed Sub-Committees may claim travelling expenses for attending official meetings.
- 9.2.3 Members of the County Selection Committees may claim travelling expenses when carrying out their official duties as defined in Rule 7.15.1.

10 Amenities Fund

The fund shall be known as the Bowls Devon Amenities Fund and shall be administered by the County Assistant Treasurer.

- 10.1 The purpose of the Fund shall be to provide financial assistance to members and past members on compassionate grounds, gifts for special services rendered and for other special purposes and to assist Clubs to improve their buildings by means of loans either with or without interest being charged.
- 10.2 The administration of the fund shall be overseen by the Finance and General Purposes Committee who shall be responsible for determining the criteria relating to the financial help being offered and the method of submitting applications.
- 10.3 A club failing to adhere to the terms of a loan may forfeit its rights and privileges of membership until all liabilities have been fully discharged.
- 10.4 An Examined Statement of Accounts shall be submitted annually to the AGM

11 Insurances

- 11.1 Each member of Bowls Devon 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 Devon, 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 Devon, or arising there from, or incurred in good faith in the purported discharge of such duties.
- 11.2 Bowls Devon shall maintain appropriate insurances.

12 Club Team Shirts and Uniforms

Clubs may adopt coloured clothing, subject to the design being approved by the Bowls Devon Executive Committee to ensure the design cannot be confused with existing Bowls England or County Association designs, and is distinct from other Bowls Devon club clothing.

- 12.1 If coloured clothing is worn in a club representative match, it shall be worn by all playing members of the team.

13 Disputes, Misconduct and Appeals

For all matters relating to Misconduct and Disputes, Regulation No. 9 AND 9A of Bowls England Disciplinary Regulations as published in the Bowls England Rules and Regulations shall apply in full.

14 Expulsion and Suspension

Disciplinary action may result in the severance of membership of Bowls Devon of a club or individual member.

14.1 Expulsion is the termination of membership.

14.2 Suspension is the withdrawal of membership for a specified period.

14.3 All rights and privileges of membership shall cease on expulsion or during suspension.

14.4 An expelled person shall not be permitted membership of any club affiliated to Bowls Devon.

15 Merit Award

The Bowls Devon Order of Merit shall be awarded to members who have given exceptional services to fellow bowlers at club level.

Nominations shall be invited by the County Administrator from sections annually, to be received before 30 September. Recommendations concerning the Award shall be made by the Life Membership Committee to the Executive Committee annually.

The Order of Merit shall be reserved for individuals of especially deserving qualities who have contributed outstanding services, and therefore may not be awarded every year.

16 Protection of Children and Vulnerable Adults

Bowls Devon is committed to promoting a safe environment in which children and vulnerable adults can enjoy the sport of bowls.

Bowls Devon shall follow the policies and procedures laid down by Bowls England.

17 Health and Safety

Bowls Devon is committed to a positive and effective health and safety culture in all activities under its jurisdiction.

To this end Bowls Devon requires all players, organizers and officials at events under Bowls Devon jurisdiction to actively promote, and cooperate in maintaining, measures to improve health and safety to the highest practical extent.

Incidents where health and safety standards have deteriorated shall be reported to those managing that area of activity. Any practicable corrective measures shall be carried out. Records shall be kept of the incident and actions taken.

Bowls Devon shall follow the policies and procedures laid down by Bowls England.

18 Discrimination, Equal Opportunities and Human Rights Legislation

Bowls Devon is committed to manage its affairs in such a way that ensures equal opportunities to all individuals, in accordance with current legislation.

All members of Bowls Devon have the responsibility to oppose discriminatory behaviour and promote equality of opportunity.

Bowls Devon shall follow the policies and procedures laid down by Bowls England.

19 Alteration of Rules

19.1 Alterations or additions to these rules shall be made only at the AGM or at a SGM called for that purpose.

19.2 Motions for alteration or additions to these rules shall be determined to be passed by a majority of at least two thirds of those present and entitled to vote and voting.

19.3 See Rule 8 for procedures for general meetings.

20 Dissolution

20.1 A decision to wind up Bowls Devon shall require a majority of at least two thirds of those present and entitled to vote and voting at an AGM or a SGM called for that purpose.

20.2 In the event of the Liquidation of Bowls Devon the funds and assets of Bowls Devon remaining after payment and satisfaction of its debts and liabilities and costs and expenses of the liquidation shall be distributed by Bowls Devon in equal shares to the then current member clubs who have been members of the Association for at least five years.

20.3 If the situation arises that there are no member clubs remaining at the time of liquidation, the remaining assets shall be given to purely charitable organizations, associated with the game of bowls, of the choosing of the current Executive Officers.

21 Matters not provided for

If any matter shall arise which, in the opinion of the Executive Committee is not provided for in these rules, then the same may be determined by the Executive Committee in such manner as it sees fit. Every such determination shall be binding unless and until set aside by a resolution of a general meeting.