

HERTFORDSHIRE BOWLS

A Member of Bowls England



REVISED VERSION
Adopted at the 2024 AGM

County Administrator
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Foundation: Men 1920, Ladies 1936

HERTFORDSHIRE BOWLS

RULES AND CONSTITUTION

1. Title:

HERTFORDSHIRE BOWLS hereinafter called 'The Association' is a member and guarantor of Bowls England Limited (Company No. 06297656).

2. Objects:

- A. To promote and safeguard the game of Flat Green Lawn Bowls in Hertfordshire in conjunction with the clubs.
- B. To adopt and enforce the Laws of the Sport as laid down by the World Bowls Board and the Rules and Regulations of Bowls England.
- C. To adopt and enforce the Rules and Regulations of Bowls England and its Codes of Conduct.
- D. To hold Championships in Singles, Pairs, Triples, Fours, Junior Singles, Two Wood Singles, Junior Pairs and Senior Fours as a preliminary to the National Championships and any other competition that may be arranged.
- E. To hold Inter-County matches and arrange Matches with other Associations and Clubs.
- F. To interpret when called upon by affiliated Clubs, or members thereof, difficult, or doubtful questions of law and practice, and arbitrate in disputes referred to the Association between and among affiliated Clubs and members thereof.
- G. To promote social and other functions.
- H. To do all such things as considered incidental or conducive to the attainment of the above objects or any of them.

3. Responsibilities:

- A. The Association recognizes and acknowledges its responsibility as a member of Bowls England to adopt its published national policy for the safeguarding of children and vulnerable adults.
- B. The Association shall further adopt Bowls England published welfare policies relating to, but not restricted to, Drug Abuse and Anti-Doping, Equal Opportunities, Sport Equity and Health & Safety.
- C. The Association adopts and follows all policies and guidelines approved by Bowls England and UK Anti-Doping, and follows all procedures set out in Regulation 9, 9A, and 9B. The Association abides with all sanctions, recommendations and/or decisions from the Case Management Panel or National Disciplinary Panel.

4. Membership:

- A. Membership of the Association shall be open to Clubs in the County with members that play the flat green game either on Private Greens or Municipal or other Public Greens, provided that such Club possesses level greens having Banks and Ditches and being at least thirty-one metres long.
- B. Annual application for affiliation must be made to the County Administrator of this Association on the Official Form A or such other form as may from time to time be applicable. A list of the Club Officials must accompany the form for any first application. The Executive Committee has the power to grant a new affiliation.
- C. It shall be a condition of affiliation that these Rules with the Rules & Regulations of Bowls England shall be accepted as binding upon every Club affiliated to the Association, and through such Club upon individual members thereof.

5. Subscriptions and Fees:

- A. The annual affiliation shall be at such rate as may be determined by the Annual General

Meeting and shall be based on club membership on 1st May, or such other date as determined by Bowls England. It shall include the amount levied by Bowls England.

- B. The subscription is to be paid for every member entitled to play on the green and a list of those members for whom the subscription is payable must be sent to the County Administrator by 7th May or such other date as the Administrator shall determine to harmonise with Bowls England requirements.
- C. Affiliations are due to be paid by 7th May each year or such other date as the Executive Committee shall determine. Any Club failing to make such payment shall forfeit all rights and privileges of membership until the whole of the arrears have been discharged.
- D. Competition entry fees shall be at such rates as may be determined by the Executive Committee and, with the regulations for play, shall be included in the Competition Bylaws.

6. Officers:

- A. The Officers of the Association shall be the Presidents and Vice-Presidents of each gender, the County Administrator (formerly called Executive Secretary), Honorary County Secretaries of each gender, Honorary Treasurer and Honorary Match Secretary who shall be elected at the Annual General Meeting. The Chair of the Executive Committee (who shall also Chair the General Meetings), the County Development Officer and the County Conciliation and Misconduct Officer shall also be Officers of the Association and shall be appointed by the Executive. All nominations for Office shall be made in writing by their Club, or by resolution of the Executive, after the consent of the nominee has been obtained. Nominations must be in the hands of the County Administrator by 30th November each year.
- B. The President of each gender shall serve for one year.
- C. The Chair of the Executive Committee shall be an Officer or Past Officer of the Association or a current or past member of the Executive Committee.
- D. Officers and Life Members who have been Officers shall have the privilege of making a direct application to the Association to participate in its activities.
- E. The Executive Committee shall have the power to fill any vacancy amongst the Officers subject to confirmation at the next General Meeting.

7. Executive Committee:

- A. The affairs of the Association shall be conducted by an Executive Committee consisting of the Officers of the Association, and from each Division, the Men's Division Secretary, and the Women's Division Secretary. The Chair of the Executive Committee shall have a casting vote only.
- B. The Executive Committee shall have power to deal with all matters (including Bylaws) of the Association except those considered to be matters of principle or policy. It shall have power to allocate the proceeds of any event as it may decide.
- C. The Executive Committee shall have the power to appoint any necessary sub-committees. The sub-committees shall report to the Executive Committee.
- D. The Executive Committee shall have the power to co-opt should it be warranted by circumstances and decide whether that person should be able to vote at meetings.
- E. The County Administrator or the Chair of the Executive Committee or at least two other Officers shall have the right to summon a meeting of the Executive and any subcommittee whenever circumstances require it. At meetings of the Executive Committee seven persons shall form a quorum.

8. Selection Subcommittees:

- A. The Executive Committee shall appoint each year a subcommittee for each gender, consisting of the Honorary County Secretary, a maximum of three other Officers of the Association and a maximum of two members from each Division all the relevant gender.

The Executive Committee shall also appoint a Chairperson from the above-mentioned Officers of the Association.

- B. Each subcommittee shall be responsible for selecting representative teams for their gender specific Friendly County Match programme.
- C. For the selection of inter-county competitions e.g., Johns Trophy, Middleton Cup, Walker Cup, Balcomb Trophy, Amy Rose, White Rose, Eastern Counties Senior League (not including Executive rink), etc. each gender Selection Subcommittee shall appoint a Team Manager on terms agreed by the Executive. Team Managers and Selectors (if appointed) shall not be eligible for selection.

9. Annual, Special and Division Meetings:

- A. The Annual General Meeting of the Association shall normally be held in January or February each year except in extenuating circumstances that shall require a postponement. Twenty-one days' notice of it and all General Meetings shall be given to all affiliated Clubs. Twenty-five members in attendance form a quorum.
- B. If the Executive shall determine that sufficient cause has been shown, a Special General Meeting of the Association must be summoned on the requisition of an affiliated Club, to consider the business set forth in the requisition. The requisition must state clearly the nature of the matter at issue and be signed for and on behalf of the appealing Club by its President or Chairman and the Club Honorary Secretary.
- C. The Notice calling such Special Meeting shall state the purpose for which it has been summoned, and no other business shall be transacted at that meeting.
- D. The Officers and members of the Executive Committee, the Division Chairs and two delegates (one of each gender) appointed by each affiliated Club shall have the power of vote at General Meetings. Honorary Life Members may attend but only past Officers shall have the power to vote. Other members of affiliated clubs may attend and speak. The Chair of any meeting shall have a casting vote.
- E. The County shall be divided into Divisions to which clubs shall be allocated by the Executive. A Chair shall be elected annually for each division.
- F. Each Division shall hold an Annual General Meeting in January or February each year, except in extenuating circumstances that shall require a postponement. A further meeting is to be held in the last two weeks of September each year. Clubs shall forward any proposals for the County Annual General meeting to their Divisional Secretaries by 1st September, who shall then circulate them to the other Divisional Secretaries to present at their Divisional meeting. Proposals approved at Divisional Meetings shall be forwarded to the County Administrator who shall include these on the next Executive Committee agenda. A division may also, as often as considered necessary, hold a meeting open to two delegates (one of each gender) from each affiliated Club within the Division, plus the Division Chair and Honorary Division Secretaries.
- G. The Annual General Meeting shall elect a Division Chair and Honorary Division Secretaries, and not more than two further members of each gender all of whom shall constitute the Division Committee. Nominations for the ensuing year must be received by the Honorary Division Secretary in writing from clubs, after the consent of the nominee has been obtained, not later than 30th November for circulation with the notice of the Annual General Meeting.

10. Honorary Life Membership:

- A. The Association shall have power to elect Honorary Life Members for exceptional special services rendered to the Association. Such Honorary Life Members shall be elected at the Annual General Meeting. Nominations from clubs or the Executive must reach the County Administrator by 31st October.
- B. All existing Honorary Life Members and Past Presidents of Hertfordshire Bowls Association

and Hertfordshire County Women's Bowling Association shall be recognized as Honorary Life Members of Hertfordshire Bowls.

11. Records:

- A. The County Administrator shall keep a record of the business transacted at all meetings and shall submit to the Annual General Meeting a report of the proceedings since the previous Annual Meeting.
- B. The Honorary Treasurer shall render to the Annual General Meeting a Financial Statement of the past year ended 30th September. The statement shall be checked and signed by the Accounts Verifier appointed at the Annual General Meeting. Copies of the Statement of Accounts shall be sent to every affiliated Club fourteen days before the Annual General Meeting.
- C. Appropriate records shall be kept by the Honorary County Secretaries and Honorary Division Secretaries of the business transacted at their meetings.

12. Tournaments & Gala Days

All tournaments and gala days held at Clubs within Hertfordshire shall comply with the tournament licensing regulations of Bowls England.

13. Grievances, Discipline and Misconduct:

- A. If there are allegations of misconduct the Association shall adopt the definitions and follow the procedures set out by Bowls England in its Rules and Regulations Rule 9.
- B. It shall be competent of the Executive Committee after consideration of any complaint and if necessary, the examination of witnesses and relevant documentary evidence, to suspend or determine the membership of any Club or Club member.
- C. If additional evidence of the complaint be forthcoming, such Club or Club member shall have the right to appeal against adverse decision, provided the appeal is signed by the Club President or Chairman and Honorary Secretary, and lodged with the County Administrator within twenty-one days of the decision. Such appeal shall state the grounds on which it is made.
- D. The rules of natural justice shall apply to all procedures under this rule.

14. Indemnity and Civil Liability Insurance:

- A. Each Officer and member of the Association shall (to the extent that they are not entitled to recover under any policy of insurance) be indemnified out of any and all funds available to the Association which may be lawfully so applied against all costs, expenses and liabilities whatsoever incurred in the proper execution and discharge of duties undertaken on behalf of the Association or arising there from or incurred in good faith in the purported discharge of such duties.
- B. The Association shall maintain appropriate annual Civil Liability Insurance cover purchased from Bowls England or such other company as the Executive shall decide.

15. Notification of Rules and Constitution:

A copy of the Rules and Constitution shall be sent to the Secretary of each affiliated Club and posted on the Hertfordshire Bowls website.

The Standing Orders and Bylaws shall be posted on the website.

Notwithstanding that it may not embody the Rules and Constitution, Standing Orders, or Bylaws, every Club shall purchase a reference copy of the Association Yearbook each year it is produced.

16. Liquidation and Winding Up:

If the Association is dissolved or wound up, the funds and assets of the Association remaining

after the satisfaction of all debts and liabilities, including the cost and expenses of liquidation, shall be distributed to a like sporting body in the County of Hertfordshire. No part of the income or other funds may be used or be available to be used for the pecuniary profit of any proprietor, member, or shareholder of the beneficiary.

17. Alteration of the Rules and Constitution

- A. The Executive Committee shall have power to propose changes, or additions to, all or any of the foregoing Rules and Constitution at the Annual General Meeting or a Special General Meeting convened for that purpose. Twenty-one days written notice shall be given by the County Administrator and the item shall be included on the agenda of the subsequent Meeting.
- B. Other proposals for change, or additions to, the Rules & Constitution shall be made to the appropriate Division. The Division shall consider the proposals at its next meeting and, if approved, forward them in writing, or by email, to the County Administrator, giving two months' notice for inclusion on the agenda of the next General Meeting.

STANDING ORDERS

1. At General Meetings, the Chair shall have the right to determine the order of the Agenda.
2. All people wishing to speak should stand, identify themselves by name and Club, and address the meeting through the Chair.
3. The Mover of a Motion, but not the mover of an amendment shall have the right to reply, after which the question shall be put, and a vote taken.
4. No other person shall be allowed to speak more than once on the same Motion unless permission to explain is given by the Chair.
5. The Mover of the motion, when exercising their right to reply, shall not introduce any new matters, but confine the reply to questions raised in discussion.
6. The Secunder of a Motion or an Amendment may do so formally and exercise the right to speak at a later period of the discussion.
7. All amendments must be relevant to the Motion under discussion and put to the meeting before the motion. A direct negative to a Motion is not a legitimate amendment.
8. If an amendment is negative, then another Amendment may be moved to the Motion under discussion but only one amendment shall be submitted to the meeting at one time.
9. No member shall be permitted to move more than one amendment upon the same Motion.
10. Any member who has not already spoken may move that the question be now put, and this being seconded by a like member, the Chair must take a vote. If carried, the discussion shall cease and after the Mover of the Motion has replied, the vote must be taken.