

Bowls Northamptonshire (BN) – Constitution - Review November 2024

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1. TITLE:

- a) The association shall be called Bowls Northamptonshire and is hereinafter referred to as BN and is a member and guarantor of Bowls England Ltd (Company No. 06297656) hereinafter referred to as BE.
- b) BN is a non profit organisation that acts as the controlling body for Bowls Clubs within the County of Northamptonshire under the auspices of BE.

2. OBJECTS:

- a) To promote foster and safeguard within the County the playing of outdoor level green bowls according to BE Laws of the Sport of Bowls.
- b) To adopt and enforce the BE Laws of the Sport of Bowls
- c) To hold annual Championships in competitions and events as decided by BE.
- d) To hold inter-county and other matches.
- e) To interpret when called upon by affiliated Clubs or members thereof questions relating to Laws of the Sport of Bowls and practice and to arbitrate in differences arising between affiliated Clubs and members thereof.
- f) To foster, safeguard and maintain the various Competitions, Leagues and such other activities as may be organized by BN, membership shall be open to any Club affiliated to BN.
- g) To oversee the BN Benevolent Fund.
- h) To oversee the improvement in the standard of greens throughout the County through the Greens Inspectorate.
- i) To encourage Clubs to participate in coaching schemes at all levels and to encourage participation in the sport by arranging coaching and matches.
- j) To encourage participation of all disabled bowlers.
- k) To encourage and promote the Game of Bowls free from the use of performance enhancing drugs.
- l) To support a Past Presidents Association.

3. MEMBERSHIP and RESIGNATION:

- 3.1 Membership of BN shall be open to all bowls Clubs within the County. All Clubs should comply with BE current Equity Policy.
- 3.2 All affiliated Clubs shall have available to them a level green of at least 31 metres in the direction of play and a maximum length of 40 metres in addition to banks and ditches as defined in the Laws of the Sport. Exception will be for any Clubs who were previously affiliated to the N.B.A. & N.W.C.B.A with a green shorter or longer than the above measurements.
- 3.3 Application by a Club for affiliation shall be made to the Administrator, and

shall be accompanied by a list of member's names and gender, before it is submitted to the next BN Council meeting for approval. BE has stipulated that a Club applying for affiliation shall have at least 16 fully paid-up outdoor bowling members. A Club already affiliated may have less than that number.

- 3.4 Honorary Life membership shall be granted to outgoing Presidents, these will be able to attend any AGM, Council and Special Meetings.
- 3.5 Honorary Life Membership may be recommended by the Executive Committee to members of BN in recognition of outstanding service to BN.
- 3.6 All Clubs shall appoint a Safeguarding Officer who shall adopt the policy as specified by BE.
- 3.7 All affiliated Clubs are required by May 1st or as requested by the Administrator, to provide current information on their affiliated members.
- 3.8 **RESIGNATION**: Any Club may resign from BN by giving notice in writing to the Administrator. Such Club shall forfeit all rights and claims against BN.
- 4. **ADMINISTRATION – EXECUTIVE COMMITTEE**
 - 4.1 The Executive Committee shall consist of the following officers: Chairman, Administrator, Women's Management Secretary, Men's Management Secretary, Treasurer, Assistant Treasurer, both Presidents, Competition Secretaries and Bowls England delegates of each section.
 - 4.2 The Executive Committee shall be elected by Council members at the AGM and may stand for re-election the following year.
 - 4.3 The Executive Committee may co-opt a member for a specific reason/project if required and for that duration. The Chairman will decide if the co-opted member is to have an equal vote on any matters discussed.
 - 4.4 The Executive Committee shall meet as often as required with a minimum of four occasions in each year. Notice and agenda of all meetings shall be sent to the above officers at least seven days before the date of the meeting stating date time and venue and also included on the County website. A quorum shall be FOUR (4) officers - two from each management committee section and no business shall be transacted at a meeting unless a quorum is present. All members of the Executive Committee shall be entitled to ONE vote with the Chairman having a second and casting vote.
 - 4.5 Responsibilities of the Exec. Committee are as follows but are not limited to:
 - a) Management of Constitution and General / Competition Rules & Regs.
 - b) Grievances and Discipline in accordance with BE policy.
 - c) Liaison with BE.
 - d) Propose affiliation fees.
 - e) Propose budgets for Sub Committees including Competition Fees.
 - f) Annual Luncheon and Presentation of Prizes – AMEND to Presentation of trophies at Competition Finals and photos taken of Winners/Runners-Up for BN website. Prize money by bank transfer.
 - g) Annual General Meeting Special General Meetings Council Meetings.
 - h) At the first Executive Committee meeting following the AGM, Appoint the officers as identified by the Executive and where a vacancy and a requirement has been determined from the following list: Greens Inspectorate Secretary, Benevolent Chair/Secretary, Website Manager, Portal Manager, Safeguarding Officer, Development Officer and BE delegates.
 - i) Fill any position that becomes vacant between AGMs
- 5. **ADMINISTRATION – MANAGEMENT COMMITTEES**
 - 5.1 Women's Management Committee (WMC) shall consist of the following officers: Women's President (Chair), Vice President, Immediate Past President, Secretary, Match/Fixture Secretary, Competition Secretary and

- Co-ordinator, Assistant Treasurer, two (2) Area Delegates, Greens Inspectorate Secretary, and Administrator who has no vote.
- 5.2 Men's Management Committee (MMC) shall consist of the following officers: Men's President (Chair), Vice President, Immediate Past President, Secretary, Match/Fixture Secretary, Competition Secretary and area Co-ordinators, Treasurer, two (2) Area Delegates, Greens Inspectorate Secretary, and Administrator who has no vote.
 - 5.3 Management Committees will meet as and when required. The quorum is five. (5).
 - 5.4 Members of the WMC and MMC shall be entitled to ONE vote with the committee Chairman having a second and casting vote.
 - 5.5 The officers of the WMC and MMC shall be elected at the AGM and may stand for re-election the following year.
 - 5.6 The WMC and MMC may co-opt a member for a specific reason/project if required and for that duration. The committee Chair will decide if the co-opted member shall have an equal vote on any matters discussed.
 - 5.7 The duties of each management committee are:
 - a) The day to day running of the section
 - b) Appoint Delegates to MCBA, MEL, NYBDS, and appoint team managers for their respective sections.
 - c) The MMC shall recommend the nomination of a Vice President of the Midland Counties Bowling Association as and when required.
- 6. ADMINISTRATION – OTHER COMMITTEES**
- 6.1 The Finance Committee shall comprise of the Executive Chairman, WMC Secretary, MMC Secretary, Treasurer, Assistant Treasurer, and Administrator who has no vote.
 - 6.2 The Competition Committee shall comprise of the two Presidents alternating as Chair with a second and casting vote, Women's Competition Secretary, Men's Competition Secretary, WMC Secretary, MMC Secretary, one member from each Management Committee, and Administrator who has no vote.
 - 6.3 Each Committee will meet as and when required. The quorum is Four (4)
 - 6.4 Duties are to review policies and make recommendations to the Executive Committee and Council.
- 7. COUNCIL MEMBERSHIP and MEETINGS**
- 7.1 Council membership shall consist of two Delegates from each affiliated Club, Women's and Men's Presidents, Women's and Men's Vice-Presidents, Past Presidents, Life Members, plus elected/appointed officers. Clubs with 125+ members are allowed three Delegates.
 - 7.2 Any member affiliated to the County may attend Council, AGM, and SGM meetings, and take part in any discussions on any points on the meeting's agenda – but cannot vote on any issue.
 - 7.3 Council meetings shall be held in April and November, or at such time as required and if deemed necessary by the Executive Committee and/or Administrator.
 - 7.4 Proposals relating to changes to this Constitution and/or General /Competition Rules & Regulations shall be submitted in writing with 14 days notice to the Administrator.
Proposals may be submitted by the following:
 - a) By a Club Secretary seconded by another affiliated Club.
 - b) By the Executive committee.
 - c) By the WMC and/or MMC
 - d) By the Competition committee
 The Chairman of the day shall state a pre-determined time period for

discussion on each proposal. The Proposer of a proposal or amendment may speak at the Council Meeting and may respond to questions from the floor. An amendment to a proposal can be raised prior to the meeting with the required 14 days notice or from the floor during discussion of the proposal. Any amendment raised requires a proposer and a seconder, and shall be recorded for voting purposes.

7.5 Voting on any issue, at any Special or General meeting, is restricted to Club Delegates and the Chairman of the day who shall have a second and casting vote. At all meetings of the Council twelve (12) voting members shall form a quorum. In the event of a Delegate from a Club being unable to attend the meeting a substitute may be sent.

7.6 Duties of Council are:

- a) Nominations for all elected officers shall be made by the Clubs, and shall be received by the Administrator no later than two weeks prior to the Council meeting before the AGM.
- b) Club Delegates shall ensure that their respective Club Committees are aware of any proposals or issues that require a deliberative vote and mandate them on how they should vote at the following AGM or SGM.
- c) To vote to elect the Executive Committee and Management Committee positions at the AGM or when office is due.
- d) To vote at the AGM, or SGM convened, on any proposals submitted at a prior Council Meeting, and any recorded amendments to proposals.
- e) To approve any additions and/or changes to this Constitution and/or the General/Competition Rules & Regulations.
- f) To approve and confirm Life Memberships
- g) To make recommendations to the Executive for posts appointed by them.

7.7 The Council shall Elect at the AGM, or when office is due, the following officers: Women's and Men's Vice-Presidents, WMC and MMC secretaries, Match/Fixture Secretaries, Competition Secretaries, Competition Coordinators, Treasurer, Assistant Treasurer, North & South Area Delegates for each Management Committee.

8. AGM & SPECIAL GENERAL MEETINGS

SPECIAL GENERAL MEETINGS

8.1 If, at any General Meeting, a resolution be proposed calling for the dissolution of BN the Administrator shall immediately convene a Special General Meeting (SGM) to be held not less than one month thereafter to discuss and vote on the resolution. No other business will be transacted at this SGM other than the resolution that has been proposed. If the resolution, at that SGM, is carried by at least two-thirds majority of the members present the Executive Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of BN and discharge all debts and liabilities of BN. After such process the remaining assets shall not be paid or distributed amongst the members of BN, but shall be given or transferred to some other voluntary organisation having similar objects.

8.2 A Special General Meeting may also be called by:

- a) The Executive Committee if it determines that sufficient cause has been shown.
- b) Elected Officers as defined above
- c) Any affiliated Club of the County can request a SGM. The request must be supported in writing by two other affiliated Clubs of the County, and will clearly state the nature of the matter and issue to be addressed

and be signed for and on behalf of the appealing Club and the two supporting Clubs by the office bearers of those Clubs. The Administrator will convene the SGM with 28 days notice to all affiliated Clubs for the attendance of Club Delegates.

- d) No other business shall be transacted at an SGM other than the purpose for which it was called.

ANNUAL GENERAL MEETING

- 8.3 The Annual General Meeting (AGM) shall be held on a date determined by the Executive Committee/Administrator and shall be no more than 18 months after the last AGM.
- 8.4 14 days notice of the AGM shall be given and delegates from twelve (12) Clubs shall form a quorum.
- 8.5 Affiliated Clubs shall be entitled to be represented by two Club Delegates at the AGM and these will have voting rights of one vote each for all deliberative votes. The Chairman of the day has a second and casting vote in addition to a deliberative vote on all matters discussed.
- 8.6 The business of the AGM shall be to:
- a) Confirm minutes of the previous AGM and any SGMs convened since the last AGM.
 - b) Receive the examined accounts for the year from the Treasurer.
 - c) Receive the examined accounts for the year from the Benevolent Fund
 - d) Receive the annual report from the Administrator
 - e) Receive any reports from other officers
 - f) Elect an accounts examiner
 - g) Elect the officers and Committee members of BN as laid down by this Constitution.
 - h) Elect the officers for each section and for all representatives to other organizations by a casting of votes.
 - i) Nominations for officer positions can be accepted from the floor if the prior Council meeting has made no such nomination. Any such nomination requires a two-thirds majority from voting members.
 - j) Voting rules for any proposals submitted and any amendments recorded at the prior Council meeting are as follows:
 - i) A proposal, as submitted or amended, is voted on and requires a two-thirds majority to pass.
 - ii) If an amended proposal is not passed then an additional vote is taken of the original proposal and requires a two-thirds majority to pass.
 - k) Transact such other business received in writing by the Administrator 28 days prior to the meeting and included on the agenda.

9. AMENDMENTS TO CONSTITUTION AND RULES & REGS

- 9.1 Minor alterations, e.g. corrections of spelling, syntax, tense, punctuation, gender assignment, will not require approval by Council Delegates but may be mentioned by the Chairman.
- 9.2 Specific additions or amendments to any part of this Constitution and/or General/Competition Rules & Regulations shall only be made as a result of proposals submitted for an AGM or SGM convened for that purpose.

10. AFFILIATION FEES & OTHER COSTS

- 10.1 Affiliated Clubs within the County shall pay an annual affiliation fee to BN for each Club member that plays outdoor bowls according to BE Laws of Sport of Bowls, as at a date determined by the Executive Committee, and such fee to be paid to the Treasurer. This annual fee to be decided by the Executive / Finance Committees and as approved at the AGM.

- 10.2 Affiliated Clubs within the County shall pay an annual affiliation fee to BN for each Club member as defined above (10.1), and such fee to be paid to the BN Treasurer for transfer of funds to BE. This annual fee to be decided by BE Executive.
- 10.3 A Levy per affiliated Club member will be paid to the Benevolent Fund out of BN affiliation fees. The amount of this levy to be determined by the Executive Committee and approved by Council members at the AGM.
- 10.4 Any Club failing to pay affiliation fees by the date specified shall forfeit all rights and privileges of membership until the whole of the arrears have been discharged.
- 10.5 Any bowler that has entered County or Inter-County or National competitions and has failed to pay subscription fees to join a Club before the first round of Competition will be immediately disqualified from all competitions entered.
- 10.6 BN Competition Fees for Paper Form Entries must be received by the Treasurer at the same time as entry forms are submitted by the delegated Club official and by the date specified. Payment for Portal entries is via the Stripe Payment system at the time of entry.
- 10.7 Competition draw information can be viewed on the Competition Portal once the draw has been completed. Manfield Cup draw information will continue to be made available on the BN website.
- 10.8 Competition Draw information is subject to change as schedules and dates may be amended. This information on the Portal will be updated as and when required by the Portal Manager/Trained Officer. Contact Named bowlers and participating Clubs are responsible for checking the Portal for any changes prior to competition.
- 11. PAST PRESIDENTS' ASSOCIATION (PPA)**
 - 11.1 All Past Presidents pre-merger 2012 (NBA and NWCBA), and all Past Presidents post-merger (BN – 2012 onwards) become members of the PPA.
 - 11.2 The PPA may forward proposals to the Executive Committee.
- 12. BENEVOLENT FUND**
 - 12.1 The Benevolent Fund has been set up to show benevolence to any County affiliated member, and also Past Officers of the County. whether for financial or medical problems.
 - 12.2 The fund shall be called Bowls Northamptonshire (BN) Benevolent Fund.
 - 12.3 The fund to be administered by 5 Trustees, which shall include a Chairman/Secretary.
 - 12.4 Two Trustees shall be appointed by the Women's Management Committee and Two Trustees shall be appointed by the Men's Management committee.
 - 12.5 A Levy, to be determined by the Executive Committee, shall be made with the Club's Annual affiliation to BN
 - 12.6 Application for grants/gifts shall be submitted through the Club Secretary, of which the subject is a member, or by the Administrator or Management Secretaries.
 - 12.7 Applications for Grants shall be made on a form provided by the Fund Secretary or printed from the website.
 - 12.8 Grants shall be made at the absolute discretion of the Trustees and they will be treated in the strictest confidence.
 - 12.9 Annual accounts shall be prepared and subjected to an independent examination and shall be submitted to the BN AGM each year.
 - 12.10 All cheques shall be signed by the Chairman/Secretary and one other Trustee.
 - 12.11 The BN Executive Committee shall have the power to invest any surplus funds which may accrue.

- 12.12 Any Competition held for the benefit of the Benevolent Fund shall be administered by the Competition Committee.
- 13. APPENDIX - COMPLIANCE**
- 13.1 “We adopt and follow all policies and guidelines approved by BE and UK Anti-Doping. We will follow all procedures set out in BE Regulation 9, 9A and 9B. We will abide with all sanctions, recommendations and/or decisions from the Case Management Panel or National Disciplinary Panel”
To safeguard all those who participate in bowls in our County, ensuring they can do so in a safe, positive and enjoyable environment. The County acknowledges both its legal and moral duty of care to safeguard the welfare of all young people and “adults at risk” involved in bowls within the County. The County affirm the safeguarding statement of BE as set out subject to the County’s Executive Committee being reasonably satisfied that BE have acted fairly, equitably, and fully in accordance with their policies and procedures and fulfilled their responsibilities in a timely manner.
- 13.2 BN shall comply with and conform to the information as issued in the BE useful information booklet regarding the following:
- a) Insurance & Indemnification
 - b) Health & Safety

BN Constitution - Adopted Feb. 6th 2012.

Amended 2012, 2013, 2015, 2016, 2017, 2018, 2022, 2023, 2024
