

CONSTITUTION & RULES - 2023

1. TITLE

The Association shall be called **Suffolk Bowls (B.E.)**

2. OBJECTS

The objects of the Association shall be:-

- (a) To affiliate to Bowls England and follow it's Regulations
- (b) To promote, foster and safeguard the level green game of bowls in the County of Suffolk.
- (c) To adopt and enforce the Laws of the game. To hold Annual and/or other Championships in Singles, Junior Singles, Pairs, Junior Pairs, Triples, Fours and Senior Fours competitions as laid down by Bowls England in accordance with the current edition of the Laws of the Sport, Crystal Mark Edition
- (d) To interpret when called upon to do so by affiliated clubs, or members thereof, difficult or doubtful questions of law and practice of the game and to arbitrate in all differences referred to the Association for that purpose, arising between affiliated clubs and their members or between the members of affiliated clubs without discrimination in accordance with the equal opportunities statement.
- (e) To hold Inter-County Matches as and when possible.
- (f) To adopt and follow the requirements of Bowls England General Regulations 5.2 Responsibility of Membership which are also required to be included in all Club Constitutions

3. MEMBERSHIP

- (a) Membership of Bowls England and the County shall be by way of affiliation and shall be open to all clubs in the County having not fewer than 16 members and provided such clubs possess level greens having a playing surface not longer than 40 metres or shorter than 32 metres in the direction of play exclusive of banks and ditches. Clubs are recommended to lay greens 37 metres square.
- (b) Clubs playing on greens connected to licensed premises must be managed by an Executive Committee and must have sole and exclusive use and control of the funds of the clubs and greens on which they play.
- (c) Clubs playing on municipal greens must possess a permit from the municipal or other authority allowing them the use of rinks for competitive purposes.

- (d) Clubs admitted to membership shall be eligible to enter the Association's competitions in accordance with the Competition Bye Laws.
- (e) Every application for membership must be made to the General Secretary, and be accompanied by a list of the Officers and Committee of the club, the address of the Secretary, the number of members and their names, the situation of the green and a copy of the rules of the club. All applications to be dealt with by the Executive Council.
- (f) The Association shall have the power to elect Honorary Life Members for special services rendered. All Past Presidents shall become Honorary Life Members.

4. FEES AND SUBSCRIPTIONS

- (a) Every Club applying for membership shall pay the Association an entrance fee as will be fixed at the Annual General Meeting. Also an affiliation fee for all members entitled to play on the club green together with the annual subscription due to Bowls England at such rates as may be fixed at the A.G.M. of Bowls England.
- (b) Clubs must provide a member affiliation list (full names only) by no later than April 24th each year. An invoice for the affiliations will be issued shortly after and must be paid by 15th May. This is because the Bowls England Membership Year starts on May 1st and is to meet the current submission and payment requirements.
- (c) Clubs shall submit the names of any new members joining after the submission of the member affiliation list by email to the General Secretary and payment of the affiliation fee to the County Treasurer. There will be a period of 48 hours between submission of the new member's name and their affiliation being active. In the absence of notification of affiliation from the General Secretary, this shall be from the time stamp on the email. The names of any newly affiliated ladies will be shared with the Ladies County Secretary and the Ladies Competition Secretary.

5. ADMINISTRATION

- (a) The affairs of the Association shall be conducted by an Executive Council consisting of the following: Both Presidents, all Vice Presidents, General / Ladies Secretaries, Treasurers, Competition Secretaries together with the Bowls England Representative/s. A Chairperson will be elected and will serve for one year and have a casting vote. The Executive Council to meet when deemed necessary plus the AGM.

An Emergency meeting of the Executive may meet at any time to deal with urgent matters and their decision will be final. Seven members to form a quorum consisting of three Ladies and three Men plus the Chairperson or Vice Chairperson.

No more than two people from one club can hold office at any one time on the Executive. Where this could occur, suitable deputies shall be arranged

- (b) A Men's Management Committee comprising the Men's President/Chairman, Senior Vice President, Junior Vice President, Treasurer, Secretary, Match Secretary, Competition Secretary, Immediate Past President (who will remain as a committee member for a further two years) Bowls England and Area Representatives to be elected at the Men's Annual General Meeting, which will take place on or before the second Saturday in December. Each club to have one vote only. Men's Management Committee to meet when deemed necessary.
- (c) A Ladies Management Committee comprising the Ladies President/Chairwoman, Vice President, Treasurer, Secretary, Match Secretary, Competition Secretary to be elected at the Ladies Annual General Meeting The Ladies Management Committee plus two delegates per club to meet three times each year plus the Annual General Meeting, which will take place on or before the second Saturday in December. Each club to have one vote only. Ladies Management Committee to meet when deemed necessary.

All Executive Council and Management Committee members shall be notified of meetings by the Secretaries.

Nominations for new members of the Management Committees must be sent by Club Secretaries, together with the name of the seconding club, to the relevant Secretary by October 1st of each year. Committee members who are standing for re-election can be proposed and seconded by fellow Committee members. If necessary, a ballot will take place at the A.G.M.

- (e) The Committees shall have the power to co-opt at any time should it be warranted but with no voting powers.

6. SELECTION COMMITTEES

- (a) The Selection for Men's County friendly matches will be made by requesting clubs to put forward rinks for specific games. The Match Secretary to make arrangements.
- (b) Selection for the Middleton Cup, Balcomb Trophy and White Rose Trophy will be by the manager of that squad with any support they deem appropriate
- (c) The Ladies Selection Committee for the Walker Cup and Johns Trophy shall consist of three elected Selectors i.e one from Ipswich, West Suffolk and Lowestoft areas, the President and/or County Secretary may be consulted if required. Selectors to serve for three years with the option of re-election.

Three Selectors to be elected annually by the Executive for the Amy Rose Bowl Team, if relevant. Any affiliated bowler may be elected as a County Selector irrespective of whether or not she may play for a County team.

- (d) The Ladies Match Secretary shall be responsible for selecting teams for County Friendlies (other than trials for the above) from names on forms submitted by clubs.

7. COUNCIL IN APPEAL

If any party is dissatisfied with the Management committee's decision, they may appeal to the Executive Council in writing within 14 days of the decision. A meeting must be called within 14 days to determine the appeal. The parties affected may attend and be heard. The decision of the Council shall be final. All appeals to be made through the General Secretary.

8. THE ROLES OF SECRETARY AND TREASURER

- (a) The Secretary shall keep a record of the business transacted at all meetings and carry out all other secretarial duties in accordance with the decisions and directions of the Association. The Secretary shall submit a report to the Annual General Meeting of the proceedings of the Association since the previous Annual Meeting.
- (b) The Treasurer shall render to the Annual General Meeting a precise account of the income and expenditure of the past year, audited and signed by a competent person. Copies of the Annual Report and Financial Statement shall be sent to each affiliated club fourteen days before the Annual Meeting.

9. DISSOLUTION

A motion for Dissolution of the Association shall be given to the Annual General Meeting or a Special General Meeting called for this purpose. Any property remaining after discharging all debts shall be used for the benefit of bowls.

10. ALTERATION OF RULES

Alteration of, or addition to, all or any of the foregoing rules shall be made at the Annual General Meeting or at a Special General Meeting convened for the purpose and four weeks' notice of the terms of such proposed alteration or addition, which shall also be stated in the notice for such meeting, shall be given to the General Secretary / Ladies Secretary. All such notices must be submitted by clubs through their Hon. Secretary to the General Secretary / Ladies Secretary as appropriate.

Ratified at the AGM 28 November 2020 (Ladies) and 03 December 2022 (Men)

STANDING ORDERS (MEN'S GENERAL MEETINGS)

1. At all meetings except Sub-Committee or Committee meetings the chair shall be taken at the time appointed and the business immediately proceeded with.
2. The Chairman shall have the right to determine the order of the agenda.
3. No member shall be allowed to speak more than once except when permission is given to explain a particular point, other than the mover of a motion who shall be allowed to reply and no member shall speak after such reply has been made.
4. No member shall be allowed to speak for more than five minutes except for the mover of a motion who may speak for ten minutes and may take five minutes to reply.
5. When an amendment is made on an original motion no further amendments shall be considered until the first amendment has been disposed of. If such an amendment be carried out it shall take the place of an original motion, whereupon a further amendment may be moved. If the first amendment be negative a second may be moved on the original motion but only one amendment shall be submitted for discussion at any one time
6. When rising to speak a member is required to address the Chairman and must announce his name and that of the club he represents or his title in the Association, and shall confine his speech to the subject under discussion. If two or more members rise simultaneously to speak the Chairman shall decide to whom priority shall be given.
7. When a member rises to a ``point of order`` the member then speaking must resume his seat until the Chairman decides the point.
8. During discussion a motion may be made that ``THE QUESTION NOW BE PUT``, which may at the discretion of the Chairman, be forthwith put without amendment or debate. Should the motion be adopted the Chairman shall after the mover of the original motion has replied to the debate, at once put the question under discussion. Once a question has been discussed and voted upon it shall not be introduced during the meeting.
9. A resolution passed at one meeting shall not be rescinded at another meeting unless notice of motion has been given to the Association Secretary in writing. This notice must be given at a subsequent meeting to

be placed on the agenda for the next meeting. It shall require at least a two thirds majority of those present to rescind.

10. No suspension of Standing Orders shall take place unless agreed upon by a majority of two thirds of the members present.
11. No question shall be asked except through the Chairman.
12. A division is to be taken by a show of hands or, when determined, by ballot.

ADDITIONAL STANDING ORDERS FOR LADIES SECTION

1. Quorum for meetings shall be as follows: (a) Executive meeting = 3; (b) Council meeting = 10.
2. Each club to have one vote and members of the Executive also to have one vote each (Ladies only).
3. Past Presidents, Life Members, Selectors, Team Managers and Match Secretary may attend meetings but are not eligible to vote.
4. Each competitor should purchase a handbook.
5. Competition Draw to be made by Presiding Officers- may be attended by any affiliated member

BENEVOLENT FUND RULES AND CONSTITUTION

Title: THE SUFFOLK BOWLS (BE) BENEVOLENT FUND

1. The fund shall be governed by three Permanent Trustees and a Committee of five other members, the Committee to comprise: the President, President-Elect, the Treasurer, Secretary and one member elected from the Council, five to form a quorum.
2. The fund is intended to assist Suffolk bowlers and/or their dependants who are in need by virtue of their financial circumstances. Applicants or, in the case of dependants only, the deceased must have been members of clubs affiliated to this Association each year. Donations may also be made from the fund after 1975 to assist charities and other worthy causes associated with bowlers, not necessarily of Suffolk.

3. Applications for assistance must be forwarded through the Secretary of the Club of which the applicant is or was a member, or through the Trustees.
4. Names of persons receiving assistance are disclosed only to the Committee and Auditors of the Fund, all cases being otherwise referred to by numbers.
5. An audited Financial Statement shall be submitted each year to the Annual General Meeting of the Association.
6. Not more than £5.00 shall be granted at any one time to one person unless one Trustee is present at the meeting.
7. The election of the Trustees, Committee and Hon Auditors shall be confirmed at the Annual General Meeting of the County Association.