



Constitution 2023

1. TITLE, OBJECTS AND AFFILIATION

Title

1.1 The title shall be the Hertfordshire Short Mat Bowling Association (HSMBA), hereinafter referred to as 'the Association'.

Objects

1.2.1 To promote, foster and administer the game of short mat bowls played under English Short Mat Bowling Association (ESMBA) rules and laws in Hertfordshire.

1.2.2 To organise Hertfordshire County leagues, championships, and other competitions.

1.2.3 To arrange inter-county and other competitions.

1.2.4 To interpret as required, questions relating to ESMBA rules, laws and practices and give rulings on such matters.

1.2.5 To act always in the best interests of the game, the affiliated clubs, and the individual members of the Association.

1.2.6 To promote a safe environment, in which all members including children and vulnerable adults can enjoy taking part in a game of bowls, by following and promoting the principles and policies issued by the Bowls Development Alliance, in partnership with the five English Bowls National Governing Bodies. The policies provided by the ESMBA will be used by the Association.

Affiliations and membership

1.3.1 The Association shall be affiliated to the ESMBA.

1.3.2 Affiliation to the Association shall be open to any short mat bowling club in Hertfordshire which satisfies the requirements specified in this Constitution.

1.3.3 The individual members of affiliated clubs taking part in competitions run by the Association or the ESMBA, must themselves be affiliated to the Association and the ESMBA.

1.3.4 The Association shall maintain a register of names and addresses of affiliated clubs and contact details of named representative/s of each club, along with the names of their affiliated members. Only affiliated members may take part in county or ESMBA competitions.

1.3.5 The Association may elect honorary or life members in recognition of special services to the game.

2. FEES AND SUBSCRIPTIONS

2.1 A club registering with the Association shall pay an administration fee on joining and thereafter annually. The amount of such fee shall be determined by the Annual General Meeting (AGM).

2.2 Players registering with the Association shall pay an affiliation fee on joining and thereafter annually. The amount of the fee due to the Association shall be determined each year by the AGM. The affiliation fee due to the ESMBA shall automatically be added to the HSMBA fee each year.

2.3 The annual affiliation fees of clubs and players and league team entry fees shall be due to the Association and must be paid by 1st September each year.

2.4 The Management Committee shall determine the amount of entry fees for all County competitions and such fees shall include any amounts due to the ESMBA in respect of such entries. Entry fees paid shall not be returnable.

3. FINANCES

3.1 The financial year of the Association shall be from the 1st of April to 31st March the following year.

3.2 All monies collected shall be passed to the Treasurer (or deputed committee member) for deposit in a bank account in the name of the Association.

3.3 All monies raised by or on behalf of the Association shall be applied to further the objectives of the Association and for no other purpose.

3.4 All payments drawn from the Association account shall be signed for either manually or electronically by two of three named Officers of the Association – Treasurer, Chair or Secretary.

3.5 On dissolution of the Association, any surplus of monies and equipment held by the Association will be distributed to a likeminded organisation(s) as deemed appropriate by the Management Committee.

4. ADMINISTRATION AND STRUCTURE

4.1 The administration of the Association shall be undertaken by a Management Committee (hereinafter called 'the Committee') appointed at the Annual General Meeting (AGM) or at a Special General Meeting (SGM) called for such purpose.

The members of the Committee shall comprise the Officers and Committee Members described in paragraph 4.2 plus one Representative from each club.

All members of the Committee shall hold office from the conclusion of the AGM or SGM at which they are appointed until the conclusion of the following AGM.

All Committee positions shall be honorary.

Every nominee for the Committee at the AGM shall be an affiliated member of a club registered with the Association.

4.2. The three Officers of the Association elected annually at the AGM are the Chair, Secretary and Treasurer. With no individual being able to hold more than one of the three named Officer roles at a time.

The other Committee Members elected are the Registration Secretary, Minute Secretary, Competition Secretary, League Secretary, County Team Manager, Refreshments/Raffle officer and one delegate from each club.

In the event of there being no nominations for a position on the Committee, a member may stand for a second position.

The non-committee roles of County Safeguarding Officer and County Web Administrator to be appointed each year at the AGM.

The Committee shall have the power to fill by co-option any vacancy occurring during the year.

The Committee shall also have the power to create additional Committee positions during the year and to fill any such position by co-option, but all such additions must be ratified at the following AGM.

Any co-opted person shall have full voting rights on the Committee, provided they are an affiliated member of the Association.

Any Officer or Committee Member may seek re-election.

4.3 The Committee shall meet as often as the business of the Association requires, but not less than three times annually, excluding general meetings.

A special Committee meeting may be called at not less than 21 days' notice, at the request of not less than 5 Committee members, to discuss one or more specified issues. At this meeting, no other business shall be discussed.

4.4 A quorum of the Committee shall comprise five voting members.

4.5 Each member of the Committee shall have one vote excepting the Chairman who shall have a second or casting vote if required.

4.6 The Committee shall have the power to appoint sub committees from among their number, to investigate specific matters and present recommendations to the full Committee.

4.7 The Committee may nominate, and recommend for the approval of the AGM, any person to serve as President, of the Association.

4.8 The Committee shall ensure that DBS checks are undertaken for members who fulfil the roles of County Safeguarding Officer, Competition Secretary, County Team Manager, Umpires and Coaches as designated by ESMBA policy.

5 GENERAL MEETINGS

5.1 The AGM shall be held no later than 30th June each year.

5.2 The business of the AGM shall include:

- a) Presentation of reports by the Chairman, Secretary, Competition Secretary, League Secretary and County Manager.
- b) Presentation of accounts for the previous financial year by the Treasurer.
- c) Election of Officers and Committee Member positions for which nominations have been received.
- d) Election of Officers and Committee Member positions for which nominations have not been received in advance.
- e) Appointment of Club Representatives.
- f) Determination of subscriptions and other fees for the following year.
- g) Consideration of any motion or amendment to the Constitution for which the required notice has been given.
- h) The appointment of an Independent Financial Examiner.

5.3 The AGM shall be open to all but only 2 affiliate members from each club may vote

5.4 The Committee or any registered club or individual affiliated member, may submit to the AGM a motion or amendment to the Constitution for consideration.

5.5 The AGM timetable shall be as follows:

- a) Motions or amendments to the Constitution from any legitimate source (see 5.4) shall be submitted in writing to the Secretary by 1st February that year.
- b) The Committee shall meet no less than 28 days prior to the AGM and include on the agenda determination of their own and any other legitimate motion or amendment to the Constitution, for presentation at the forthcoming AGM.
- c) The Secretary shall send out to clubs no less than 28 days prior to the AGM, notification of the date of the AGM together with an agenda and a copy of the accounts up to the 31 March of that financial year.
- d) The new Committee shall meet not later than 3 weeks after the AGM to ensure that the business of the Association, (including the programme, formation of the County Squad and venue bookings) is in hand for the following year.
- e) The Secretary shall send out to clubs the minutes of the previous AGM as soon as these have been seen by the new Committee at their first meeting of the year.

5.6 If no valid nominations for any position on the Committee have been submitted by the due date, then nominations from the floor of the AGM shall be accepted on the day providing that the nominees are present and agree to serve.

5.7 No new or amended motions or amendments to the Constitution shall be accepted from the floor at the AGM.

5.8 A Special General Meeting (SGM) may be called at 21 days' notice at any time by the Committee. An SGM must also be called by the Secretary within 21 days of the receipt in writing of a request for such a meeting, supported by at least 25% of the affiliated clubs. The notice for such a meeting must state the purpose of the meeting and any motion which is to be discussed. No other business shall be transacted at such a meeting.

6 AFFILIATION ARRANGEMENTS

6.1 A player may register as an affiliated member of the Association. Under ESMBA rules individual players may register through one club only.

6.2 Affiliation to the Association shall be open to any Short Mat Bowling Club in or bordering the county of Hertfordshire.

6.3 Application by clubs for affiliation to the Association shall be made to the Membership Secretary.

6.4 Affiliated clubs shall be required to forward to the Membership Secretary of the Association annually, a list of their affiliated members, showing their full names, gender, and age range, together with the total fees due and will in return be issued with a registration card and personal registration number for each member.

6.5 Affiliated clubs shall provide evidence of having appropriate liability insurance and confirm details of responsible person(s) for Safeguarding matters.

7 POWERS OF THE COMMITTEE

7.1 The Committee shall have the power to interpret the Constitution of the Association and deal with all matters not specifically provided therein.

7.2 The Committee shall have the power to set Rules and Conditions of Play for all competitions run by the Association.

7.3 The Committee shall be empowered to adjudicate on any dispute regarding the Constitution or Rules and Conditions of Play of the Association. All such disputes referred to the Association, shall be determined by the Committee, whose decision shall be final.

7.4 The Committee shall have power to take disciplinary action against any affiliated member or club who is found by the Committee, at a hearing at which the member or club is represented, to be in breach of the Constitution or the Rules and Conditions of Play set by the Association, or to have acted knowingly and avoidably in a manner contrary to the best interests of the Association, its members or any one or number of them, or in a way likely to bring the game into disrepute. Such disciplinary action may take the form of suspension or cancellation of membership, or disqualification from County competitions for a stated period. (See Grievance procedure)

7.5 The subject of any appeal against disciplinary action must be given in writing to the Secretary of the Association, who shall call a meeting of the Committee for the settlement of the matter, calling on such parties deemed to be necessary to assist in the consideration of the appeal. (See Appeals procedure)