



## **PERTSHIRE BOWLING ASSOCIATION**

### **CONSTITUTION**

#### **NAME**

1. The organisation shall be named "Perthshire Bowling Association" and herein referred to as The Association.
2. The Association shall be affiliated to Bowls Scotland.
3. All members of the Association are subject to this Constitution and the regulations of the National Governing Body.

#### **OBJECTIVES**

The Association is established to pursue the following objectives:

1. To participate in the sport of Lawn Bowls.
2. To promote and foster Lawn Bowls in the County of Perthshire.
3. To maintain participation in appropriate competitions of County level.
4. To promote and maintain the highest standards of technical competence and safety in Lawn Bowls.
5. To uphold the current Rules and Bye Laws of Lawn Bowls.
6. To aspire to meet all elements of Diversity and Inclusion.
7. To adopt the Policies and procedures of Bowls Scotland for the Protection of Children, Young People and Vulnerable Adults.

#### **MEMBERSHIP**

1. Membership of the Association shall be made up of the Male membership of any club within the County, any club being a member of any other City or County Association may not be a member of the Association.
2. Applications by clubs for membership of the Association shall be in writing to the Association General Secretary for acceptance by the management committee, on acceptance the current membership fee will be due, and thereafter due annually.
3. Each fully paid-up club shall be entitled to attend and have one vote at General Meetings.
4. Should a club wish to withdraw from the Association it shall do so in writing to the Association General Secretary in time for the next Annual General Meeting.



5. **The Annual Membership Fee (Capitation Fee) and Entry Fees for competitions for Association Member Clubs shall be determined at the Annual General Meeting and payment is due thereafter and no later than the competition entry due date, currently the first Saturday of March. Failure to pay by that date may result in no competition entries being accepted by the Association from the club in question. (To prevent, the Competition Secretary or an Association Committee Member should contact the club in case there has been a failure in the club's arrangements for payment of fees to allow payment to be made).**
6. **Officials, Clubs and Players when representing the Association in any competition should conduct themselves in a sporting and courteous manner and should not behave in a manner which may be interpreted as hostile or unacceptable.**

#### **REFUSAL, SUSPENSION OR TERMINATION OF MEMBERSHIP**

1. **The management committee shall be entitled to,**
  - **Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the Association as set out in the OBJECTIVES of this Constitution.**
  - **For good and enough reason, refuse renewal of an existing membership or suspend or terminate any membership provided that the club concerned has the right to be heard before a final decision is made.**
  - **Any action by the Management Committee against A Member Club or against Individual Members of Member Clubs shall be carried out in accordance with Bowls Scotland Disciplinary Procedure as compiled by Harper McLeod LLP to comply with the Law on such matters**
  - **The club may apply for re-instatement at the next Annual General Meeting.**
  - **Failure to pay fees by the specified date will mean a club will forfeit the right to representation on the management committee and at General Meetings and will be suspended from participation in any Association events or matches until the fees are paid.**



## **GENERAL MEETINGS**

### **1. Annual General Meeting (AGM)**

**The AGM shall be held at 2.00 pm at a venue decided by the Management Committee on either the 3<sup>rd</sup> or 4<sup>th</sup> Saturday or Sunday in November, or by electronic means and will have the power to postpone or adjourn the meeting in exceptional circumstances. Each club is entitled to send 2 Bona Fide delegates with only one delegate entitled to vote. Members of the Management Committee cannot vote unless they are representing a club. At each AGM, the following business shall be conducted:**

- **Report and confirm the minutes of the previous AGM. (General Secretary's Report)**
- **Presentation of the Association Audited Financial Accounts for the year.**
- **Presentation of financial forecast for the coming season and setting of all fees.**
- **Presentation of the Presidents Report.**
- **Election of Officers and members of the Management Committee.**
- **Any other business brought before the meeting which is deemed relevant by the Chairperson.**
- **The Association may elect as an Honorary Member any Gentleman who has been recommended for this honour by the Management Committee for outstanding service to Bowling in the County**
- **Approve the Retiring President as an Honorary President.**
- **Any member club may have a maximum of two members on the Management Committee.**
- **The President or Chairman holds the casting vote at all General Meetings.**



## **RULES FOR GENERAL MEETINGS**

- **Notice of an AGM shall be a minimum of 21 days and the meeting will require a Quorum of 25% of association members to attend.**
- **An Extraordinary General Meeting may be called upon the written demand of any of the following: 25% of the Association Membership; The Chairperson; 2/3rds Majority of the Management Committee.**
- **Notice for an EGM shall be a minimum of 14 days stating the business to be discussed.**
- **Written notice of proposed additions or alterations or written notices of motion duly proposed and seconded must be made to the Association General Secretary. In the case of the AGM not later than the 30<sup>th</sup> September or in the case of an EGM not later than 5 working days prior to the meeting.**
- **At General Meetings, the Chairperson shall Chair the meeting, in his absence the Vice President or General Secretary or a nominee from the current management committee**
- **All members shall register with the General Secretary prior to the start of the meeting**
- **Each Club shall have one vote.**
- **The outcome of all votes shall be determined by a simple majority, if a vote is tied then the Chair has the casting vote.**
- **The General Secretary shall keep Minutes of the Meetings and Resolutions and agreed changes shall be minuted.**

## **ELECTIONS TO THE MANAGEMENT COMMITTEE**

- **The management committee shall be drawn from the membership of The Association Membership Clubs.**
- **Candidates shall be elected by paper ballot or open vote at the AGM and shall be committee members from the conclusion of that AGM until the following AGM.**
- **All candidates for nomination if they are unable to attend the AGM, with the consent of the Nominee and Second shall be nominated in writing to the Secretary not less than 14 days before the AGM.**



## **MEMBERS OF THE MANAGEMENT COMMITTEE**

- The Management Committee shall consist of the following,
  1. The Retiring President who shall become an Honorary President of the Association.
  2. President
  3. Vice President
  4. General Secretary
  5. Treasurer, (posts 4 and 5 may be combined).
  6. The committee shall be up to 12 members from member clubs including the immediate Past President with no more than 2 members from any one club. All the above shall be entitled to one vote each at General Meetings provided they are their Club representative on the day.
- The committee may co-opt any member to any unfilled post until the following AGM, the number of those co-opted shall not exceed 1/3<sup>rd</sup> of the committee number.
- The management may appoint sub committees to deal with matters of the Association until the following AGM. Sub Committee proceedings shall be reported to the Management Committee by a representative elected by the Sub Committee.

## **RULES FOR THE MANAGEMENT COMMITTEE**

- The President shall chair the meeting, or in his absence the Vice President, and then the General Secretary. Failing this a person nominated by and from the Management Committee shall Chair the meeting
- 14 days' notice by the General Secretary is required for any Management Committee meeting except if the date has been set at a previous meeting in which case a reminder notice 7 days prior to the meeting may be given. In an emergency the Chairperson may call a meeting at four days' notice. A Quorum shall be 4 of the Management Committee with all votes being decided by a simple majority; in a tie the Chair will hold the casting vote.



- The Management Committee shall transact the business of The Association, appoint sub committees for any purpose and fill any office that may become vacant.
- The Management Committee shall arrange any fixtures considered desirable, draw up and amend, if necessary, all competitions and fixtures.

#### **FINANCE AND SECRETARIAL**

- The income and property of The Association however derived shall be applied solely towards the objectives of the Association as set out under OBJECTIVES in this Constitution.
- All monies shall be lodged in a Bank Account in the name of the Association.
- The Chairperson, Treasurer and General Secretary shall be authorised signatories to sign cheques on behalf of the Association, of which two signatories shall be needed.
- The financial year of the Association shall run from the 1<sup>st</sup> of October till the 30<sup>th</sup> of September the following year.
- The Treasurer shall keep a record of the transactions of the Association and The General Secretary the Minutes of the Management Committee Meetings and other Statutory Meetings.

#### **AMENDMENTS TO THE CONSTITUTION**

This Constitution may only be amended by a proposal passed by a simple majority of members present entitled to vote at an Annual or Extraordinary General Meeting.

#### **DISSOLUTION OF THE ASSOCIATION**

- Any resolution to dissolve the Association may be passed at any General Meeting provided that the terms of the proposal are received by the Secretary at least 42 days before the relevant meeting at which the proposal is to be brought forward. At least 28 days' notice of the meeting and the proposal shall be given in writing by the Secretary to all members. Such a resolution shall succeed on the assent of two thirds of those present who are entitled to vote.



- **Upon the dissolution of the Association after all the Association and Trustee liabilities have been cleared all remaining financial and material assets shall be given or transferred to the remaining constituent clubs of the former Association.**

The Perthshire Bowling Association Constitution was approved at an Extraordinary General Meeting on 21<sup>st</sup> November 2021 held at Perth West End BC.

It has now been placed on the website and dated November 2021.

Any further amendments will require approval at a further EGM.

By Order of R G Taylor

General Secretary

November 2021.