

LONDON COUNTY SHORT MAT BOWLS ASSOCIATION CONSTITUTION & RULES

DEFINITIONS

In the context of this Constitution the following shall apply:

'**ESMBA**' is the English Short Mat Bowls Association.

'**LCSMBA**' is the London County Short Mat Bowls Association.

'**Member**' is a club affiliated to the LCSMBA for the current year.

'**Player**' is a person registered with both the LCSMBA and the ESMBA for the current year through an affiliated club.

CONSTITUTION

1. NAME

The name shall be the London County Short Mat Bowls Association (**LCSMBA**).

2. OBJECTIVES

2.1 To promote, expand and develop the game of Short Mat Bowls for the benefit of all **Members** and **Players** located in the defined county area.

2.2 To improve playing standards of the game by developing individual players' potential and ability to the highest possible level by the creation of playing opportunities through qualified coaching, training programmes, competitions and leagues.

2.3 To organise county teams to ensure that the **LCSMBA** is represented in national Short Mat Bowls activities.

2.4 To maintain regular contact and communication with **Members** and **Players** on all related matters, and to provide advice and assistance on playing issues as required and necessary.

2.5 To ensure that **LCSMBA** has influence in the national forum by seeking and establishing contact with, or representation on, the **ESMBA**.

3. MANAGEMENT

3.1 Management of the **LCSMBA** shall be vested in a management committee consisting of:- Chairperson, General Secretary, Treasurer, Minute Secretary, Registration and Regulation Secretary, Match Secretary, Competition Secretary, and two general committee members.

3.2 All shall be elected by the **Members** present at the Annual General Meeting (each **Member** shall have one vote despite the number of **Players** present from that club) and shall stand down at the succeeding AGM.

3.3 All shall be eligible for re-election but shall not hold office for more than three years. However, if there are no nominations for a position, the current holder may stand again.

3.4 If deemed necessary by the management committee, post holders may hold more than one position simultaneously.

3.5 The management committee shall hold meetings regularly and at least once a quarter, and as required for the efficient and effective conduct of **LCSMBA** affairs.

3.6 At least ten days notice of any committee meeting shall be given to each committee member and shall specify the business to be discussed.

3.7 In the absence of the chairperson, a temporary chairperson will be elected by the committee members in attendance.

3.8 Committee meetings shall be convened:

- (1) by resolution of an earlier committee meeting;
- (2) by formal request of any two committee members, who will call the Special meeting within twenty-one days from delivery of the request served upon the General Secretary specifying the matter(s) to be discussed.

3.9 Each elected committee member in attendance shall have one vote, even if they hold more than one post. The Chairperson will only have a casting vote if necessary.

3.10 Five elected committee members in attendance shall constitute a quorum.

4. POWERS OF THE MANAGEMENT COMMITTEE

4.1 In furtherance of the above objectives, the management committee shall have powers to act upon the resolutions of formal meetings, including:

- to apply for, collect and receive money and property;
- to purchase, or take on lease or licence, freehold or leasehold property, with the power to lease, sub-lease or licence occupation of any part of such property;

- to purchase, acquire, or take on lease or licence, equipment, services and consumable items, with power to lend or hire out such equipment;
- to provide for the storage, maintenance, transport, security and insurance of the above property, equipment and funds as may from time-to-time be determined;
- to co-opt an affiliated person to fill any vacant management committee post unfilled at the AGM or falling vacant during the year, or for any specific task.

N.B. co-opted members shall not have the voting rights of elected members; may not alter the rules of the LCSMBA, or engage in such other activities as will further the attainment of the objectives.

4.2 Discipline - see 5.9 and 5.10.

5. MEMBERSHIP

5.1 A club, including a club within a Community Association, which is affiliated to the **LCSMBA** for the current year, shall be deemed to be a **Member** of the **LCSMBA**.

5.2 Affiliation shall be available to any club, the players of which meet regularly to play the game of short mat bowls at a venue situated within the London Boroughs or, subject to the agreement of the adjoining County Short Mat Bowls Authority, situated within the boundary defined by the M25.

5.3 Such a club must be a recognised body having its own players, constitution, or rules; having access to playing facilities and equipment; and must be open to membership by all persons irrespective of political belief, religion, nationality, sex, sexual orientation, race, colour or physical handicap.

5.4 Affiliation to the **LCSMBA** shall be granted for one year to any such club, subject to the approval of the management committee, upon receipt of a completed application form signed by the Secretary of the club and accompanied by payment of the annual subscription determined at the preceding AGM.

5.5 **Members** shall be required to register all players intending to take part in any competition, league, repeat friendly match or any other short mat bowling event in which other registered **Players** are participating with both the **LCSMBA** and the **ESMBA**.

5.6 Registered **Players** may compete with or against non-registered players in internal club games, charity matches, licensed competitions, events solely for recruitment of the sport or promotion of the **LCSMBA**, and closed events where entry is restricted to members of an organisation not related to the game of bowls.

5.7 Registration of any person shall be through one club only and entails payment to the **LCSMBA** of an annual registration fee, which shall include the **ESMBA** fee, and will be determined at the AGM.

5.8 **Members** must draw to their players' attention the requirements for registration that should be encouraged and facilitated.

5.9 The management committee shall have the power, by a two-thirds majority of votes cast, to expel or bar from the **LCSMBA** any **Member** or **Player** who has seriously offended against the constitution or rules of the **LCSMBA** or whose conduct in matters of sportsmanship, etiquette or loyalty shall, in the opinion of the management committee, render them unfit for membership of the **LCSMBA**.

5.10 **Members** and **Players** shall have a right of appeal against any disciplinary decision if lodged with the General Secretary within fourteen days of having received notification of the management committee's decision.

N.B. for further information, please refer to the LCSMBA disciplinary procedure.

5.11 Correspondence and formal notices from the **LCSMBA** shall be deemed to have been delivered if they have been addressed to the Secretary of the **Member** and sent by ordinary post.

5.12 The **LCSMBA** must be properly informed of any change to or appointments of **Members'** secretaries.

6. ELECTION OF MANAGEMENT COMMITTEE

6.1 All **Players** registered with the **LCSMBA** and the **ESMBA** through a **Member** shall be eligible for nomination for election to the management committee.

6.2 Nominations must be received by the General Secretary at least twenty-eight days prior to the AGM and must be signed by a proposer, a seconder and the nominee.

6.3 The proposer and the seconder must be from different **Members**.

6.4 Where no nomination has been received for an office, nomination shall be accepted from the floor during the AGM. Where more than one nomination is received for an office, or the nomination is challenged in any way, election shall be by ballot of the **Members** attending the AGM. Ballots shall be held in the order listed in paragraph 3.1 and the next ballot shall not be held until the result of the preceding ballot has been determined.

6.5 If a person has been nominated for more than one office, then they, if elected to an office, shall stand down from all subsequent nominations, unless the provision stated in paragraph 3.4 is invoked.

7. GENERAL MEETINGS

7.1 The **LCSMBA** AGM shall be held no later than the 30th June each year to transact the following business:

- (1) to receive the Chairperson's report;
- (2) to receive and, if approved, adopt the **LCSMBA** accounts and the London County social account for the preceding twelve months to 31st March;
- (3) to receive reports from the other **LCSMBA** officers;
- (4) to consider, approve and adopt proposals for the amendment of the **LCSMBA** constitution. Any resolution to alter the constitution must be carried by at least two-thirds of the votes cast by **Members** present;
- (5) to appoint officers and members to serve on the management committee;
- (6) to appoint an auditor for the year;
- (7) to determine the **LCSMBA** fees and subscription for the ensuing year commencing 1st September;
- (8) to consider and, if approved, adopt proposals on other matters concerning the **LCSMBA** affairs.

7.2 Notices convening the AGM shall be dispatched to the secretaries of all **Members** no later than six weeks prior to the date of the meeting.

7.3 Proposals from **Members** of matters for discussion at the AGM must be received by the General Secretary at least twenty-eight days prior to the meeting.

7.4 Special General Meetings may be convened for the following purposes:

- (a) to consider and, if approved, adopt proposals to change the **LCSMBA** constitution. A resolution to alter the constitution must be carried by at least two-thirds majority of the votes cast by **Members** present;
- (b) to require or receive the resignation of the management committee or any member of that committee and to appoint a replacement;
- (c) to dissolve the **LCSMBA**;
- (d) to deal with any special matter which the management committee may decide to place before the **Members**;
- (e) to deal with any specific matter which **Members** may wish to place before the **LCSMBA**.

7.5 Special General Meetings may be convened at any time by the management committee on dispatching notices, describing matters to be discussed, to the secretaries of all **Members** at least fourteen days prior to the meeting.

7.6 A Special General Meeting shall also be convened within thirty days of receipt by the General Secretary of a requisition, in writing, signed by not less than 40% of **Members** and stating the matters to be discussed.

7.7 At all General Meetings, each **Member** represented shall have one vote except for the Chairperson who shall also have a casting vote. Two persons shall be appointed tellers from the floor.

7.8 **Players** of all **Members** may attend General Meetings but only one delegate may be authorised by each **Member** to vote and must register as such on arrival.

7.9 At General Meetings, a quorum shall constitute 25% of the registered **Members** plus the elected management committee members present.

8. FINANCE

8.1 All monies raised by or on behalf of the **LCSMBA** shall be applied to further the objects of the **LCSMBA** for the benefits of the **Players** and for no other purpose.

8.2 The Treasurer shall keep a proper account of the **LCSMBA** finances and shall open and maintain a bank account in the name of the **LCSMBA** for this purpose.

8.3 The account shall be audited at least once per year by an independent auditor appointed at the AGM.

8.4 The annual membership subscription shall be such sum as determined at the AGM and shall be the Affiliation Fee.

8.5 Registration fees for each **Player** shall be such sum as determined at the AGM and shall be calculated to include the registration fee payable to the **ESMBA** for the relevant year.

8.6 Subscriptions and registration fees shall be for the twelve months commencing 1st September following the AGM and shall be due on the commencement date.

8.7 **Members** whose current subscription for membership has not been paid by the 31st October and who neglect to comply with a written request for payment within thirty days of the date of such a request shall cease to be **Members**.

8.8 **Members** may add **Players** to their affiliation list on full payment of the **LCSMBA** registration fees.

8.9 Subscription and registration fees paid shall not be normally refundable.

8.10 At the discretion of the management committee, specific social activities may be subsidised by a donation from the **LCSMBA's** main account.

9. SELECTION OF COUNTY TEAMS - SELECTION COMMITTEE

9.1 A captain, vice captain and selector(s) shall be elected for each **LCSMBA** team for the purpose of selecting **Players** to play in **LCSMBA** matches. The management committee will seek nominations for the positions of captain and vice captain, and the selectors will be elected by postal ballot of the **Players** prior to each AGM. Each office shall be held for one year. If there is an insufficient number of volunteers to fill these posts, the management committee will determine a suitable solution.

10. EQUIPMENT- LOAN & HIRE

10.1 For the promotion of the sport and subject to the decision of the management committee, the **LCSMBA** may loan the necessary equipment, if available, with or without charge, subject to the borrower being responsible for its care and security.

10.2 Should any **Member** or an organisation wish to borrow equipment to promote a competition or event, the express permission of the management committee must be obtained and charges agreed.

11. DISSOLUTION

11.1 The **LCSMBA** may be dissolved by a resolution passed by not less than two-thirds of the **Members** present and voting at a Special General Meeting convened for that specific purpose.

11.2 Upon dissolution, the property and assets of the **LCSMBA** shall be paid or distributed to or among **Members** on a pro-rata basis dependent on the number of their **Players** registered with the **LCSMBA** on the date the Special General Meeting is called.

ASSOCIATION RULES

1. LOCAL LEAGUES & COMPETITIONS

1.1 **Members** organising local leagues and competitions, other than the London Leagues, should notify the **LCSMBA** General Secretary.

1.2 Normally, it is a requirement that the rules of such leagues shall not permit London registered **Players** to compete with or against non-registered players.

1.3 These events should be organised in general keeping with the **ESMBA** 'Laws of the game' and any variations detailed in the rules of the local league or competition.

2. LONDON COUNTY COMPETITIONS

2.1 **Players** entering the London County competitions must be registered with the **LCSMBA** and the **ESMBA**.

2.2 **Players** may team up with any other London **Players** to enter these competitions but club teams must consist of **Players** registered with the **LCSMBA** through the same club.

2.3 **Players** qualifying for the National Finals **will be expected to attend those finals.**

3. SMOKING

3.1 Smoking will not be permitted in the bowling arena or within the grounds at **LCSMBA** events.

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