

Gloucestershire Short Mat Bowling Association

Constitution (Amended April 2019)

1. Title

The association shall be called the "Gloucestershire Short Mat Bowling Association" In abbreviation GloSMBA and referred to as "the Association" in this constitution.

2. Objectives

- a. To promote, develop and regulate the game of short mat bowling in Gloucestershire in the best interests of its members.
- b. To conduct, control and monitor all leagues and open competitions carried out by the Association or its members.
- c. To promote the image of the Association generally and to arrange matches with other associations or leagues.
- d. The Association shall recognise the English Short Mat Bowling Association (ESMBA) as the governing body of the sport.

3. Membership

- a. Membership shall be open to any club that the Management Committee considers to be of club status and is capable of sustaining its commitment to the Association and conducting its affairs in an honest and sporting manner.
- b. People of all ages, either sex, regardless of disability or sexual orientation, shall be eligible for membership of the Association upon receipt of a correctly completed application form and appropriate membership fee.
- c. Individual members must register with the Association via one club only and conduct themselves properly at all times and must not cause any disrepute to fall on the Association or any of its member clubs.
- d. The Association may elect individual honorary or life members in recognition of their services to the game of short mat bowls.
- e. Any club or individual person applying to join the Association must have paid all outstanding fees, subscriptions, levies, fines and other payments to any other short mat association or club.
- f. Membership shall be open to clubs or players in adjacent counties subject to the ESMBA Rules and Constitution.

4. Fees and Subscriptions

- a. Each member club shall pay a yearly subscription and if appropriate league fee(s) to the Association which shall be fixed at the AGM and paid before the first season league match each season (The season runs from 1st September to 31st August).
- b. Each member club shall pay any subscriptions as required by the ESBMA.
- c. Each individual member who plays in any county league or competition shall pay a yearly registration fee as set down by the Association and/or the ESBMA.
- d. New players must be registered with the Membership Secretary before they shall be eligible to play in any league, County or Nationally recognised competition.

5. Administration

- a. Officers of the Association shall consist of a Chairman, Honorary Secretary, Honorary Treasurer, Membership Secretary, Competition Secretary and League

Secretary, each elected annually at the County AGM.

b. The County Premier Team Captain, "A" Team Captain and Seniors Team Captain shall be elected from the floor of the County AGM.

c. The affairs of the Association are to be conducted by a Management Committee consisting of the Officers (as in sub-para a above), the Premier, A & Senior team captains PLUS one club nominated member from each affiliated club. Each Management Committee member present at a meeting is entitled to one vote with the Chairman having a second casting vote if necessary.

d. The Management Committee shall have the power to set up any special sub-committee it sees fit.

e. Any Officer position with no nominee by the date prescribed by the Management Committee for the close of nominations is then open to proposals from the AGM floor as per the Association voting rights.

f. An Honorary President may be appointed at the AGM for the following year.

6. Changes to the Management Committee or officers

The Management Committee shall be empowered to:

a. Fill any Officer vacancy arising during the year.

b. Increase the numbers of officers in the Association, as it deems appropriate.

7. General Rules of Meetings

a. A quorum for any meeting except the AGM shall consist of not less than 50% of the Management Committee. Where one person(s) hold multiple Officer/Captain posts the total number of committee members shall be deemed to be reduced by the additional posts held by that/those committee member(s). Holders of multiple posts shall be entitled to one vote only. eg if one member holds two officer roles then the number of committee members will be reduced by one. A quorum will be based on the reduced number.

b. The Management Committee shall have the power to submit notices of motion, make recommendations, and propose officers to the AGM.

c. The Management Committee and/or sub-committees shall meet as often as the business of the Association requires and both the Secretary and Chairman shall be empowered to call and to attend such meetings. In the absence of a Secretary and Chairman then any other Officer may call for a meeting.

d. A register of attendance will be kept by the Secretary and available for scrutiny.

8. Annual and Extraordinary General Meetings (AGM & EGM)

a. An Annual General Meeting shall be held in April or May each year. At least 28 calendar days' notice to be given by the Secretary.

b. The AGM shall be open to all members but each club in the Association will be limited to 2 votes each, to be cast singly and by 2 separate mandated delegates. Extraordinary General Meetings (EGM) shall be conducted in the same voting ratio and with the same notice period as an AGM. In special circumstances where the topic of the meeting is urgent the 28 day notice period may be reduced.

c. At least one member or external body will be elected each year to examine and verify the following years accounts.

d. Notices of motions and nominations for office may be submitted by any fully paid up member of the Association in writing to the Secretary by the date stated in the Calling Note for the meeting this shall be at least 28 calendar days before the published date of the AGM each year.

- e. Extraordinary General Meetings (EGM) may be called by the Management Committee Officer(s) or on the request of at least 4 clubs. The notices calling for such a meeting shall specify the purpose for which it is being called and no other business may be transacted at this meeting.
- f. At any AGM or EGM, proposals for any Association rule changes must be submitted in writing with proposer and seconder to the Secretary by the date stated in the Calling Note. The proposal must be specific and show the precise text to be deleted/added. If the Secretary deems the proposal textually inaccurate s/he shall return it to the proposer for correction.
- g. No quorum is necessary for the AGM, as the business must proceed.

9. Secretary and Treasurer

- a. The Secretary shall be responsible for keeping a record of the business transacted at all meetings. At the AGM the Secretary shall report on the proceedings since the previous AGM.
- b. The Treasurer will submit at the AGM, a financial statement duly verified for the financial year ending no later than the 31st March. Copies of the verified accounts to be sent to every member club prior to the AGM. An individual to examine and verify the accounts will be appointed for the following year at the AGM (see 8c)
- c. The accounts and balance sheet presented at the AGM shall be certified by the individual identified at 8c.

10. Disciplinary matters

- a. The Management Committee shall be empowered to take such action as it may deem necessary against clubs or individuals of the Association who contravene the requirements of this constitution, or any reasonable and valid club constitution, or in any other way bring the Association or the game of short mat bowls into disrepute. For this purpose, it shall convene a subcommittee with delegated powers. The disciplinary committee will normally consist of members of the Management Committee or such of those members or other persons co-opted for the purpose, as the Management Committee may consider appropriate.
- b. Clubs or individuals against whom such action is taken have the right to appeal to the ESMBA.
- c. The Association shall act as the appeals body for individual members in dispute with member clubs. In all disciplinary matters the procedure to be followed by both the Association and member clubs will be that set down by the ESMBA in their disciplinary and appeals procedure.

11. Severance of Membership

The Management Committee shall be empowered to suspend or terminate the membership of any club or individual member.

12. Conditions of play

The laws of the game covering short mat bowls shall apply to all games with the exceptions of such variations that are approved by the ESBMA, or by the Association for games under their control, or by clubs for games under their control.

13. Alterations to rules

- a. The Management Committee shall be empowered to amend or add to the constitution or rules of the Association as deemed necessary for the good of the

Association. All clubs must be immediately informed of any such changes and they must be submitted for ratification at the next AGM.

b. Extraordinary General Meetings as defined in 8e shall also be empowered to amend or add to the constitution or rules of the Association. All such changes to be ratified at the next AGM.

14. Dissolution

In the event of the Association being unable to carry out its objectives, the assets of the Association shall be listed and the list sent out to all member clubs. An Extraordinary General Meeting will then determine how to divide or dispose of the assets.