

# HEREFORDSHIRE

## SHORT MAT BOWLING ASSOCIATION

# CONSTITUTION

REVISED OCTOBER 2021



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## CONSTITUTION

(October 2021)

### **1**     **TITLE**

The Association shall be called the Herefordshire Short Mat Bowling Association (HSMBA).

### **2**     **OBJECTIVES**

- a)     To promote, develop and regulate the game of Short Mat Bowling in the best interest 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 representative 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 and shall observe the guidance set out in the ESMBA Information Pack (the Green Book).

### **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, both sexes, regardless of disability, upon receipt of a correctly completed registration form and application fee shall be eligible for membership of the Association and League.
- c)     Individual members of the Association 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 Short Mat Game.
- e)     Any club or individual eligible to apply for membership of the Association must have paid all outstanding fees, subscriptions, levies, fines and other payments to any other Short Mat Association.
- f)     Membership shall be open to clubs or players in adjacent counties, subject to Rule 3(g) of the ESMBA Rules and Constitution.
- g)     All Clubs must have Public Liability Insurance in place; this is a requirement of being a member of the Association.
- h)     Players wishing to transfer from one Club to another during the year may apply to do so. The 'gaining' club must notify the County Secretary in writing at least 14 days before transfer. The County Secretary will check with the 'losing' club to ensure that there are no outstanding issues that might affect the transfer and

confirm to the 'gaining' club that the transfer may take place. No additional fee is required.

- i) In the Winter League a player may only play for the club with which he/she is ESMBA/HSMBA registered.
- j) In the Summer League registered players may represent another club in that competition only.

#### **4 FEES AND SUBSCRIPTIONS**

- a) Each member club shall pay a yearly subscription and/or league fee to the Association, which shall be fixed at the Annual General Meeting and must be paid on or before the due date.
- b) Each individual member who wishes to participate in HSMBA or ESMBA leagues or competitions shall pay a yearly registration fee as set by the Association and/or the ESMBA.
- c) New players registered after 30 November will be excluded from all ESMBA National Championships in that particular season.

#### **5 MANAGEMENT COMMITTEE**

- a) The affairs of the Association shall be conducted by a Management Committee which shall have a maximum of 12 members to include a President, Chairperson, Vice Chairperson, Secretary, Treasurer, Membership Secretary, League Secretary, Competition Secretary, Website & Press Officer, Safeguarding Officer and Captain(s) of the County Team(s) (collectively 'Specified Posts') and all members of the Committee are to be elected annually at the Annual General Meeting. The committee shall not, at any time, comprise less than 8 members. A nomination for Committee will only be valid if it is proposed and seconded by 2 members of the Association.
- b) The Management Committee shall be elected by the AGM as follows:
  - i) A vote will be held in respect of each of the Specified Posts. If no nominations have been received for a post then nominations will be accepted from the floor of the meeting.
  - ii) If any of the posts of President, Secretary, Treasurer or Captain(s) of the County Team(s) ('Reserved Posts') remain unfilled at this point then a committee will be elected with places left reserved for these posts to be filled as and when candidates with suitable skills and attributes can be identified by the committee.
  - iii) An individual may be nominated for, and elected to, multiple Specified Posts.
  - iv) An individual nominated for a Specified Post, but being unsuccessful in the election, may then choose to have his/her name included in the election for general committee positions, should any such positions be available.
  - v) At the conclusion of the election to the Specified Posts a vote will then be held between nominees for general committee positions, including those nominees unsuccessful in elections to Specified Posts, such as to make the committee up to 12, inclusive of any unfilled Reserved Posts. If the number of nominees does not exceed the number of positions available then each nominee will be voted on separately. If insufficient nominations have been received, or positions remain available after voting, then proposals will be accepted from the floor of the meeting and voted on individually. If the number of nominees exceeds the number of positions available then a ballot will be held in which each voting club representative can vote for a number of candidates up to the number of positions available with the nominee(s) with the highest total number of votes being elected to the available positions.

- c) The Committee will be responsible for ensuring that any duties and responsibilities attached to positions to which no post holder has been elected are allocated to other committee members, association members or third parties as appropriate.
- d) Committee members shall act in the best interests of the Association and not as club representatives. A committee member may not act as a club representative at any general meeting of the Association.
- e) All committee members will stand down at the end of their period of office, which will expire at the next AGM after their appointment, but may seek re-election.
- f) The Management Committee shall have the power to set up sub-committees to deal with any specific matter. Such sub-committees may comprise of committee members, other Association members and/or appropriate third parties at the discretion of the committee.
- g) The Management Committee shall be empowered to:
  - i) fill any vacancy arising during the year
  - ii) fill any unfilled Reserved Posts

## **6 COMMITTEE MEETINGS**

- a) A quorum shall consist of not less than 50% of the Committee.
- b) Each member present shall be entitled to one vote. When necessary the Chairperson of each meeting shall have the casting vote.
- c) The Committee shall have the power to submit notices of motion and make recommendations to the Annual General Meeting.
- d) The Management and/or Sub-Committee shall meet as often as the business of the Association requires and both the Secretary and Chairperson shall be empowered to call and attend such meetings.
- e) A register of attendance shall be kept by the Secretary and submitted for scrutiny at every Annual General Meeting.

## **7 ANNUAL AND OTHER GENERAL MEETINGS**

- a) An Annual General Meeting shall be held no later than June 14 of each year, and at least twelve weeks' notice shall be given by the Secretary. Notices of motion and nominations for office may be submitted by any fully paid up member of the Association in writing to the Secretary not later than eight weeks before the AGM. Any proposed amendments by clubs/individuals to be received not later than four weeks before the AGM.
- b) The Annual General Meeting shall be open to all members, but each club that wishes to vote shall appoint one representative to vote on behalf of that Club. Each member club of the Association on the date of the meeting is entitled to one vote on each election or motion. Special and/or other General Meetings shall be conducted on the same voting basis. All votes require a simple majority of eligible votes cast, exclusive of abstentions, in order for an election to be secured or a resolution passed. If a vote is tied the election or resolution fails.
- c) The AGM shall elect an independent examiner to verify the forthcoming year's accounts.
- d) General meetings may be called, at not less than two weeks' notice, by the Management Committee or on the request of at least four clubs. The notices calling for such a meeting shall specify the purpose for which it is called and no other business shall be transacted at the meeting.

- e) No quorum is necessary for the AGM, as the business of the Association must proceed.

## **8 TRANSACTION OF THE ASSOCIATION'S BUSINESS**

- a) The management of the affairs of the Association shall be exercised by the Management Committee who shall have all the powers necessary to do so.
- b) All funds of the Association shall be lodged in the name of the Association in a bank or building society as agreed by the Management Committee. The Treasurer shall retain to hand a sum sufficient for current expenses. Any two from Chairperson, Secretary and Treasurer shall sign all cheques and orders.
- c) The Secretary shall be responsible for keeping a record of the business transacted at all meetings. At the Annual General Meeting the Secretary shall report on the proceedings since the previous AGM.
- d) The Treasurer shall submit at the AGM financial statements for the financial year ending no later than 30 April. The financial statements shall be certified by the independent examiner appointed at the previous AGM.

## **9 DISCIPLINARY AND APPEALS PROCEDURE**

Disciplinary and Appeals Procedures shall be conducted as per those set out by the ESMBA in their Information Pack which states that such procedures may only be activated by the receipt in writing of a formal complaint, an allegation of misconduct, a breach of the Rules or Bye-Laws of a League, Club, Team or Individual Player registered within the ESMBA.

## **10 SEVERANCE OF MEMBERSHIP**

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

## **11 CONDITIONS OF PLAY**

The laws of the game governing short mat bowling shall apply to all games with the exception of such variations that are approved by the National Association. For the purpose of internal club competitions clubs may make such regulations as are deemed necessary.

## **12 ALTERATION OF THE 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. Any such changes shall not be put into effect until ratification by a general meeting of the Association.
- b) Extraordinary General Meetings shall be empowered to amend or add to the Constitution or Rules of the Association provided that all clubs have been given prior notice of the meeting.

Any motions being put forward to amend the HSMBA League Rules and Conditions of Play must be submitted to the Secretary at least 8 weeks prior to the AGM.

### **13 DISSOLUTION**

The Association is a non-profit making organisation. On winding up or dissolution of the Association any surplus will be distributed to a successor association, extant member clubs of the association or registered charities as deemed appropriate in the circumstances by the Management Committee.