



**English Bowls Umpires
Association**

CONSTITUTION

1. TITLE

The Title of the Association shall be "English Bowls Umpires' Association", hereafter referred to as the Association.

2. OBJECTIVES

The objectives of the Association shall be: -

- 2.1. To provide suitably trained Umpires for the game of Flat Green bowls played under the Laws of the Sport as laid down by World Bowls, the World Indoor Bowls Executive and associated governing bodies.
- 2.2. To consult and liaise with National Governing Bodies on the Laws of the Game including amendments and additions thereto.

3. MEMBERSHIP

- 3.1 Initial membership of the Association shall be open to qualified umpires who are playing members of Clubs or Associations affiliated to National Governing Bodies on payment of the appropriate annual subscription and to Life Members and those non-active members who retire whilst qualified.

Non Active membership is available for those members who are no longer active, but wish to remain as part of the Association, but such membership carries no voting rights.

- 3.2 Membership will be open to anyone with a disability, subject only to their ability to fulfil the duties and responsibilities of an umpire and have passed the relevant examination.
- 3.3 Every member shall pay the Association an annual subscription, the amount of which shall be decided at the Annual General Meeting (AGM), on the recommendation of the Executive, for implementation from 1st January in the year following the AGM.

The subscription year for membership purposes shall run from 1 January to 31 December. Any member who has not paid their subscription for a year by

31 January in that year will be removed from the register of members on 1 February and shall not carry out any duties for, or act on behalf, of the Association

- 3.4 For services to the Association, the Association may, at an AGM, on the motion of the Executive elect one or more Honorary Life Members.
- 3.5 Any breaches of the Constitution may result in the Executive, having examined the facts either suspending or terminating the membership of the member concerned.

4. ADMINISTRATION

- 4.1. The affairs of the Association shall be conducted by the Executive, which shall have full authority in all matters except any alterations to this Constitution.
- 4.2. The Executive shall meet not less than three times a year and 8 members, 3 of whom shall be officers, shall constitute a quorum.

Should other Executive meetings be deemed necessary, or if an Emergency meeting is required, the Secretary shall notify all Executive members of the date, time and venue, giving at least fourteen days' notice.

- 4.3. The Association Chairman, acting with at least three of the Executive members, shall be empowered to take such action as they think fit on behalf of the Executive on matters deemed to be impending or urgent.

After such action, a report detailing the reason for the action taken shall be sent to each member of the Executive for consideration at the next full meeting.

- 4.4. If a vacancy occurs, the Executive shall be authorized to fill such vacancy pending the next Annual General Meeting.

5. THE EXECUTIVE

Shall consist of the following: -

- 1) **Chairman.** - Shall preside at all meetings of the Association or its committees and shall have the casting vote at all meetings.
- 2) **Deputy Chairman.** - Shall deputize for the Chairman where required.
- 3) **Treasurer.** - shall render the AGM a balance sheet for the financial year ending 31st December duly examined by a competent person appointed for the purpose.

Shall maintain and report on all aspects of membership records.

- 4) **Secretary** - Shall keep minutes of all meetings of the Association and its committees and shall submit a report at each AGM of the business transacted since the last AGM. and shall oversee the day to day business of the Association.
- 5) **Deputy Secretary** - Shall jointly be responsible with the Secretary for the efficient administration of the Association.
- 6) **Development Officer** - Shall be responsible for developing and implementing programmes to allow members to maximize their potential.
- 7) **Regional Representatives** - one Zone Rep / Area Secretary from each Region (Zone/Area) – recommended at Regional (Zone/Area) level and confirmed at the AGM.

They will be full members of the Executive but shall not be Officers of the Association.

Each member of the Executive shall be elected for a period of 3 years and shall be eligible to stand for election again at the end of that time. To preserve continuity, no more than three Officers of the Association will become due to retire at the same time. All members of the Executive shall have equal voting rights.

Other members with specialist tasks may be invited to attend an Executive meeting but will not be members of the Executive

The Executive shall conduct the day to day affairs of the Association between each AGM.

The Executive shall be empowered by the authority of this Constitution to undertake such tasks and appointments as listed below.

- 5.1 Define the Procedures of the Association, in respect of appointments, duties and conduct of members.
- 5.2. Establish sub-committees - The Secretary shall be an ex officio member to all sub committees.
- 5.3. Enquire and make ruling upon any dispute or complaint arising between members of the Association and any Association or Club affiliated to the National Governing Bodies or other members of the Association in respect of:-
 - i) The conduct of a member.
 - ii) Interpretation of the Constitution of the Association, or any Code of Practice and Conduct as authorized by the Constitution.
 - iii) Interpretation of the Laws of the Sport or any Bye Laws, Regulations, Rules of any Match, Competition or Tournament, or any matter of practice or etiquette concerning the playing or administration of any Match, Competition or Tournament.

All complaints shall be made in writing to the Secretary and statements signed by the persons making them. Members' rights of appeal will not be affected.

6. ANNUAL GENERAL MEETING

The Annual General Meeting (AGM) shall normally be held each year on the Sunday of week 16 (Sixteen).

This may be moved by no more than two weeks when clashing with a major holiday.

The business of the meeting shall be: -

- i) To receive and adopt the minutes of the previous AGM.
- ii) To receive and adopt the yearly statement from the Treasurer.
- iii) To elect the Independent Examiner for the year.
- iv) To receive and adopt reports from the Secretary and the Development Officer.

- v) To elect those members of the Executive where the current incumbent is due to retire. Nominations for each post shall be received by the Secretary no later than the end of week 06 prior to the AGM. The executive will make nominations for a post when no other nominations have been received by the due date.
- vi) To receive notices of motion from the Executive concerning any matters relating to the Constitution of the Association that have been received by the Secretary in accordance with the provisions of the sub-section (vii) below.
- vii) Except for motions put forward by the Executive or for consideration of a Special General Meeting, (SGM) all other motions shall be notified to the Secretary no later than the end of week 06 prior to the AGM.
- viii) A quorum shall be not less than 70 paid up members. In the absence of a quorum, thirty minutes after the stated time for the commencement of the meeting, the said AGM shall be reconvened on a date, time and venue set by the Executive.
- ix) Unless otherwise stated in this Constitution, all issues, matters or motions shall be decided by a simple majority of those attending & entitled to vote. The Chairman shall have the casting vote.
- x) No alteration of or addition to the above Constitution shall be made except at the AGM or a SGM called for the purpose. Prior to the end of week 06, notice shall be given in writing to the Secretary setting out in full any such alterations or additions which must be included in the notice of business of the meeting

All motions to vary, modify or replace the Constitution shall require a two-thirds majority of votes cast.
- xi) Notices convening an Annual General Meeting, together with an Agenda and the full text of any motion[s] to be voted upon, shall be distributed to members at least twenty one days prior to the meeting.

7. SPECIAL GENERAL MEETINGS

On receipt of a written requirement, signed by 70 fully subscribed members of the Association, a Special General Meeting shall be convened on the direction of the Executive. Such requirement shall be addressed to the Secretary. The Executive may also request a Special General Meeting.

All requests for such a meeting shall set out the matters or motions to be considered at the meeting. No other business shall be transacted. The Secretary shall give at least fourteen days' notice to members of a Special General Meeting.

A quorum at a Special General Meeting shall be not less than 70 fully paid up members.

All fully paid up members of the Association may attend any Special General Meeting and shall be entitled to vote.

8. REGIONS WITHIN THE ASSOCIATION

The country shall be divided into Regions (zones/areas), the number and the constitution of which being recommended by the Executive for approval by the Annual General Meeting.

9. CHILDREN & THE VULNERABLE

The Association recognizes and acknowledges its responsibility to safeguard the welfare of young persons and other vulnerable people participating in the game of bowls, and shall advise its members on how to adopt such practices as recommended by the National Governing Bodies and our insurance advisors.

10. DISCIPLINARY & APPEALS

Where necessary, upon any dispute or complaint arising between members of the Association and any Association or Club affiliated to the National Governing Bodies or other members of the Association in accordance with the Constitution, the following processes will apply:-

- i) Where practicable, the Regional Representative will resolve the dispute or complaint.
- ii) If the dispute or complaint cannot be resolved by the Regional Representative, the Chairman shall create a Disciplinary Sub Committee of not less than three disinterested members to investigate and resolve such dispute or complaint.
- iii) The decision in all cases shall be notified to each party and the Secretary in writing.

All statements, including those referring to the dispute &/or complaint, supporting statements and those of the Regional Representative &/or Disciplinary Sub Committee shall be in writing, with copies to the Secretary.

The decision may include suspension (suspending a member from the Association for a defined period of time) or expulsion (expelling a member from the Association for an indefinite period of time).

The member will have right to appeal this decision to the Executive whose decision shall be final.