

1. TITLE

The Association shall be known as "English Bowls Umpires' Association", (hereafter referred to as the Association).

2. OBJECTIVES

The objectives of the Association shall be:

- 2.1. To provide trained Umpires and Markers for the game of Flat Green Bowls played under the Laws of the Sport as laid down by World Bowls.
- 2.2. To consult and liaise with National Governing Bodies on the Laws of the Sport including amendments and Domestic Regulations.

3. MEMBERSHIP

- 3.1 Membership of the Association shall be open to Umpires and Markers on payment of the appropriate Association annual subscription and to Life Members and those non-active members who retire whilst qualified, in accordance with the Membership Schedule.
- 3.2 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.
- 3.3 The subscription year for membership purposes shall run from 1st January to 31st December..
- 3.4 Life Membership is awarded to a member to acknowledge the substantial and outstanding contribution they have made to the ongoing success of the Association.
- 3.5 Upon receipt of any nomination(s) for Life Membership the Executive Committee can recommend to the AGM that this/these are awarded.
- 3.6 Life Members are not required to pay an annual membership subscription but retain all membership rights and privileges as though they had paid the membership subscription.
- 3.7 Membership of the Association will be deemed to constitute acceptance of the Association's constitution, codes and policies.
- 3.8 Any amendments to the Membership Schedule can only be made at an AGM.

4. ADMINISTRATION

- 4.1. The affairs of the Association shall be conducted by the Executive which shall have full authority in all decision making except constitutional changes.
- 4.2. The Executive shall hold meetings not less than three times a year. Eight members, three of which must be Officers, shall constitute a quorum.
- 4.3. Should other Executive meetings be deemed necessary the Secretary shall notify all Executive members of the date and time.
- 4.4. Emergency Executive meetings may be called by the Chair of the Association, or by any two executive members other than the Chair, if there are circumstances that could not have been reasonably foreseen and which require immediate attention and possible action and which of necessity make it impracticable to provide prior notice.
- 4.5. The Association Chair or, in the absence of the Association Chair, the Deputy Chair acting with at least two Executive members or, in the absence of the Chair and Deputy Chair, three members of the Executive shall be empowered to take such action as they think fit on behalf of the Executive on matters deemed to be impending or urgent.
- 4.6. After such action, a report detailing the reason for the action taken shall be sent to each member of the Executive for minuting at the next full meeting.
- 4.7. If a vacancy occurs within the Executive Committee, the Executive shall be authorised to co-opt to fill such a vacancy pending the next Annual General Meeting.
- 4.8. Any conflict of interest shall be declared prior to the start of the meeting. The person chairing the meeting will determine if the member may remain in the meeting and vote when an item is discussed.

5. THE EXECUTIVE

5.1. The Executive Committee shall consist of the following;

Chair

Treasurer

Secretary

Deputy Chair

Deputy Secretary

Development Officer

The above are deemed to be Officers of the Association, and;

Six Area Secretaries

The roles and responsibilities of the above positions are contained in the Association Roles and Responsibilities Document.

5.2. All Executive Committee members shall perform their duties in the best interests of all members and the Association.

5.3. Each Officer shall be elected for a period of 3 years and shall be eligible to stand for election again at the end of that time. All members of the Executive shall have equal voting rights except the Chair of the meeting who only has a casting vote.

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

5.5. The Executive shall be empowered by the authority of this Constitution to establish sub-committees. The Secretary or a nominated Officer shall be an ex-officio member of all sub-committees. The Executive shall formulate Terms of Reference for any sub-committee.

5.6. Nominations for each Officer post shall be received by the Secretary no later than 28 days prior to the AGM. Where there is no nomination for a vacant position, the Executive Committee shall have the authority to co-opt into that position.

6. AREAS WITHIN THE ASSOCIATION

The Country shall be divided into six areas each will have an Area Secretary confirmed to the AGM. The Area Secretaries shall be full members of the Executive but shall not be Officers of the Association.

7. UNIFORM

The following shall be the uniform for all members undertaking duties on behalf of the Association:

EBUA 'approved' shirt

Predominantly white or navy shoes

White/navy socks

Navy tailored trousers

Navy cropped trousers

Navy skirt

Navy blue knee length tailored shorts

Outerwear (if required) to be predominantly navy

8. ANNUAL GENERAL MEETING (AGM)

8.1. The AGM shall be held each year on the last Sunday of February. This may be moved by no more than two weeks when clashing with a major holiday.

8.2. The AGM shall be convened as either a physical meeting, a physical and online meeting or purely as an online meeting.

8.3. All members of the Association may attend any AGM but only Full Members and Life Members shall be entitled to vote.

8.4. In order to make access to any voting at an AGM inclusive to all members, voting can be carried out in the following ways:

8.4.1. When physically present at the meeting.

8.4.2. By online means. Members must have received an online invitation to be able to vote online and must be online for the meeting.

8.4.3. Via email. Only email addresses registered with the Association will be valid. Email votes must be received by the Secretary 14 days in advance of the meeting

and are only valid for original motions that have been notified to members and are not valid for amended motions at meetings.

- 8.4.4. By proxy. The proxy vote must be registered with the Secretary 14 days prior to the AGM and the proxy has to be physically present or online at the meeting.
- 8.4.5. In writing. Written votes must be received by the Secretary 7 days in advance of the meeting and are only valid for original motions that have been notified to members and are not valid for amended motions.
- 8.5. All motions and nominations shall be notified to the Secretary no later than 28 days prior to the AGM.
- 8.6. A quorum shall be not less than five percent of voting members at the date of the AGM. In the absence of a quorum, thirty minutes after the stated time for the commencement of the meeting, the AGM shall be reconvened on a date and time set by the Executive.
- 8.7. Unless otherwise stated in this Constitution, all issues, matters or motions shall be decided by a simple majority of the votes cast. The Chair of the meeting shall only have the casting vote.
- 8.8. Any alteration of, or addition to, the Constitution may only be made at the AGM or an SGM called for that purpose. 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 no later than 28 days prior to the meeting.
- 8.9. All motions to vary, modify or replace the Constitution shall require a two-thirds majority of votes cast.
- 8.10. Notices convening an AGM, together with an Agenda and the full text of any motion(s) to be voted upon, shall be distributed to members and posted on the website at least 21 days prior to the meeting.
- 8.11. The business of the meeting shall be to;
 - 8.11.1. receive and adopt the minutes of the previous AGM,
 - 8.11.2. receive and adopt the annual accounts from the Treasurer,
 - 8.11.3. agree membership fees for the following year,
 - 8.11.4. elect the Financial Independent Examiner(s) for the year,
 - 8.11.5. receive and adopt reports from the Secretary and the Development Officer,
 - 8.11.6. elect members to vacant positions of the Executive,
 - 8.11.7. confirm Area Secretaries,

- 8.11.8. elect an International Selection Representative (3-year term),
- 8.11.9. vote on notices of motions as received in 8.5
- 8.11.10. confirm the appointment of the Safeguarding Officer

9. SPECIAL GENERAL MEETING (SGM)

- 9.1. An SGM may be convened, within 28 days, on receipt of a written requirement by the Secretary, signed or endorsed by email, by ten percent of voting members of the Association or on the direction of the Executive.
- 9.2. The SGM shall be convened as either a physical meeting, a physical and online meeting or purely as an online meeting.
- 9.3. 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 14 days' notice to members of an SGM.
- 9.4. All members of the Association may attend any SGM but only Full Members and Life Members shall be entitled to vote
- 9.5. A quorum at a SGM shall be not less than ten percent of voting members.
- 9.6. The voting process for an SGM will be the same as an AGM.

10. SAFEGUARDING

- 10.1. The Association shall adhere to the Safeguarding Policy regarding children and adults at risk and will ensure that the contents are communicated to members and are displayed on the Association website.
- 10.2. A Safeguarding Officer shall be appointed by the Executive Committee and shall be responsible for issues relating the wellbeing of members.
- 10.3. The contents of the Safeguarding Policy shall be regularly reviewed to ensure it meets any changing requirements of the safeguarding policies of the Governing Bodies of Bowls in England.

11. CODE OF CONDUCT

All members shall abide by the Association Code of Conduct.

12. DISCIPLINARY AND APPEALS

An Area Secretary will make every effort to resolve grievances amicably. Should action be deemed necessary then the procedure defined in the Disciplinary Schedule will be followed. Any amendments to this Schedule can only be made at an AGM.

13. DATA PROTECTION

The Association shall adhere to the requirements of the Data Protection Act 2018 including the requirements of the General Data Protection Regulation (G.D.P.R), or any subsequent Act, regarding the handling of members' personal data. A full explanation is given in the Privacy Policy.

14. HEALTH AND SAFETY

Members of the Association should abide by the Health and Safety Policies and regulations as laid out by Controlling Bodies.

15. DIVERSITY AND EQUALITY

The Association will ensure that its practices and policies comply with the Diversity and Equality Policies of the Governing Bodies of the Sport of Bowls in England.

The Association is committed to ensuring there is diversity and equality and that no Association members receive less favourable treatment on the grounds of their age, gender, sexual orientation, race, disability, religion or socio-economic status thus ensuring that the activities of umpiring and marking are truly accessible to everyone.

16. DISSOLUTION OF THE ASSOCIATION

16.1. If, at any General Meeting of the Association or the Executive Committee, a resolution be passed calling for the dissolution of the Association, the Secretary shall immediately convene a Special General Meeting to be held within a month of the original resolution to discuss and vote on the resolution.

16.2. If, at that Special General Meeting, the resolution is carried by at least two-thirds of the Members who vote, the Executive shall then (or at such date that was specified in the resolution) proceed to realise the assets of the Association and discharge all debts and

liabilities.

16.3. After dissolution of the Association, the Executive should transfer any remaining assets as follows;

16.3.1. To a successor organisation that will be performing a similar role to the EBUA,
or

16.3.2. Repayment of Grants made in the year of dissolution (e.g. to National Governing Bodies, etc.) prorated in amounts received less what has been spent as decided by the Executive, and

16.3.3. Remaining assets to be distributed to Life Members and fully paid-up members of the Association.

17. FINANCE

17.1. The Association financial year is the 1st January to the 31st December.

17.2. Accounts shall be examined by the Financial Independent Examiner(s) who are appointed at the Annual General Meeting.

17.3. The Annual accounts for the year must be presented at the Annual General Meeting.

17.4. The Treasurer shall be responsible for all receipts and payments in respect of the Association.

17.5. Payments shall be approved by any two of three signatories, ratified by the Executive Committee.

17.6. Expense allowances and rates are set and agreed by the Executive Committee.

17.7. Expenses shall be reimbursed in accordance with the current Expenses Policy.

17.8. The Executive Committee members, or any person or sub-committee delegated by the Executive Committee to act as agent for the Association or its members, shall enter into contracts (purchases, leases, licences etc.) only as far as expressly authorised, or authorised by implication, by the Executive Committee. No one shall, without the express authority of the Executive Committee, borrow money or incur debts on behalf of the Association or its membership.

18. INDEMNIFICATION

Through authority vested in the Executive Committee by members of the Association,

members of the Executive Committee, or any person or sub-committee delegated by the Executive Committee, are entitled to be indemnified against any liabilities properly incurred by them, or any one of them, on behalf of the Association. The indemnity is limited to any contract (purchase, lease, licence etc.) which is entered into on behalf of the Association, and is expressly authorised, or could be assumed to be expressly authorised, by the Executive Committee. The indemnification shall be limited to the amount of assets held by the Association.

19. MEMBERS ACCEPTANCE

The Members acknowledge this document constitutes a legally binding contract to regulate the relationship of the members with each other and the Association.

20. DECLARATION

The English Bowls Umpires Association adopts and accepts this Constitution as the current operating guide regulating the actions of members.

Chair Name

Signature

Date

Secretary Name

Signature

Date

Disciplinary Schedule

An Area Secretary will make every effort to resolve grievances amicably. Should disciplinary action be deemed necessary then the procedure defined in this Disciplinary Schedule will be followed.

This Disciplinary Schedule shall apply in respect of complaints or disputes concerning:

- The conduct of a member of the Association.
- Interpretation of the Constitution of the Association or any Code of Conduct or Policy/Schedule as authorised by the Constitution.
- Interpretation of the Laws of the Sport, Domestic Regulations or Conditions of Play 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 any Area Secretary within one month of the alleged complaint or dispute with statements signed by the persons making them. Members' rights of appeal will not be affected.

The following processes will apply:

1. The Area Secretary must acknowledge in writing receipt of any complaint or dispute within 14 days.
2. Where practicable, the Area Secretary will resolve the dispute or complaint.
3. If the dispute or complaint cannot be resolved by the Area Secretary, then they must forward the dispute or complaint to the Association Secretary and advise both parties.
4. The Chair of the Association shall create a Disciplinary Sub Committee of not less than three neutral members to investigate and make decisions to resolve the dispute or complaint.
5. The decision of the Disciplinary Sub-Committee shall be notified to the Chair and the Association Secretary.
6. The Association Secretary shall advise the Area Secretary and both parties of the outcome.
7. All statements, including those referring to the dispute and/or complaint, supporting statements and those of the Area Secretary and/or Disciplinary Sub Committee shall be in writing, with copies to the Association Secretary.
8. The decision may include suspension or expulsion from the Association
9. The member will have right to appeal this decision in writing to the Executive whose decision shall be final. All appeals must be submitted to the Association Secretary within 21 days.

Membership Schedule

Membership of the Association will be deemed to constitute acceptance of the Association's constitution, rules, regulations and policies.

By being a member of the Association the member gives consent under General Data Protection Regulation to capture and retain personal information that is required to manage their membership.

Membership may be withdrawn by the Executive Committee if, after the Association Disciplinary procedure has been completed, a member is found to be in breach of the Association Code of Conduct.

The following categories of membership will exist within the Association.

1. Full Member

- 1.1 An active Full Member must be a Qualified Umpire (at least Regional Level) or Qualified Marker (at least Competency Level 1)
- 1.2 The Member must be willing to be considered for selection at events needing an official
- 1.3 An annual membership fee will be payable and due on 1st January. Members not paying their annual fees by January 31st will revert to non-active membership and shall not carry out any duties for, or act on behalf of, the Association.
- 1.4 An active Full Member may attend Association AGM's and SGM's and will be entitled to vote in those meetings
- 1.5 An Active Member must renew their certification at the required intervals. Any member who does not renew their certification within 6 months of the date of expiration will automatically become a Non-active member.

2. Non-active Member

- 2.1 An active member may decide to become a non-active member on a permanent basis (e.g. retirement from umpiring) or on a temporary basis (e.g. illness, personal reasons). The Membership Registrar and Area Secretary must be advised of this change.
- 2.2 A non-active member will not be considered for selection at events needing an official and may not carry out any duties for, or act on behalf of, the Association.
- 2.3 To retain membership of the Association, the annual membership fee will be payable and due on 1st January. Members not paying their annual fees by January 31st will be removed from the register and shall not carry out any duties for, or act on behalf of, the Association.
- 2.4 A non-active member may attend an AGM or SGM but will not be entitled to vote at those meetings

2.5 A Non-active member who wishes to become an Active member again must requalify as an Umpire or Marker if their certification has expired for more than 12 months. Examination fees will be payable.

3. Associate Member

3.1 An Umpire or a Marker who holds an equivalent qualification (as deemed by the Development Officer) from a similar organisation e.g. another country's Umpire association may become an Associate member of the Association for a period not exceeding 12 months.

3.2 Markers who have completed a Markers Awareness Course but before achieving Competency Level 1 can become an Associate Member

3.3 An annual membership fee will be payable and due on 1st January. Members not paying their annual fees by January 31st will revert to non-active membership and shall not carry out any duties for, or act on behalf of, the Association.

3.4 If the Associate member wishes to become a Full member then the Association's relevant examination must be taken and fees are payable

3.5 An associate member may attend an AGM or SGM but will not be entitled to vote at those meetings.

4. Life Member

4.1 A member who is made a Life Member by the Association shall remain a full member of the Association

4.2 A Life Member will not be required to pay annual membership fee

4.3 A Life Member will retain all the rights and privileges as though they had paid the annual membership fee including attendance and voting at AGM's / SGM's

4.4 A Life Member may be active or non-active

4.5 An active Life Member must conform to the certification requirements of any other active member

Schedule for Life Membership

Life Membership is awarded to a member to acknowledge the substantial and outstanding contribution they have made to the ongoing success of the Association.

Life Members are not required to pay an annual membership subscription but retain all membership rights and privileges as though they had paid the membership subscription.

Procedure for Life Membership Nomination:

1. The Nomination Form attached to this Schedule must be used for all nominations.
2. The Nominator and seconder must be a Full or Life member of the Association.
3. Nominations must be in writing (analogue or digital) and received by the Secretary by 31st December each year.
4. The Secretary will register the nomination and authenticate that the nominator and seconder are members of the Association.
5. The Executive will consider any nominations upon receipt and decide if the nomination(s) are to be awarded Life Membership.
6. Nominations are to remain confidential.
7. The Secretary will add the item of 'Life Membership' to the Agenda of the Annual General Meeting (AGM) and invite the Nominator(s) of the successful nomination(s) to attend the AGM and speak on their behalf.
8. If the Nominator(s) of the successful nomination(s) are not available to attend the AGM and speak on their behalf, the Secretary can invite the Secunder or an appropriate Executive Committee Member to attend the AGM and speak on their behalf.
9. The Nominee(s) will be awarded with their Life Membership at the AGM.

Life Member Nomination

Please complete ALL details below.

Nominee:	Reason for Nomination:
Nominator:	Email address:
Seconded by:	Email address: