



# THE NEW FOREST BOWLING ASSOCIATION

Affiliated to Bowls England & Bowls Hampshire

Founded 1947

Headquarters: Brockenhurst BC

President: Mike Akerman (New Milton)

## PART 1 RULES & CONSTITUTION 2014

*(Including amendments made and agreed at the AGM on 11 November 2013)*

Updated: January 2014  
Printed: February 2014  
Distributed:

## NEW FOREST BOWLING ASSOCIATION

**PART ONE**  
**RULES AND CONSTITUTION**  
**(Re-issued January 2017)**

**Incorporating all amendments agreed at AGM's and SGM's of the Association, up to and including the AGM on 11<sup>th</sup> November 2016. These rules and regulations take precedence over all previously published editions**

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**R.1 TITLE** The Association shall be known as "THE NEW FOREST BOWLING ASSOCIATION". The Headquarters shall be at the Brockenhurst Bowling Club.

**R.2 OBJECTS** The objects of the Association shall be to promote, foster and safeguard the game of level green bowls within the New Forest Area, to provide an organisation through which affiliated clubs can pursue matters of common interest, and to organise an annual series of competitions and representative Association fixtures. **The New Forest Bowling Association is committed to promoting a safe environment in which children and vulnerable adults can enjoy taking part in games of bowls.**

**R.3 MEMBERSHIP** The Association shall consist of bowling clubs approved by the Association in or closely associated with the New Forest and whose greens conform to the standards of Bowls England. All member clubs shall abide by the current Rules and Constitution of the Association as last approved or subsequently amended by Council.

**R.4 ADMISSION TO MEMBERSHIP** A club wishing to become a member of the Association shall apply in writing to the General Secretary. The Executive Committee shall consider each application and make any relevant enquiries necessary to enable it to make a recommendation to Council at the following Annual General Meeting. A club shall be accepted for membership by a majority card vote. A club applying for membership may, if they so wish, make a presentation to delegates at the AGM. An entrance fee as set by Council is payable on acceptance.

**R.5 MANAGEMENT**

- (a) **The Council** - The affairs of the Association shall be managed by a Council comprising:-
- i. **The Officers appointed at the Annual General Meeting**; being the President, Vice President, Hon. General Secretary, Match, Competitions and League Secretaries, and the Hon. Treasurer, together with
  - ii. **two representatives from each affiliated club**, one of whom should be the Secretary (unless he is an Officer or immediate Past President of the Association), and,
  - iii. the two immediate Past Presidents and the Life Vice Presidents.

All Council members shall be full or Hon. Life members of Bowling Clubs affiliated to the Association.

- (b) **Club Representatives** The names of club representatives shall be notified to the General Secretary by 31st December each year. If unable to attend a meeting, a representative may be substituted by another full member of the same club.
- (c) **Chairman of Council** The President of the Association, or in his absence, the Vice President shall be Chairman of the Council. If neither is present a Chairman shall be elected by those present.
- (d) **Duties of Council** - The duties of the Council shall be to carry out the Association's programme for the year, to deal with the funds of the Association; to spend moneys as may be necessary to carry out the programme, and to deal with any matters the Council deem to be in the interest of the Association.

- (e) **Executive Committee** - The executive committee shall consist of the Officers of the Association appointed at the AGM, two delegates who shall be the two immediate Past-Presidents and the Life Vice Presidents. The Press Representative, appointed at the AGM, shall be a non-voting member of the committee.  
The Executive Committee shall have authority to deal with any matter upon which an immediate decision is required. Any decisions taken shall be reported to the next meeting of Council.  
Should any vacancy arise in any elected office the Executive Committee shall have power to fill the vacancy until the next AGM.  
Three (3) members shall form a quorum.
- (f) **Sub-Committees** - The Council may appoint sub-committees for any special purpose from amongst its members, clearly setting out their terms of reference. Each sub-committee may co-opt additional ordinary members to assist in its work. The General Secretary of the Association shall be an "Ex-Officio" member of all sub-committees.
- (g) **Vice President** - Each affiliated club in rotation, shall have the privilege of nominating a Vice President for the following year. The General Secretary shall invite each club in turn to submit their nomination, which shall have the approval of the club's Management Committee, and which must be received by the 30th September.  
If a club is unable to make a nomination by the due date, then that club shall be moved down the list by five (5) years and the next club in turn shall be invited to submit a nomination. If after the five year period the club is still unable to make a nomination it shall forfeit its turn and be put to the bottom of the list.
- (h) The Vice President shall normally become President for the year following his year as Vice President.
- (i) **Life Vice Presidents** The Association at an AGM shall have the power to elect as a Life Vice President any person whose services to the Association have been such as to merit this distinction.

## R.6 ANNUAL GENERAL MEETING

- (a) The Annual General Meeting (AGM) of the Association shall be held each year in November.
- (b) **Notice of Meeting** - Not less than fourteen (14) days notice of the AGM shall be given to the Secretaries of all affiliated clubs, to members of the Executive Committee, and the Vice President elect. The notice of meeting shall include a copy of the Agenda detailing the business to be conducted and a copy of the Secretaries' reports.
- (c) **Attendance** All full and Hon. life-members of affiliated clubs shall be entitled to attend.
- (d) **Voting** - Each Officer of the Association and each affiliated club shall have one vote, and at the start of the meeting a voting card shall be issued to those present and entitled to vote.  
Voting shall be by the display of cards with the Chairman having a second (and casting) vote.  
The Officers, other than the Chairman, shall not vote on any motion proposed by the Executive Committee.  
For a proposal or motion to succeed the majority of votes cast shall be in favour, except that, for a proposal to change the rules and constitution to succeed, at least two thirds of the votes cast shall be in favour.  
Should it be necessary to take a vote for the election of Officers or Committee members then the candidate with the highest number of votes cast in their favour shall be elected.
- (e) **Quorum** Nine (9) voting card holders shall form a quorum.
- (f) Not used

(g) **Notice of motions** Notice of motions or proposals from clubs for discussion at the AGM must be received in writing by the General Secretary before the 30th September, the details of which shall be included with the Agenda.

(h) **Secret Ballot** If a secret ballot is required then this shall be conducted by two (2) tellers appointed from non-voting members present. The procedures, apart from the display of voting cards, shall be the same as those set out in rule R6.(d). Ballot papers shall be used in place of voting cards.

**R.7 SPECIAL GENERAL MEETING** A Special General Meeting (SGM) of the Association, with the same composition and procedures as for an AGM, may be called at the discretion of the President or General Secretary.

A Special General Meeting shall also be called within twenty-one (21) days of the General Secretary receiving a written request signed by the Secretaries of two (2) affiliated clubs. The request must contain particulars of the only business to be considered and no further items shall be included. Notice of a SGM together with an Agenda shall be distributed as for the AGM. Nine (9) voting card holders shall form a quorum.

**R.8 EXECUTIVE COMMITTEE MEETINGS** Meetings of the Executive Committee shall be held as necessary throughout the year to discuss matters relevant to the day-to-day running of the Association. The General Secretary shall, where possible, give fourteen days notice of a meeting and distribute an agenda.

Three (3) shall form a quorum.

#### **R.9 COUNCIL MEETINGS**

(a) **Meetings of the Council** - Meetings of the Council shall be held *in late March/early April* and at the discretion of the Executive Committee in early October *each year*.

Additional meetings may be called at the discretion of the President or General Secretary or on the receipt by the General Secretary of a written request signed by any two (2) members of Council. The request must contain particulars of the only business to be considered and no further items shall be included.

The General Secretary shall give fourteen (14) days notice of a meeting and distribute an Agenda. Nine (9) voting card holders shall form a quorum.

*(Amended at AGM 11:11:2013.)*

(b) **Voting** - Voting procedures shall be the same as for an AGM.

#### **R.10 STANDING ORDERS AT MEETINGS**

(a) The following procedures shall apply at all General Meetings:-

(i) **Right to reply** -

Only the proposer of a motion shall have the right of reply, immediately after which the motion shall be put to the vote

The proposer of an amendment does not have a right to reply.

**No other person** shall be allowed to speak more than once on the same motion, unless permission is given by the Chairman.

The proposer of a motion, when exercising his right to reply, shall not introduce new matters, but confine his reply to questions raised in the discussion.

**The seconder of a motion or an amendment** may do so formally, and exercise his right to speak at a later stage of the discussion.

**(ii) Amendments to a Motion**

**Direct negatives** - A direct negative of a motion is not a legitimate amendment.

**To be relevant** - All amendments must be relevant to the motion under discussion.

**Further amendments** - If an amendment is lost another, and different, amendment may be moved to the motion under discussion.

**One amendment at a time** - only one amendment shall be submitted to the meeting at one time.

**No member shall be permitted to move more than one amendment upon the same motion.**

All amendments shall have a proposer and seconder.

**(iii) Motion for “winding up” discussion**

Any member who has not already spoken may move “*That the question be now put*”, and on this being seconded, the Chairman must take a vote and if carried, the discussion shall cease. After the proposer of the motion has replied, the vote must then be taken.

When a motion, “*That the question be now put*”, has been put, and is not carried; the same person may not put a similar motion. A similar motion may only be put by another person after a period of ten minutes has elapsed from the former vote.

- (b) **Limitation on Motions relating to other matters** - A motion on any matter not arising out of reports by the Officers or any Sub-committee shall not be considered at any General Meeting unless included on the Agenda.

**R.11 FINANCE**

- (a) **Duties of Treasurer** - The financial year of the Association shall end on the 30th September. It shall be the duty of the Treasurer to receive all moneys of the Association and forthwith pay same into the Association accounts.
- (b) **Cheque signatories** - All cheques drawn on the Association account shall be signed by the Treasurer and either the President or the General Secretary.
- (c) **Annual Financial Statement** - At the Annual General Meeting the Treasurer shall submit a financial statement for approval, such statement having been audited by auditors approved at a previous Annual General Meeting.
- (d) **All fees and subscriptions** for the forthcoming year, as recommended by the Treasurer and set out in the agenda, shall be agreed at the AGM.
- (e) **Green Fees** - Where a club has an obligation to make a charge on visiting players, these charges will be borne by the host club for all New Forest Bowling Association league games, competition matches and friendly games.

**R.12 GENERAL AND MATCH SECRETARY'S DUTIES**

**It shall be the duty of the General Secretary:**

- (a) **To conduct the correspondence** of the Association.
- (b) **To record the minutes** of all the Council and committee meetings, and maintain the records of those meetings.
- (c) **To conduct the day to day business** of the Association and to implement the decisions of the Council and other committees.

**It shall be the duty of the Match Secretary:**

- (d) **To arrange and control all Association and friendly matches** and maintain the appropriate records covering entitlement to the award of Association blazer and Colt badges. He shall account to the Treasurer for all match fees collected and stock items issued or purchased.

**R.13 COMPETITIONS SECRETARIES' DUTIES**

- (a) **Maintain Records** - It shall be the duty of the Competition and League Secretaries respectively to maintain all records required to establish the winners of the Association Championships and the Inter-Club League Champions.
- (b) **Competition Entry and Club Affiliation Fees** - All fees, *at the rates agreed at the previous AGM shall be paid by the end of February each year.* They shall be paid to the Competitions Secretary who will account for them to the Treasurer. *(Amended at AGM 11:11:2013).*
- (c) **Trophies** - Each Secretary shall be responsible for recording the movement of their respective Association Trophies and for their recovery and engraving at the end of season. The Competitions Secretary shall be responsible for arranging to purchase and engrave the retention awards for presentation.
- (d) **Finals Day/s** - The Competition *and League Secretaries* shall *respectively* organise and *arrange* the *finals of the* Competition Championship and *League Competitions* in collaboration with the *officers and members of the President's club.* *(Amended at AGM 11:11:2013)*
- (e) **Champions v. The Rest** - ***Deleted*** *(Agreed at AGM Nov.2011)*

**R.14 AWARDS**

- (a) **Association Blazer Badges** will be awarded to members qualifying by playing five (5) badge matches, in a period of four (4) years or more. Badge matches are defined as matches played against other Associations.
- (b) **Colt Lapel Badges** will be awarded to members playing in their first badge match for the Association.

**R.15 BREACH OF RULES OR CONSTITUTION**

- (a) **Authority of Council** - Upon any breach of the rules or constitution of the Association, the Council, after investigation of the facts, including examination of witnesses and relevant evidence, shall have authority to suspend or determine the membership of an affiliated club.
- (b) **Right of Appeal against decisions of Council** - The club shall have the right to appeal to a General Meeting providing a formal appeal be submitted, signed by the Secretary of the club within fourteen (14) days of notification of the Council's decision. The appeal shall state the grounds upon which it is based.
- (c) **Right of Appeal against decisions of Executive Committee** - Subject to the President's approval an appeal may be submitted by either party to a dispute against any decision of the Executive Committee, such an appeal to be made not later than seven (7) days after the notification of the Executive Committee's decision. Parties to a dispute may be required to attend the meeting of the Council at which an appeal is heard.

**R.16 AMENDMENTS TO THE RULES**

- (a) **Alterations or amendments** to these rules can only be made at the AGM or at any SGM held for that purpose and then only with the consent of at least two thirds of the voting representatives present.  
Notice of alterations shall be circulated to all Secretaries of affiliated clubs and members of the Executive Committee not less than fourteen (14) days prior to the meeting.
- (b) **Further amendments** shall be recorded in the minutes of the Association meetings and will be cross referenced to these rules.

End of Part 1 – Rules & Constitution

AMENDMENTS TO RULES		
Rule No.	Amendment	Date