

# HARROW & DISTRICT BOWLING ASSOCIATION

## CONSTITUTION AND RULES

1. The name of the Association shall be Harrow & District Bowling Association.
2. The objects of the Association shall be:
  - To promote and safeguard the interests of all affiliated clubs and members.
  - To conduct bowling competitions and other functions in order to foster fellowship among bowlers.
3. Membership of the Association shall be open to those clubs who affiliate to the Association, playing on public or private bowling greens within the Harrow & District area. (Such area together with the club's application for membership to be at the discretion of the Executive). The annual membership fee shall be recommended by the Executive and agreed at the A.G.M. It will be payable on admission and thereafter by the 30th December of the preceding year. Any club application for membership shall be made in writing to the Association's Secretary and shall state the name and address of its Secretary.

#### 4. MANAGMENT

The Association shall be managed by an Executive Committee comprised of the following honorary office bearers: -

Chairman

Secretary

Treasurer

Competition Secretary

Webmaster

League Secretary

General Committee Member

All the above shall be appointed at each Annual General Meeting. The Executive Committee shall have regard to the discussion and representations of the Annual General Meeting or any Special General Meeting, and may depute to a sub committee the management of any specific duty, subject to control by the executive committee.

The Officers shall be empowered to co-opt persons from member clubs as shall be considered necessary for the effective running of the Association until such time as such persons are ratified at an Annual General meeting of the Association. Co opted persons shall have no power to vote at Officers meetings until so ratified.

#### 5. ANNUAL GENERAL MEETING

The Annual General Meeting shall be held in October. At least three weeks notice of the meeting and the agenda shall be issued by the Association Secretary to the Secretary of each member club and to the members of the Executive Committee. Any proposal received after the issue of the Annual General meeting paperwork will not be considered until the following year. Those eligible to attend and vote shall be the office bearers of the Association and up to two accredited delegates from each member club. Other members of member clubs may attend but without power to vote. The meeting shall consider the report of the Secretary, the audited accounts of the Treasurer, and any business properly arising; and shall elect office bearers and an auditor for the ensuing year. Any member club may make nominations for the respective officers. Officers and delegates may also make nominations. All nominations shall be in the hands of the Honorary Secretary at least 28 days prior to the Annual general meeting. Voting for the officers shall be by ballot.

## 6. SPECIAL GENERAL MEETING

A Special General Meeting may be convened at any time for a specific purpose only –

- (a) at the instance of the Executive Committee, or
- (b) On receipt by the Secretary of a requisition from a majority of the member clubs, stating the proposition to be submitted, 14 days notice of the meeting shall be issued as under paragraph 5. Those eligible to attend shall be as under paragraph 5.

## 7. RECORD AND ACCOUNTS

The Secretary shall keep a record of the business transacted at all meetings. He shall submit a report at each Annual General Meeting. The Treasurer shall provide an audited account of the receipts and payments for the financial year ending 30 September. A copy of the Treasurer's financial statement shall be given to each delegate and to each office bearer at the Annual General Meeting.

## 8. QUORUM

At the AGM, or any Special General Meeting, ten members shall constitute a quorum.

## 9. CONDITIONS OF GAMES

All games shall be played under the laws of World Bowls.

## 10. ASSETS: CUSTODY AND DISPOSAL

The custody of the Assets of the Association shall be vested in the Chairman, the Treasurer, and the Secretary. In the event of the Association being dissolved the Assets shall be disposed of as determined by the General Meeting at which dissolution is decided upon.

## 11. ALTERATION OF CONSTITUTION AND RULES

Alteration or addition to this Constitution and Rules document may be made only at:-

- (a) The Annual General Meeting, or
- (b) A Special General Meeting called for the purpose.

Any club desiring such alteration or addition must, through its Secretary, send to the Association Secretary written notice specifying the proposed change by 31 August for consideration at the Annual General Meeting.

No such proposal shall be deemed to have been passed unless at least two thirds of the votes are in favour.

## 12. Any item not covered by the foregoing shall be governed by the Constitution and Rules of the Middlesex Bowling Association.