LANCASHIRE CARPET BOWLS ASSOCIATION

CONSTITUTION

1. NAME & OBJECT

The association shall be called the Lancashire Carpet Bowls Association, and will be commonly known as 'Lancashire Carpet Bowls' and, hereinafter in this document, be referred to as the Association.

1.1 The Association shall:

- Promote the game of carpet bowls to everyone. - Administer Championships and other carpet bowls competitions for individuals and clubs within the area of Lancashire, including the former areas of Lancashire such as those now contained within Merseyside, Greater Manchester.
- Advise on the technical aspects of the game, including the rules and equipment.
- Be the ultimate arbitrator on any dispute between members.
- Form links with other bowling associations and the English Carpet Bowls Association, as appropriate.

2 MEMBERSHIP

2.1 Membership of the Association shall be open to any individual and clubs. All individuals paying for attendance at carpet bowls sessions run by the Association will become members of the Association following completion of the appropriate membership form

2.2 Applications from clubs wishing to apply for membership of the Association will be discussed by committee members either via email or at committee meetings.

2.3 Members of other Counties will be allowed to play in any national or friendly competitions for Lancashire, although priority will normally be given to those playing or living in the County.

2.4 Membership fees will be decided at an AGM.

2.5 A county top must be purchased before a member can play for the Association and must be worn in all competitions unless special dispensation is given by the Committee.

3 ADMINISTRATION

3.1 The Officers of the Association shall conduct the day to day affairs of the Association subject to the overriding authority of the Annual General Meeting, i.e Chairperson, Vice Chairperson, Hon. Secretary, Hon. Treasurer, Team Captain, Safeguarding Officer and up to 2 elected committee members shall form the Executive Committee.

3.2 The Executive Committee (officers plus 2 committee members) shall have power to:

(a) Act on all matters not required to be settled at an Annual General Meeting.

(b) Give notice of motion or make recommendations to an Annual General Meeting

(c) Fill any vacancy arising within the Executive Committee until the next AGM.

(d) Appoint sub committees.

(e) Co-opt people to the committee as and when necessary.

(f) Will decide any disciplinary action when required.

3.3 This Committee shall meet as often as the business of the Association demands and business can be conducted via email/WhatsApp where necessary, as well as in online meetings. A minimum of 4 committee members shall form a quorum for a committee meeting.

3.4 Only committee members elected at an Annual General Meeting shall be permitted to vote during a committee meeting, should votes cast be equal then the Chairperson shall have the deciding vote.

3.5 The Association will reimburse any reasonable expenses incurred by the Officers on behalf of the Association. Members providing transport for other members to attend County matches/events may be reimbursed reasonable travelling expenses, with the amount to be decided by the Executive Committee before each destination/venue and paid by the Hon. Treasurer following the relevant event.

3.6 The Hon. Secretary shall submit a report to the Annual General Meeting of the key business of the Association throughout the year.

3.7 The Hon. Treasurer shall be responsible for the handling of all the Association money which shall be deposited in an approved account(s) in the name of the Association. Money in this account shall be authorised for disbursement by the Hon. Treasurer (informing the Executive Committee as required), with the expenditure of any amounts over £100 (apart from block payments for venue hire) needing the agreement of the Chairperson or, the Hon. Secretary as appropriate. It is likely that the wider Committee will also be consulted or informed in such circumstances.

3.8 The Hon. Treasurer shall render to the Annual General Meeting a precise account of income and expenditure or at any time with reasonable notice to the Executive Committee.

3.9 The Association accounts shall be audited annually by an appropriate person within the Association, independent from the Treasurer/Chairperson.

4 ANNUAL GENERAL MEETING

4.1 An Annual General Meeting of the Association shall be held every year and there shall not be more than 15 months between one Annual General Meeting and the next. At least 45 days written notice of an Annual General Meeting shall be given to each member.

4.2 The business transacted shall include:

- Approval of minutes of the previous Annual General Meeting
- The Chairperson's report
- Honorary Secretary's report
- Honorary Treasurer's report
- Team Captain's report
- The election of the Officers
- Any amendments/proposals to this constitution and the rules governing the playing of carpet bowls within Lancashire.

4.3 Any proposals on matters that may properly be discussed at the Annual General Meeting shall be received by the Hon. Secretary in writing at least 28 days before the date of the meeting.

4.4 The agenda of this meeting shall be sent to Members at least 14 days before the date of the meeting together with any relevant documents for discussion.

4.5 Nominations for Officers will only be accepted in writing from Members and also from the floor during the relevant agenda item at the AGM.

4.6 Voting shall be by show of hands. Proxy votes will be accepted but only in extreme and exceptional circumstances.

4.7 Should the result of any vote be tied then the Chairperson shall have a casting and deciding vote.

4.8 A quorum will be a minimum of at least 10 Members who have been properly notified of the Annual General Meeting.

4.9 It is only at an AGM or EGM that any part of this constitution may be changed.

5 EXTRAORDINARY GENERAL MEETING

5.1 An Extraordinary General Meeting may be called by the Executive Committee or upon written request by any member giving details of the business to be discussed to the Hon. Secretary signed on behalf of at least 25% of the members.

5.2 At least 14 days' notice of any EGM shall be given to all members.

5.3 The powers and methods of voting shall be as described for the Annual General Meeting.

5.4 Only the business for which the EGM is called will be discussed.

6 RULES OF PLAY

6.1 All games will be played to the Rules for playing Carpet Bowls as published by the English Carpet Bowls Association. These may be added to or amended for league and competition games.

6.2 The rules governing the playing of games in any League may be drawn up by the Executive Committee, but may be changed at an Annual or Extraordinary General Meeting.

7 CODE OF CONDUCT

7.1 A full Code of Conduct will be developed and agreed by the Executive Committee and agreed and ratified by a future AGM. This will be made available to all members via the Association's website.

8 COMMITTEE DUTIES

<u>CHAIRMAN</u>:

- To oversee the entire running of the Association.
- To grow and develop the Association.
- To chair / organise all meetings of the Association.
- To organise members / guests stay at Potter's (National Championships)
- To have the casting vote of any proposal / disciplinary issue.

<u>SECRETARY</u>:

- To maintain transparency and accountability within the Association.
- To write and receive letters/emails on behalf of the Association.
- To keep members informed of any correspondence.
- To help the Chairman organise and prepare for meetings as well as take minutes.
- To keep a record of memberships and administer new membership applications and annual renewals. They must also provide a report to each meeting on new members who have joined since the last meeting.

<u>TREASURER</u>:

- To manage the Associations financial resources and administration.
- To prepare budgets and estimates.

- To keep records of financial transactions and submit regular reports to the Chairman/Committee or funding provider.

VICE CHAIRMAN:

- In the absence of the Chairman, the Vice Chairman will take full responsibility of the Chairman's role.

TEAM CAPTAIN:

- Responsible for team selection and players conduct whilst representing the Association.
- To be the first point of contact for team members who have any issues or concerns.
- To communicate any issues or concerns from team members with the Chairman and Secretary immediately.
- Must be in attendance of as many of the Association's competitions, friendlies and practice games as possible.

SAFEGUARDING OFFICER:

- To undertake the safeguarding role and review and update the Association's Safeguarding Policy on an annual basis.

ALL COMMITTEE MEMBERS:

- To assist with the running of the Association.
- Attend as many committee meetings as possible. Failing to do so may result in having to stand down from the committee.
- Members applying for any committee positions must be able to fulfil the duties of the role.
- Members can apply for multiple roles within the Association.

PLEASE NOTE:

All committee members must endeavour to respond as quickly as possible to communication as and when requested via our WhatsApp group chat, emails and to any missed phone calls.

9 SELECTION COMMITTEE

The selection committee will have 3 options to be decided at the AGM.

- OPTION 1: Team Captain decides the team selection.
- OPTION 2: Team Captain plus 2 other members of the Association decide the team selection.

- OPTION 3: Team Captain plus 4 other members of the Association decide the team selection.

All members can apply to be a team selector, including all committee members.

10 SAFEGUARDING

Everybody has a responsibility to ensure the safeguarding of each and every adult, child and elderly person that is a part of or comes in contact with the daily running of the Association. The Safeguarding Officer will undertake appropriate training for the role.

11 DISSOLUTION

If at any General Meeting a resolution for the dissolution of the Association shall be passed by a majority present and voting, then an extraordinary meeting shall be convened not less than one month thereafter at which a minimum of two-thirds majority of those members present must vote in favour of the dissolution. The Executive Committee shall then or at a future date, which must be specified in the resolution, wind up of the affairs of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards charitable purposes for the benefit of the inhabitants of the area which the Association was formed to represent. Any assets received through grants should be returned to the grant making organisation if required under the terms and conditions upon which the grant was first made.

****

This Constitution was adopted at a meeting to form the Association held at the Green Lane Guide Headquarters, Ormskirk, on 11th February 2025.