

# Constitution and Rules

## 1. Name

The Association shall be called the “Essex Vice-Presidents’ Association”.

## 2. Objects

The objects of the Association shall be:-

1. To promote, foster and safeguard the level green game of bowls in Essex in every legitimate way.
2. To promote good fellowship among its members and other bowlers through matches and social gatherings with kindred Associations which are duly affiliated to an appropriate regulatory bowling Association

## 3. Membership

Membership shall be open to bowlers who are members of Clubs affiliated to the Essex County Indoor and Outdoor Bowling Associations. The criteria for membership shall include, but not be limited to, an achievement of a reasonable level of play together with a proven record of service to the sport of bowls. Application for membership must be made on the appropriate form, duly completed and signed by the applicant and sent via email or post to the Secretary. Those qualified in terms of this rule may be admitted to membership of the Association at any meeting of the Committee by a ballot, two or more votes to the contrary shall exclude. Any member who has had continuous membership for not less than 5 years and has reached the age of 70 and/or, through accident or illness, has permanently ceased playing, may apply to become a non-playing member. Such applications shall be considered by the Committee and shall be approved by a majority of those voting. Additionally, and in exceptional circumstances the Committee shall have the authority to amend a members status to non-playing notwithstanding that the member does not fulfil the criteria above. Such amendment shall be approved by a majority of those voting. The Committee shall have the power to limit the number of members to any one class at any time. In all matters of membership the Committee’s decision is final. The total playing membership of the Association shall be limited to a maximum of 160, excluding Life Honorary Members. In exceptional circumstances and subject to the agreement of any two Officers of the Association, players may be appointed temporary members of the Association for a period not exceeding 24 hours at any one time and provided they are members of clubs affiliated to a County or National Bowling Association. Temporary members so appointed shall not have the right to vote at any General or Special Meeting of the Association.

## 4. Life Honorary Members

The Association shall have the power at an Annual General Meeting to elect Life Honorary Members on the recommendation of the Committee. Presidents of the Association, on completion of their year of occupancy of the chair, shall be appointed a Life Honorary Member.

## 5. Officers

The Officers of the Association shall consist of the President, Senior Deputy President, Junior Deputy President, Secretary, Treasurer, Match Secretary, Assistant Match Secretary, Fixture Secretary, Tour Secretary, Safeguarding Officer and Media Secretary.

## 6. Management

The affairs and management of the Association shall be conducted by a Committee consisting of the Officers and six members of the Association, all of whom shall be elected annually at the Annual General Meeting. All nominations for Officers and Committee members must be received by the Secretary not later than 14th October each year. The retiring President shall remain a member of the Committee for a period of three years after occupying that office. Retiring members shall be eligible

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for re-election. The Committee shall have the power to fill any vacancy occurring during the year. Any Officer and/or member of the Committee shall not have more than one vote even though they hold more than one position on the Committee. This shall not affect the accepted casting vote of the Chairperson at any meeting. The Committee shall meet at least three times a year and shall have the right to deal with any matter not covered by these Rules. At all meetings of the Committee, nine shall form a quorum.

## 7. Finance

1. The funds of the Association shall be banked in the name of the Association and administered by the Committee.
2. Any two of the Treasurer, Secretary and Match Secretary shall have authority to sign on behalf of the Association.
3. The amount of the annual subscription shall be determined each year by the Committee and become payable on 1st January. In the case of new members, on admission. New members joining after 31st July shall not be liable for the next annual subscription becoming due on 1<sup>st</sup> January immediately following the date of joining. Any member whose subscription remains unpaid one month after becoming due shall be deemed to have resigned from the Association.
4. The financial year shall commence on 1st October.
5. Two members, who shall not be members of the Committee, shall be elected annually at the Annual General Meeting to examine the accounts and report thereon.
6. The Tour Secretary is responsible for the tour funds and will keep separate accounts. The Tour Secretary will submit the statement of accounts to the Committee.

## 8. Matches

The Committee may arrange competitions confined to members, and bowling matches between the Association and kindred Associations, County Groups and Clubs.

## 9. General Meetings

**Annual General Meetings:** The Associations Annual General Meeting shall be held during the month of November each year. At least 14 days notice shall be given to each member of the date, time and place of the meeting. The notice convening the meeting shall be accompanied by:-

1. An agenda.
2. A copy of the minutes of the previous Annual General Meeting and any subsequent Special General Meeting.
3. A copy of the Statement of Accounts.
4. A list of nominations for Officers and Committee Members. Duly proposed and seconded notices of motion to be included in the Agenda must be in the hands of the Secretary by 14th October in each year. Twenty five members shall form a quorum.

**Special General Meeting:** A Special General Meeting can only be called:-

1. By the Committee, who may do so at any time. The Agenda for such a meeting must accompany the convening notice.
2. By the Secretary, on receipt of a requisition signed by at least ten members. At least fourteen days notice must be given of the date, time and place of the meeting.

Only the specific business for which the meeting is called may be discussed at any Special General Meeting and twenty-five members shall form a quorum.

## 10. Duties of Officers

**1) President:** The President shall act as Chairperson of all meetings of the Association and its Committee. In the event of equality of voting, the President shall have the casting vote. In liaison with the Tour Secretary, and subject to consultation with the Committee, the President will arrange an

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annual tour and shall decide on the composition of the touring party. The President will represent the Association at all matches, meetings and other functions as may be decided upon by the Association and its Committee.

**2) Senior Deputy President:** The Senior Deputy President will provide support to the President and will assume that office in the enforced absence of the incumbent for whatever reason.

**3) Junior Deputy President:** The Junior Deputy President will provide support to the President and the Senior Deputy President and will assume the office of President or Senior Deputy President in the enforced absence of either incumbent for whatever reason.

**4) Secretary:** The Secretary shall keep a record of all meetings of the Association in minute form and shall convene all meetings as prescribed by the before mentioned rules. The Secretary shall submit to the Annual General Meeting a report of the proceedings of the Association since the previous Annual General Meeting, keep a record of all members of the Association and deal with all correspondence as directed by the Committee.

**5) Treasurer:** The Treasurer shall keep a record of all income and expenditure, submit the same for examination and present a written Statement of Accounts as at the end of September to the members of the Association at the Annual General Meeting. All expenditure shall be approved by the Committee.

**6) Fixture Secretary:** The Fixture Secretary shall be responsible for arranging all of the Association matches and drawing up a Fixture List. The Fixture Secretary will liaise fully with the Match Secretary.

**7) Match Secretary:** In liaison with the Fixture Secretary, the Match Secretary shall be responsible for the distribution of the Fixture List and team selection plus all arrangements on the day of the match including the collection of match fees and payments to the host club. The Match Secretary will submit to the Annual General Meeting a report on the matches played by the Association.

**8) Tour Secretary:** The Tour Secretary shall be responsible, in conjunction with the President and the Committee, for all the arrangements in connection with the Annual Tour of the Association and will submit a report on each tour to the Committee, together with a statement of accounts for the tour.

**9) Safeguarding Officer:** The Safeguarding Officer will be responsible for upholding the criteria set out in paragraph 15 on Page 20 and specific responsibilities identified on Safeguarding Courses.

**10) Media Secretary:** The Media Secretary shall be responsible for maintaining the website.

## **11. Member Conduct and Appeals Procedure**

If the conduct of any Member is, in the opinion of the Committee, likely to be injurious to the character or contrary to the interests of the Association, or if any Member wilfully infringes the Association rules, or should any Member not play for the Association over a period of two years without acceptable reason to the Match Secretary, that Member shall be given notice in writing of the allegations or incident and be given the option of within 14 days resigning or attending a hearing before the Committee, at a date to be agreed, but no later than a further 14 days. If the Member fails to inform the Committee within the initial 14 days as to which option the member is taking then that member shall be expelled from the Association and advised of such in writing. Membership shall cease forthwith without refund of fees or subscription. If the Member opts for a hearing in accordance with the above, the member may be accompanied and/or be represented at the hearing during which the member will be allowed to call witnesses and question any who give evidence against them. If having considered the matter, the Committee decides the member should not continue in Membership, the member must be advised of this decision and the reasons why in writing. The Committee may make this decision on a straight majority vote providing a quorum in accord with Paragraph 6 is present. The member shall be advised that within 14 days they must resign or appeal in writing against the decision. If the Member fails to inform the Committee within 14 days as to which course of action they are taking then the member shall be formally expelled from the Association and advised of such in writing. Membership shall cease forthwith without refund of fees or subscription. If notice of appeal is given, the Committee shall appoint a special Appeal Panel to review the evidence. The Member having been given 14 days notice of the date of the Appeal Panel meeting may elect to attend to further plead their case and may be accompanied or represented. The Association President or any other Committee Member nominated by the Association President may attend on behalf of the Association. The Appeal

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Panel, which shall consist of 3 Members who are former Presidents and/or former Secretaries and/or former Committee Members of the Association who no longer hold office within the Association, will reconsider the case and their decision shall be final. The Committee and the Member shall be informed in writing of the verdict of the Appeal Panel. Should the Appeal Panel find in favour of the Member, the Member shall be informed and Membership shall continue. If the Appeal Panel finds against the Member, the member shall be requested to resign voluntarily. In the event of non-compliance with this request within 7 days the member shall be expelled from the Association and advised of such in writing. Membership shall cease forthwith without refund of fees or subscription.

## 12. Dissolution

In the event of dissolution of the Association the accumulated funds, including any reserve fund and all other assets of the Association shall be dispersed as directed by a resolution agreed by a majority of Members present at the Annual or Special General meeting called in accordance with Rule 9. In the absence of such a resolution for any reason whatever, the funds and assets shall be donated to the Essex County Bowling Associations Benevolent Fund or any successor fund thereto.

## 13. Indemnity

Every Officer and Committee Member shall be indemnified by the Association in respect of any claim made against them in respect of the pursuance of their duties, except in so far as such a claim may relate to the wilful and individual fraud or wrongdoing on the part of the Officer or Committee Member who is

## 14. Interpretation

All Members shall be deemed to be bound by these Rules. These Rules shall not be extended, amended or rescinded except at an Annual or Special General Meeting. No proposal to extend, amend or rescind these rules shall be deemed to have been passed unless two thirds of the votes cast by Members present are in favour. Any difference regarding interpretation of the Rules and/or any matter not provided for within them shall be dealt with by the Committee whose decision shall be final and binding on all Members.

## 15. Safeguarding Policy

The Association fully accepts its legal and moral obligation to exercise its duty of care to protect all children and vulnerable adults participating in its activities and to safeguard their welfare.

The Association is committed to do this by acknowledging that:-

- a. The welfare of the individual is paramount.
- b. Each individual irrespective of age, gender, religion, race or disability has the right to protection from abuse.
- c. Each individual has a right to be safe and to be treated with respect and dignity.

The Association shall use its best endeavours to ensure that:-

- d. All allegations of abuse are taken seriously
- e. The response to them is swift and appropriate
- f. The effectiveness of this policy is reviewed annually
- g. By the appointment of a Safe Guarding Officer to whom Members can address concerns in the first instance and who will thereafter ensure that the appropriate action is taken.

## 16. Dress Code

*All Members are to arrive for matches in green blazer, grey trousers or skirt; white tailored collared shirt (not polo) or blouse; and Association tie or cravat.*

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*All Members shall play matches in **white trousers, white tailored shorts, or white skirt; white tailored collared shirt (not polo) or blouse; and Association tie or cravat.***

*All Members shall, for the after-match meal, change back to **green blazer, grey trousers or skirt; white tailored collared shirt (not polo) or blouse; and Association tie or cravat.***

This dress code shall, in exceptional circumstances, be replaced with an alternative with the prior agreement of the President. Such instances shall be advised to all playing Members in good time prior to the match by the Match Secretary.