



Suffolk **Carpet Bowls** *Association*

CONSTITUTION

Name and Object.

- i) The Association shall be called the Suffolk Carpet Bowls Association, hereinafter called the Association.
- ii) The Association shall-
 - a) Administer the Suffolk Carpet Bowls Leagues and other carpet bowls competitions for individuals and clubs.
 - b) Advise Member and Associate Member Clubs and other interested parties, on technical aspects of the game, including the Rules and equipment.
 - c) Arbitrate on any dispute between Member and / or Associate Member Clubs.
 - d) Form links with other bowling associations if felt appropriate.
 - e) Enter, select and administer teams representing the Association in competition with other Counties, as approved by the Executive Committee and including arranging such events.
 - f) Become members of the English Carpet Bowls Association, should the Committee so decide and adopt the English Carpet Bowls Association Rules for Playing Carpet Bowls.
 - g) Appoint a Child Protection Officer to administer the Child Protection Policy of the Association.

2. Membership

There shall be two classes of membership of the Association, viz-

- a) Members who shall be those Clubs within the County Boundaries of Suffolk and
- b) Associate Members who shall be those Clubs who are not within the County boundaries of Suffolk.

3. Administration

- i) The administration of the Association, subject to the overriding authority of the annual General Meeting of the Association, shall be vested in the Executive Committee consisting of a Chairman, Vice Chairman, Honorary Secretary, Honorary Treasurer, Match Secretary, Child Protection Officer and up to ten other

persons. The Executive Committee shall be elected at the Annual General Meeting and those elected shall be members of Member Clubs of the Association and shall not be a member of any other County Committees.

- ii) Five members shall constitute a quorum.
- iii) The Executive Committee shall meet regularly and have the express power to –
 - a) Deal with matters not covered by the Rules for Playing Carpet Bowls.
 - b) Appoint Sub-Committees
 - c) Co-opt members on to the Executive Committee
 - d) Propose to the Annual General Meeting of the English Carpet Bowls Association amendments to the Rules for Playing Carpet Bowls.
 - e) Propose amendments to the Constitution.

4. Subscription and Finance.

- i) Each Member and Associate Member shall become affiliated to the Association by payment of an annual subscription, the amounts of which shall be agreed at the Annual General Meeting and shall become due for payment upon the 1st.July.
- ii) The Honorary Treasurer shall be responsible for handling of all the Association monies. Monies will be deposited in an approved account in the name of the Association. Monies in this account shall be authorised for disbursement upon the signature of the Honorary Treasurer and one of two persons nominated by the Executive Committee.
- iii) The Association accounts shall be audited annually.
- iv) In the event of the Association being disbanded all monies, after settlement of debts and liabilities shall be distributed equally to Member Clubs.

5. Annual General Meeting.

- i) The Association will hold an Annual General Meeting each year which shall not be later than 30th. June. This meeting may be attended by all members of an affiliated Club and representatives of Clubs seeking affiliation. Any person may speak but only one representative of each affiliated Club and the Executive Committee, or a sitting member for that Committee, may make proposals for change to the Constitution. Voting for proposals for change to the Constitution shall be limited to one representative of each Member Club.
- ii) The business transacted shall include –
 - a) The approval of the Minutes of the previous Annual General Meeting and any subsequent Special General Meeting.
 - b) The presentation of the Honorary Treasurers financial statement.
 - c) The Honorary Secretary's Report.
 - d) The election of the Officers, the Executive committee and the Honorary Auditor.

- e) Any amendments to the Constitution..
- f) The level of subscriptions
- g) Any other business

- iii) At least 28 days written notice of the Annual General Meeting shall be given to those entitled to attend.
- iv) Nominations for the Officers will only be accepted in writing from member Clubs 28 days prior to the meeting and not from the floor during the relevant item at the Annual General Meeting.
- v) Any proposed amendments to the Constitution shall be received by the Honorary Secretary in writing at least 21 days prior to the Meeting. All those entitled to attend the Meeting shall receive notification of these amendments at least 14 days prior to the Meeting.
- vi) Voting shall be by a show of hands or show of ballot cards should the Chairman of the Meeting or any other person entitled to vote request it as such.

6. Special General Meeting.

- i) A Special General Meeting may be called by the Executive Committee or upon written request to the Honorary Secretary signed by representatives of at least one quarter of the total Member Clubs at the time.
- ii) At least seven days notice of any Special General Meeting shall be given to all affiliated Clubs.
- iii) The powers and methods of voting shall be those described for the Annual General Meeting.
- iv) Any business may be transacted provided the provisions of 5 (iv) are complied with.