

Brentwood & District Bowling Association

Constitution & Rules

1. Title

The Association shall be called the 'Brentwood and District Bowling Association' (BDBA) and shall be affiliated to Bowls England and Essex County Bowling Association (ECBA).

2. Administration

a. The affairs of the BDBA shall be conducted at the Annual General Meeting. The general affairs of the BDBA shall be administered by the Executive Committee and by any other Group or Committee as may be deemed necessary by the Officers.

b. Each club in the Association shall be entitled to two (2) nominated Delegates to attend Delegates Meetings when called upon by the Committee. Voting at such meetings will be limited to one (1) vote per club, either by a show of hands or by ballot, as the Chairman may deem necessary.

3. Objects

The principal objectives of the BDBA shall be to promote and foster the game of bowls for males in and around Brentwood and District and to encourage play in a friendly and sociable atmosphere. To pursue a programme of inter-club, inter-district and inter-association matches and events, outdoors during the summer season and indoors as appropriate during the winter period. To encourage an observance of the laws of the game as laid down by the National authorities and the rules of competition as adopted by the BDBA. In the event of the Association has insufficient men to fulfil any friendly fixture the Representative Match Secretary shall be empowered to select ladies as guests to fill such vacancies. Any lady so selected may be wives or partners of men affiliated to the Association and playing in that game. Such selection to be done in consultation with our opponents.

4. Membership

Membership of the BDBA shall be by invitation to clubs within the Brentwood District and immediate surrounding areas. The area to be determined by the Executive Committee and approved at the Annual General Meeting. Membership of the BDBA is conditional upon affiliation to Bowls England and the ECBA. To maintain continual membership of the BDBA clubs are expected to support all activities promoted by the Association. These include:

- a.** Association Representative Games
- b.** Association inter-club League Matches
- c.** Individual Competitions (Singles, Pairs, Triples & Fours)

5. Officers

The Officers of the BDBA shall be the President, Vice President (both to have voting rights), Secretary, Treasurer, Competition Secretary, Representative Match Secretary and League Programme Secretary.

6. The Executive Committee

a. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Competition Secretary, Representative Match Secretary and League Programme Secretary, as appointed at each and every Annual General Meeting and will be chaired by the President of the Association, or, in his absence, by a duly appointed Officer.

b. The Executive Committee shall deal with all matters connected with the proper conduct and administration of the BDBA and to such matters as delegated by the Annual General Meeting. It may co-opt persons or appoint sub-committees for special purposes, as may be deemed necessary and appropriate.

c. The Executive Committee shall establish the Rules and Regulations, including those relating to the playing of competitions and shall recommend amendments, in the appropriate manner, as and when necessary.

d. Not more than two members of any one member club shall hold office at any one time. All members of the Executive Committee shall be elected at the Annual General Meeting. Should any member of the

Executive Committee cease to hold office during his elected term, a replacement may be appointed by the Executive Committee and to serve until the next Annual General Meeting.

e. All clubs affiliated to the Association will, in alphabetical order, provide a suitable nominee to take the position of Vice President of the Association for a period of one year and carry out such duties as the position requires. At the end of this year and on the retirement of the President, the Vice President will assume the position of President of the Association and carry out such duties as this position requires for one year. Should any club fail to carry out their obligations, as and when required, the Association shall have the authority to refuse affiliation to the Association from that club. The period of office for all other Officers shall be elected or reselected at each Annual General Meeting. The immediate Past President shall be entitled to sit in committee but will enjoy no voting rights.

f. Meetings of the Executive Committee shall take place during the months of March, August and October and more often if required.

g. Five members of the Executive Committee shall constitute a quorum and be sufficient for voting.

7. Selection Committee

a. Membership of the Selection Committee shall be determined by the Executive Committee and shall consist of two members, one from any member club together with the Representative Match Secretary.

b. Meetings of the Selection Committee shall be ongoing and determined by the requirements of the match programme.

c. Two persons shall constitute a quorum for selection purposes.

8. Annual General Meeting

a. The Annual General Meeting of the BDBA shall:

i. Be held annually during the month of November.

ii. Receive and adopt the Officer's reports and accounts for the previous year.

iii. Elect annually the Officers of the Association.

iv. Accept nominations for the afore mentioned appointments from any member club, which shall be made in writing and received by the Secretary not later than 14 days before the date of the A.G.M.

v. Accept notices of motion from any member club, which must be submitted in writing and received by the Secretary not later than 14 days before the date of the A.G.M.

vi. Elect annually the Honourable Financial Examiners.

b. Those entitled to vote at the A.G.M. shall be:

i. The Officers, the Chairman of the meeting shall have a casting vote.

ii. Each club shall be entitled to two (2) Delegates at the A.G.M. but voting will be limited to one vote per club, either by a show of hands or by ballot, as may be deemed necessary by the Chairman.

iii. Any other individual from a member club may attend the A.G.M. and participate in the business but will enjoy no voting rights.

c. 21 persons shall form a quorum.

9. Special General Meeting

a. A Special General Meeting shall be convened to consider matters clearly defined in the notice calling the meeting providing that the Executive Committee resolve that sufficient cause has arisen to convene such a meeting and that it has been requested by no less than three member clubs and that the requests clearly define the matter/s at issue.

b. Conditions as in 8b shall apply.

c. 21 persons shall form a quorum.

10. Fees and Subscriptions

Fees and Subscriptions to the BDBA shall be reviewed and determined by the Executive Committee annually and shall be paid to the Treasurer not later than 31st December of each year. Failure to pay such fees and subscriptions shall cause forfeiture of all rights and privileges of membership.

11. Alteration of Rules

Any amendment of these Rules can be made only by the Annual General Meeting or a Special General Meeting. Proposals for amendments must be submitted in writing, duly sponsored by two clubs, to the Secretary, not less than 14 days before the date of the General Meeting.