

Oxfordshire County Short Mat Bowling Association

www.osmba.org.uk



Constitution

Proposal for 2023 AGM

1. Description

- a) The Association to be called: "Oxfordshire County Short Mat Bowling Association".
- b) The basis of Association's legal structure is as an "Unincorporated Association".

2. Objectives

- To promote, foster and safeguard the Short Mat game of bowls within the County boundary of Oxfordshire.
- To adopt and enforce the Laws of the game as laid down by the ESMBA and Oxfordshire CSMBA.
- To promote, organise and superintend various competitions among member Clubs of the Association and Counties.
- To interpret when called upon by member Clubs, questions of law or practice, and arbitrate in all disputes referred, to the Association, between members thereof.

The Association is committed to promoting a safe environment in which Children and vulnerable adults can enjoy taking part in the game of bowls. We will seek to underpin and ensure this commitment by following and promoting the joint Child Protection Policy and Procedures of the National Governing Bodies.

3. Membership

- a) Will be open to all Clubs with suitable facilities and equipment as laid down by the ESMBA and Oxfordshire CSMBA.
- b) Each member Club shall appoint one Delegate per club, who will be responsible for attending General meetings. Each member Club shall nominate one person to whom all correspondence will be addressed.

4. Resignation of Membership

Member Clubs, or members, may resign their membership of the Association at any time, but will lose all fees paid, and rights of the Association.

5. Disciplinary & Appeals

a) Any Affiliated Club or Association Member, whose actions in the opinion of the Committee contravene the Association's "Code of Conduct" shall be liable for disciplinary action following the ESMBA Disciplinary Procedures.

If found guilty of contravention, subsequent penalisation may include suspension or expulsion from the Association.

Any Affiliated Club or Association Member who has been penalised following a disciplinary matter, shall have the right of appeal to a general meeting of the Association, prior to appealing following the ESMBA Appeals Procedure directly to the ESMBA Disciplinary Committee.

Any Affiliated Club or Association Member who has been penalised following a contravention of any other Constitution Rule, shall have the right of appeal following the ESMBA Appeals Procedure firstly to a committee formed by the Trustee's and Officers of the Association, provided they are not directly involved in the complaint or alleged offence. Subsequent appeal may still be made to ESMBA Disciplinary Committee.

If the appeal process was upheld, then costs incurred shall be born by the plaintive.

6. Subscriptions & Registrations

a) Shall be agreed annually at the AGM for the County proportion.

b) All subscriptions or registrations shall be made via Registration Secretary.

c) All fees for the coming season shall be paid by the 31st July each year (excluding new clubs).

d) Members may register via a Club at any point during the year via the Registration Secretary with the appropriate fee (OCSMBA plus ESMBA). ESMBA affiliation fees, set by the National Governing Body, includes Personal Accident Insurance, is payable by all Club Members. All members wishing to play in OCSMBA leagues or competitions with the exception of open competitions must be registered with the ESMBA via Oxfordshire. Members can only be registered via one Club within OCSMBA at any one time. Members who are under the age of eighteen when registering must supply a parental consent form, and a completed Photography Permission Form.

e) Registrations are open to people of all ages and genders, regardless of disability, upon receipt of a correctly completed registration form and application fee, subject to the approval of the Oxfordshire CSMBA Committee.

7. Committee

a) All of the affairs of the Association shall be managed by a Committee consisting of: Chairman, Vice Chairman, Secretary, Treasurer, League Secretary, Competition Secretary, Registration Secretary, and thirteen other members.

Committee members shall be elected at the AGM to serve for a period of two years. Half the Committee shall retire at each years AGM.

i) During odd years it will be the Chairman, Secretary, Competition Secretary and Committee Positions 1-6. On the other years the Vice Chairman, Treasurer, League Secretary, Registration Secretary and Committee Positions 7-13.

ii) In the event of a vacancy occurring mid-term of the two year period but at an AGM the elected nominee will only hold the position for the remaining one year

iii) Any persons, who are co-opted to fill a vacancy occurring mid-term, but not at an AGM, may stand for election at the next AGM when the position will be filled for either a one or two year period depending on the election due date for that post.

b) Maximum three members from any Club will be permitted to serve on the Committee, unless there are more than two vacancies post an AGM, in which case it can be five members from any club. Life Members are excluded from this number.

c) Any member of the Committee who is absent from 3 or more consecutive committee meetings without supplying to the Secretary, in writing a good and notifiable cause, will cease to be a member of the committee.

d) At all meetings, six Committee members shall constitute a quorum, which must include two officers and a trustee of the Association. In the event of this not being met, the meeting cannot agree on any item, but they may be discussed. Life Members not actively serving on the committee do not count towards a quorum.

e) The Officers, Committee shall have a vote at all meetings and Life Members shall have a vote at general meetings. The Chairman in addition to his own vote will also have a casting vote at all meetings.

f) In the event of either the Chairman or Vice Chairman not being present to chair the meeting, the order of precedence for the chair will be: Treasurer, Secretary or agreed committee member.

8. Casual Vacancies in Committee

The committee shall be empowered to fill vacancies which occur in their number during the year.

9. Sub Committees

The Committee shall be empowered to form any sub committee for a specific purpose. Membership of such committee need not be restricted to membership of the main Committee and shall report their proceedings to the Committee.

10. Officers

The Officers of the Association shall be the Chairman, Vice Chairman, Secretary, Treasurer, League Secretary, Competition Secretary and Registration Secretary.

a) **Chairman** - The Chairman shall preside at all committee and other meetings of the Association.

b) **Vice Chairman** - The Vice-Chairman shall assist and deputise for the Chairman whenever necessary.

c) **Secretary** - The Secretary shall convene all meetings of the Association, except sub-committee meetings, and shall attend all such meetings, take minutes of the proceedings, correspond with all Clubs and the ESMBA on matters connected with the Association, except such as are under the control of the Treasurer.

d) **Treasurer** - The Treasurer shall receive all fees regarding to ICC matches, Competitions and Registrations. To pay all expenses by electronic means or by cheque sanctioned by the Committee, make and prepare accounts to the end of the financial year, prepare the annual statement of accounts

and submit them for verification before the AGM. Signatories to cheques will be any two of: Chairman, Secretary or Treasurer. For electronic payments the same signatories can authorise payment either by writing or electronic means.

e) **League Secretary** - The League Secretary shall arrange a League fixture list, receive all match results, maintain up to date League tables, that are distributed a minimum of four times per season, and ensure all Leagues are conducted within the rules of the ESMBA and Oxfordshire CSMBA.

f) **Competition Secretary** - The Competition Secretary will receive all competition entries and fees, and will superintend all competition draws.

g) **Registration Secretary** - The Registration Secretary shall receive all league registrations, player registration and transfers. They shall maintain a record of registered players within the Association and the issuing of ESMBA registration cards.

11. Accounts

The annual statement of accounts will be independently checked and verified by an individual(s), other than the Officers or Committee Members of the Association, and presented to the membership for acceptance at the Annual General Meeting.

12. Trustees

The Chairman, Secretary and Treasurer shall be the Holding Trustees of the Association.

13. Other Duties

a) The Committee shall appoint: a Safeguarding Lead, a Facilities Manager, a Web Administrator, a Minute Secretary and ICC Squad Manager. An ICC Assistant Squad Manager(s) may be appointed to assist the ICC Squad Manager at the committees discretion. The ICC Squad Manager & ICC Assistant Squad Manager will carry out their duties as per "County Team Selectors Terms of Reference."

b) The Committee shall form with a minimum of three Association members a Competitions Sub-committee with the Competition Secretary also acting as the Chairman to undertake tasks in all aspects of the competitions.

14. Finance

The Committee shall have sole control of the finances of the Association, and shall be empowered to incur expenditure necessary for the purchase / maintenance of equipment and general administration of the Association. No other expenditure shall be incurred without the sanction of a general meeting duly convened for the purpose. The Financial Year shall end on the 30th April.

15. Annual General Meeting

a) The Annual General Meeting of the Association shall be held within two months of the Association's financial year end. The following business shall be transacted

i) To receive a report from each Officer.

ii) To elect Officers and Committee as required.

iii) To set league entry fees & county subscriptions.

iv) To appoint account examiners or auditors.

v) Any other competent business, of which due notice must be given to the Secretary in writing 21 days before the meeting.

b) Due notice shall be given by the Secretary to each member Club at least 10 days before the meeting, together with an agenda and copy of the verified statement of accounts. No other business than that mentioned in the agenda shall be discussed at the meeting.

c) Motions to the AGM will only be accepted from the Association Committee or Club's provided that a club's officer and one other paid member of the Association have proposed and seconded the motion.

16. Extraordinary General Meeting

a) The Committee may on their own authority, or on the requisition of two thirds of member Clubs, convene an Extraordinary General Meeting of the Association. Not less than 14 days notice shall be given in writing to member Clubs.

b) Such notice shall state the time, place and object of the meeting. No other business other than that mentioned shall be discussed at the meeting.

17. General Meetings

a) All members of the Association can attend any General Meeting.

b) Each club shall nominate 2 fully paid up members who shall have full voting rights. These members are to be declared prior to the meeting. All decisions will be by straight majority count, and will be binding to all affiliated Clubs.

c) Except by leave of members present, no item on the agenda shall be withdrawn or taken out of order of the agenda.

d) Tellers appointed shall not be members of the Committee.

18. Copy of Rules

A copy of the Constitution, Rules and Bye Laws of the Association shall be displayed in each club and all members shall be bound thereby.

19. Alteration of the Rules

No alteration to the Rules shall be effective unless carried by a majority vote as set out in Rule 17b, at an Annual General Meeting or an Extraordinary General Meeting called for this purpose.

20. Bye Laws

The Committee shall be empowered to introduce Bye Laws of the Association which will take immediate effect, for the duration of that year.

21. Competition Registration

Registered players shall be eligible for entry into all competitions organised by the Association, such entries must be with the Competition Secretary no later than 14 days prior to the commencement of the competition.

22. League

The Committee shall have sole control over the number of teams entered into the League and shall be responsible for dividing the League into Sections if necessary.

An entry fee will be set at the AGM and, with the exception of Winter Leagues (Payable by 31 July), be paid no later than 2 weeks prior to the league start date.

a) Where there is more than one Section

- i) New Clubs will initially be placed in the section appropriate to their geographical location.
- ii) Where a club has multiple teams, the Committee may have one or more teams moved into the corresponding division in another Section, provided that the location of the club is suitable, and in discussions with the club concerned.

b) Where there is more than one division in a Section

- i) New teams shall enter the lowest division for that area.
- ii) Two teams shall usually be promoted and relegated at the start of the next season.
- iii) Where more than three teams enter or leave a section, then the sections will be equalised. With the higher number of teams in division one, this may mean that Constitution Rule 22b)ii) may be increased or decreased, for that occasion.

23. Dress

a) League matches, County and National Competitions: - The ESMBA Dress Code shall apply. Club colours - part 23c, shall be approved and registered with the County Committee, before being worn by a team otherwise penalties will be applied under League Rule 14. Black or Grey Trousers may be worn, but all members of the same team MUST be wearing the same colour.

(N.B. The members of the Competition Committee who are present, shall have the power to refuse to allow any player to take part in a competition whilst dressed in any coloured shirt they deem to be unsuitable and to this end all players who attend in coloured polo shirts - that are not their standard previously approved Club colours - should ensure they are also in possession of a white shirt).

b) County representative matches: - The ESMBA Dress code shall apply. Players shall wear County colours and County bowls stickers must be used on their woods. Black shall be the colour below the waist.

c) Colours - League Club or County Competition 'team'. Coloured polo shirts shall be permitted subject to prior Committee Approval. A shirt is directed to, but not limited to - the body of the shirt being of one plain colour, although different coloured arms, under arm side panel, collar, cuffs and placket shall be permitted. Names, initials or logos shall be in accordance with the ESMBA Dress code.

d) Teams shall use proprietary coloured stickers of the same design on all bowls used in League Matches and County Competitions.

24. Honorary Life Membership

a) Honorary Life Membership may be awarded at the discretion of the Committee with approval of a General Meeting, to a member who has undertaken positions of responsibility and contributed greatly to the Association over considerable years surpassing those that are recognised by long service.

b) Honorary Life Members may attend all meetings of the Association.

c) The maximum number of Life Members at any one point, shall not exceed half the total number of Officer & Committee positions.

25. Dissolution

a) If at any meeting of the Association a motion be passed calling for the dissolution of the Association, the Secretary shall immediately convene a Special General Meeting to be held not less than one month thereafter to discuss and vote on the motion.

b) If at that Special General Meeting the motion is carried by at least two-thirds of the votes cast, instead of the standard majority count, the Committee shall proceed to realise the assets of the Association and discharge all debts and liabilities by a date that shall be specified in the resolution.

c) After discharging all debts and liabilities of the Association the remaining assets shall not be paid or distributed amongst the members or clubs of the Association, but shall be transferred to some other organisation or organisations as agreed by the votes cast at the Special General Meeting at which the dissolution was approved.

26. Addendum for Oxfordshire CSMBA

a) Clubs may not organise Open Competitions without first approaching the Committee.

b) Variations to the ESMBA Rules and Laws.

i) C1. Heavy weight jacks of not less than 25oz or more than 32oz must be used in all events organised by the Association, and also all open events organised by member Clubs

27. Safeguarding

a) A Safeguarding Lead shall be appointed by the committee at all times and will be the central point of contact for all club Safeguarding Officers and the ESMBA.

- b) At any one time, at least half of the standing committee will be DBS checked, to include the Competitions Secretary and ICC Squad Manager(s).
- c) All umpires & coaches registered to the association must be DBS checked prior to undertaking any activities of this nature.
- d) Any club with under 18s or Vulnerable Adults should appoint a Safeguarding officer who must be DBS checked and registered with the County Safeguarding Lead.
- e) A Safeguarding Policy shall be maintained and available at all times.

Sponsorship Policy

- a) Any under eighteen bowler selected to play ICC for Oxfordshire plays and travels free of charge. One non-playing chaperon for that bowler may also travel free of charge.
- b) For under eighteen ICC bowlers, when first selected, the County shall provide on request one County shirt per season.
- c) At the first Committee meeting of the season sponsorship will be an item on the agenda. The Treasurer shall recommend the available fund for sponsorship, which will then be ratified by the Committee at their first meeting. After which it is made available to current members under the following categories:
 - i) Under 18's gaining a place at the Nationals
 - ii) Any member selected for England and attending International fixtures. E.g. World Championships, British Isles, 'A' Internationals shall be entitled to apply for assistance, to be considered by the committee.
- d) Unless changed at an AGM no other use of this sponsorship money can be considered.

28. Addendums

- a) The constitution is controlled and amended by the committee, and members at an AGM.
- b) Addendums of the association are controlled and amended by the committee.
- c) Addendums of the association are as follows and are available together with the constitution to the membership via the website.
 - Code of Conduct
 - League Rules
 - Competition Rules
 - County Team Selectors Terms of Reference
 - OCSMBA Honours

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