



SURREY COUNTY SHORT MAT BOWLING ASSOCIATION

FOUNDED: 1992.

CONSTITUTION OF THE SURREY COUNTY SHORT MAT BOWLING ASSOCIATION

1. **TITLE**

The Association shall be called the Surrey County Short Mat Bowling Association. (SCSMBA).

2. **ADDRESS**

Shall be that of the current Honorary Secretary.

3. **OBJECTIVES**

The objectives of the Association shall be:

- 3.1 To promote and foster the game of Short Mat Bowls in Surrey, in accordance with the English Short Mat Bowling Association (ESMBA) Rules and Regulations.
- 3.2 To oversee the operation of all leagues operating under the auspices of the SCSMBA.
- 3.3 To maintain a Register of individual players registered with the SCSMBA and the ESMBA.
- 3.4 To arrange and regulate annual competitions for entry to national competitions.
- 3.5 To arrange and regulate SCSMBA competitions between Registered Players and Championships between Registered Players.

4. **MEMBERSHIP**

- 4.1 All Registered Players shall be affiliated to the SCSMBA through their Club.
- 4.2 An affiliated club will have a membership of ten or more Registered Players.
- 4.3 People of both sexes, regardless of ability or disability or age, upon receipt of a request from an officer at an SCSMBA affiliated club and registration fee, may register subject to the approval of the Management Committee.
- 4.4 When a registered player or Club is in dispute with the SCSMBA the player or Club may appeal to the SCSMBA to review its previous decision. After the County's appeals procedure is exhausted, if the appellant is still dissatisfied the player or Club may submit the same dispute to the ESMBA appeals procedure in writing within 21 days.
(PLEASE SEE ADDENDUM ATTACHED TO THIS CONSTITUTION)

5. **MANAGEMENT**

- 5.1 The Management Committee, hereinafter known as the Committee, shall be elected by the representatives of the affiliated clubs at the Annual General Meeting (AGM).
- 5.2 A President and a Vice-President may also be appointed at the AGM to serve for one year.
- 5.3 Candidates wishing to be elected to the Committee shall be registered players. Their application for election to the Committee must be proposed and seconded by registered players. Such applications must be delivered to the Secretary on or before 15 February. All applications will be acknowledged and a list of candidates shall be sent to all affiliated clubs one month before the AGM.
- 5.4 Incumbent members of the Committee may seek re-election by informing the Secretary on or before 15 February of their intentions and be included in the list of candidates.
- 5.5 During the period before the closing of election applications on 15 February the Secretary shall advise Committee Members of the vacant positions, and the names and proposed positions of all candidates seeking election at the AGM.

6. **MANAGEMENT COMMITTEE**

- 6.1 The affairs of the association (SCSMBA) shall be conducted by the Management Committee.

6.2 The Management Committee shall consist of:

Chairman
Vice-Chairman
Secretary
Treasurer

The above shall be the Officers of the SCSMBA.

Assistant Competition Secretary
Match Secretary
Competition Secretary
Seven members without portfolio

6.3 The President and Vice-President shall be elected members of the Management Committee with full voting rights and the Chairman shall have only a casting vote.

6.4 A Quorum shall consist of not less than one half of the elected Committee.

6.5 All Officers and other Committee Members shall relinquish office after serving on the Committee for one year. All such Committee members together with the President and Vice-President shall be eligible for re-election.

6.6 All decisions of the Committee shall be approved by a simple majority of the votes of those present at the meeting. In the event of a tied vote on any issue, the Chairman shall have the casting vote.

6.7 The Committee shall have the power to co-opt other registered players onto the Committee.

6.8 The Committee shall have the power to establish sub-committees where deemed necessary. A sub-committee shall be subordinate to the Committee and may contain specialist persons.

6.9 The Committee shall meet at regular intervals as determined by the Chairman and Secretary. At these meetings, resolutions passed by the Committee shall be binding on the affiliated clubs.

6.10 The County shall have a Child and Vulnerable Person Protection Officer in place. The County already maintain a policy to comply with this. The person to fill this role shall be appointed by the Committee.

7. **REGISTRATION FEES & SUBSCRIPTIONS**

7.1 All Registered Players shall pay, via their affiliated club, a registration fee to the SCSMBA which will include registration with the ESMBA.

7.2 All registration and affiliation fees must be paid on or before 31 October each year. However, ad-hoc entries may be added to the register at any time thought the year.

7.3 Any new player registered after 30 November will not be eligible to enter an ESMBA National Championship competition in that year.

8. **ACCOUNTS**

8.1 The Treasurer shall keep accurate and proper books of accounts of the SCSMBA to enable him/her at every AGM or when requested by the Management Committee, to present to the members a full and accurate report and statement concerning the finances of the SCSMBA.

8.2 The financial year will end on 28 February of each year.

8.3 The accounts and balance sheet presented at the AGM shall be certified by an independent auditor appointed at the previous AGM to examine and verify these accounts.

9. **ANNUAL AND OTHER GENERAL MEETINGS**

9.1 The Annual General Meeting of the SCSMBA shall be held in April each year.

9.2 An AGM shall be open to all affiliated clubs. Notice of the date and time of all General Meetings shall be circulated to all affiliated clubs by the Secretary twenty-eight days before the date set for the meeting.

9.3 The business transacted at the AGM shall consist of:

- a) Appointment of Tellers.
- b) Year-end reports from Officers of the SCSMBA.
- c) Presentation of Certified Accounts.
- d) The election of Officers and Committee members. The President shall hold the Chair.
- e) Appointment of President and Vice-President.
- f) Appointment of Auditors to examine and verify the accounts for the following year.
- g) Any Motions or Resolutions that have been duly seconded and given to the Secretary in writing on or before 15 February.

9.4 No Quorum is necessary for the AGM as the business of the Association must proceed.

9.5 Resolutions, Motions, Reports and Statements of Accounts shall be deemed adopted if a simple majority of those votes cast are in favour.

- 9.6 The Constitution can be amended at a General Meeting providing that the Secretary has received the proposed amendments, in writing, by the specified date. Only affiliated clubs and the SCSMBA Management Committee may submit amendments or additions to the Constitution at an Annual General Meeting or an Extraordinary General Meeting.
- 9.7 Amendments to the Constitution shall be deemed adopted if two thirds of votes cast are in favour of change.
- 9.8 All affiliated clubs represented at the AGM may have one vote per attendee, up to a maximum of two attendees. In the event of a tied result, the Chairman shall have a casting vote.
- 9.9 An Extraordinary General Meeting (EGM) may be summoned at any time by the Committee or by application to the Secretary from one third of the affiliated clubs. Notice, together with the Agenda of any EGM shall be given to all affiliated clubs twenty-eight days before the date set for such meeting.
- 9.10 In calling an EGM, the Secretary shall specify the business to be conducted at the meeting. The voting procedures will be as specified in 9.7, 9.8 and 9.9 above.

10. **SEVERANCE OF MEMBERSHIP**

The Committee shall have the power to suspend or determine the membership of any affiliated club or individually registered player whose conduct is considered by the Committee to be detrimental to the game or the SCSMBA.

11. **DISSOLUTION**

In the event of the Association being unable to carry out its objectives, the assets of the Association shall be listed, enumerated and circulated to all affiliated clubs. An Extraordinary General Meeting shall be called for the purpose of dissolution and to determine how to dispose of the assets.