

NORTH LANCASHIRE & FYLDE COUNTY
BOWLING ASSOCIATION



BYE-LAWS AND CONSTITUTION
(approved on 08/01/2023)

1 TITLE

The title of the Association shall be the 'North Lancashire & Fylde County Bowling Association' (NL&FCBA) and membership shall be open to all bona fide Bowling Associations, Leagues, and Clubs within the administrative area of North Lancashire & Fylde, as defined by the British Crown Green Bowling Association (BCGBA).

2 OBJECTS

The objects of the County Association shall be:

- (a) to promote, encourage, develop, and govern crown green bowling within the County area;
- (b) to organise competitions;
- (c) to obtain uniformity in the game by adopting the Bye Laws, Rules, and Laws of the Game of the British Crown Green Bowling Association (BCGBA).

3 MEMBERSHIPS

Membership of the Association shall be:

- a) All Associations and Leagues within the North Lancashire & Fylde area shall adopt the Bye Laws, Rules and Laws of the Game as laid down by the British Crown Green Bowling Association and shall affiliate directly to the County Association;
- b) All Associations and Leagues within the North Lancashire & Fylde area shall ensure that all bona fide Clubs in membership adopt the Bye Laws, Rules and Laws of the Game as laid down by the British Crown Green Bowling Association and are fully affiliated to the County Association (Primary Affiliation). Also that Clubs outside the North Lancashire & Fylde boundary (Secondary Affiliation) are also affiliated members of their respective County Association;
- c) No Association or League shall accept any Club from outside the area of North Lancashire & Fylde without the said Club having applied for, and received permission from their respective County Association;
- d) Any Club within the North Lancashire & Fylde area wishing to affiliate to any additional County Association must first obtain permission from the North Lancashire & Fylde County Management Committee.

4 NON-AFFILIATION

Any Association, League, Club, or Individual Bowler belonging to non-affiliated bodies render themselves liable to action being taken which ultimately will prevent future participation under the rules laid down by the BCGBA. Bowlers should not participate in any event or competition or be registered in an Association, League or Club NOT affiliated to their respective County Association and the BCGBA. Failure to adhere to the rule will result in automatic suspension from all forms of competition within the jurisdiction of the North Lancashire & Fylde County Bowling Association.

5 ASSOCIATIONS AND LEAGUES

Associations and Leagues shall:

- a) Associations and Leagues shall affiliate by payment of an annual fee;
- b) Primary Club affiliation shall be made through an Association or League by payment of an annual fee;
- c) Where a Club primary affiliates to another County Association but plays in a North Lancashire & Fylde League or Association, secondary affiliation to North Lancashire & Fylde shall be made by payment of an annual fee;
- d) Payment of all Affiliation Fees is to be paid to the County Treasurer who will invoice all Associations, Leagues and Clubs direct. However, any Association or League secretary can collect the affiliation fees from Clubs in their Association/League by prior arrangement with the County Treasurer;
- e) Such affiliations referred to in (a) and (b) above entitles full representation and participation in all County Association affairs;
- f) All aforementioned affiliation fees are determined annually through the County AGM.

6 MEMBERSHIP REGISTRATION

Association and League secretaries shall forward details of all member Clubs to the County Secretary before 1st April each year.

7 NON-REGISTRATION OF PLAYERS

All Clubs should supply details of all registered players to both the County Secretary and County Registrar before 1st April each year. Clubs failing to submit players' registrations to the County Secretary, in accordance with BCGBA Bye Laws, will render themselves liable to immediate disciplinary action being taken by the County Association.

8 MANAGEMENT

The Association shall be administered by an Executive Committee consisting of the following roles:

- President
- Vice President
- Chairperson
- 5 Regional Chairpersons
- Secretary
- Financial Officer
- NL&F Ladies Representative
- Safeguarding Officer

All of the above shall have voting rights, except for the Chairperson, who shall have the casting vote if required. At all Executive Committee Meetings, five Members shall be deemed a quorum.

The Association shall, on a bi-annual basis, hold a full Management Committee meeting. This meeting shall consist of the Executive Committee plus the following roles:

- Competitions Secretary
- Development Officer
- Registrar
- 3 Representatives of each Region
- Representative of NL&F Referees Association
- Representatives of the County Junior Committee
- Senior County Team Managers
- Past Presidents & Association Life Members providing that they have attended at least 50% of the previous years' invited meetings
- Any other roles as determined by the Executive Committee

All of the above shall have voting rights, except for the Chairperson, who shall have the casting vote if required. At all Management Committee Meetings, nine Members shall be deemed a quorum. The Management Committee may co-opt other additional members as necessary at any time during the season. The Management Committee shall deal with protests and resolve disputes as appropriate.

All roles within the County Management structure shall be elected at an AGM, for a minimum term as indicated within the NL&FCBA Role Descriptions and be required to confirm their willingness to accept the role prior to their appointment. The Vice President will be expected to succeed the President following their two-year cycle. The Chairman role will be elected by the Executive Committee within 28 days of an AGM. Prior to each AGM, the County Secretary will advertise to request nominations for roles from all member Associations, Leagues and Clubs, a minimum of 28 days prior to the meeting. Such nominations must be received a minimum of 14 days prior to the AGM.

9 SUB COMMITTEES

Both the Executive and Management Committees shall have power to elect such sub committees as they may deem necessary.

10 HONORARY MEMBERS

The Management Committee shall have power to elect as Honorary Members any persons whose position among bowlers or whose service in the interests of the game, shall entitle them to this distinction. Such Honorary Members may attend and participate in all Annual and Special General Meetings although such attendance and participation will not entitle them to voting power.

11 DEFAULTING MEMBERS

Any Association, League or Club which has not met its obligations for the previous year shall NOT be retained in membership. Any Club transferring from one Association or League to another and any individual transferring from one Club to another shall not be accepted into membership of the County Association unless satisfactory proof can be given that fees due to the previous Association, League or Club have been paid.

12 INSPECTIONS OF ACCOUNTS AND GOVERNANCE

If any sort of enquiry is necessary, the County Association shall have the power to request the production of any books, documents or evidence which may be deemed necessary and should any organisation or individual in membership decline to furnish such particulars, the County Association shall have power to suspend or expel the organisation or individual concerned.

13 REINSTATEMENTS

Application for reinstatement by suspended or expelled organisations or individuals (with full particulars of the grounds for such an application) must be made in writing to the County Secretary. This application to be laid before the Management Committee and considered on its merits. Applicants who have been refused reinstatement will have a right of appeal to the County Management Committee, with the right of further appeal to the BCGBA Management Committee.

14 MEETINGS

The meetings of the County Association shall be:

- a) Two general meetings in the month of January (or the earliest opportunity). The first such meeting shall be for BCGBA 'rules revisions'; the second such meeting (Annual General Meeting) for the purpose of electing officers of the County Association, and for the transaction of business for the ensuing year. These dates shall be strictly adhered to, unless affected by changes to BCGBA policy. A minimum of 14 days' notice, of both meetings, shall be given to all affiliated parties;
- b) Proposals regarding a change or amendment of the rules must be lodged with the County Secretary by 30th November in the year preceding the Annual General Meeting and notice thereof shall be circulated within 14 days to all affiliated parties. Any amendments to the proposals must be sent to the Secretary of the County Association and the Secretaries of all affiliated Associations, Leagues, and Clubs in membership by the Association, League or Club making the proposed amendment by 31st December of the year preceding the Annual General Meeting;
- c) Only proposals previously circulated and detailed on the Agenda will be discussed at the General Meeting. Only amendments to these proposals received by the due date will be discussed at the Annual General Meeting;
- d) Executive and Management Committee meetings as previously detailed.

15 SPECIAL GENERAL MEETINGS

Any Association, League, a minimum of 30 Clubs or the Management Committee may apply in writing for the calling of a Special General Meeting. Such an application shall be addressed to the County Secretary, stating the nature of the business to be dealt with at the meeting. On receipt of such an application, the County Secretary shall summon a Special General Meeting, the notice of which shall state the nature of the business. No other business shall be transacted at the meeting and a minimum of 14 days' notice of the meeting shall be given.

16 GENERAL MEETINGS, REPRESENTATION AND VOTING

Voting at meetings of the County Association shall be:

- a) Each Association, League and Club shall be entitled to one vote only. In the event of a tie in voting the Chairperson shall declare the motion not carried;
- b) The Chairperson shall have the right to order a vote by ballot, if, at their discretion, they deem it necessary;
- c) Others entitled to vote at the Annual and Special General Meetings shall be all the Officers;
- d) At all meetings of the Association issues shall be decided on a simple

majority. The exception to this would be for amendments to these Bye-Laws, in which a two thirds majority must prevail.

It is the expectation that all Associations and Leagues be represented at all General Meetings. Any such body failing to be represented will be liable to a fine, as determined annually at the Annual General Meeting.

17 HANDBOOKS

All Primary Affiliated bodies shall receive one BCGBA Handbook at cost. Additional Handbooks may be ordered directly from BCGBA.

18 SECRETARY'S DUTIES

The County Secretary shall keep a record of all business transacted at all Annual and Special General Meetings, Management, and other meetings together with the day-to-day business of the County Association. All correspondence to be addressed to the County Secretary.

19 TREASURER'S DUTIES

The funds of the County Association shall be kept in a bank approved by the Management Committee. The Treasurer shall handle all monies that belong to the County Association and shall keep books and records as necessary, issue receipts for monies received and pay all recognised liabilities.

20 ANNUAL ACCOUNTS

The financial year of the County Association shall end on 30th October each year, and immediately after that date the Treasurer shall prepare annual accounts, which shall be duly audited by auditors for presentation to the Annual General Meeting. Such accounts should be circulated to all affiliated parties no later than 14 days prior to the Annual General Meeting. The auditors shall be elected at the Annual General Meeting. On retiring from office, the Treasurer shall hand over all accounts and books (after being duly audited) to his successor or to the President or Chairperson in the case of a successor not being elected.

21 UNPAID ACCOUNTS

Unpaid accounts of the County Association shall be determined by:

a) The Treasurer will invoice Associations, Leagues and Clubs for fees due on an official invoice with at least 28 days' notice given for payment to be

made. Such invoice will be available by either email or electronic download;

b) Any Association, League or Club who fails to pay their fees by the 31st May in each year (having regard for 21a) will be fined £5, and a further £5 for each month they remain in arrears;

c) Any Association, League or Club still outstanding in their fees at 31st October in each year will be suspended from bowling until all fees are paid.

22 COUNTY CHAMPIONSHIP MATCHES

County Association representation shall be:

- a) Clubs within the boundary of the North Lancashire & Fylde area wishing to host a County fixture, other than that of their own County Association, must first obtain permission from the Management Committee;
- b) All member Clubs, if asked to host a County fixture, must make their green(s) available, at no cost, to the North Lancashire & Fylde County Bowling Association for a minimum of 2 weeks prior to the fixture. The member Club must provide the Management Committee with a list of any dates/times that the green is unavailable during this time. The day immediately preceding the fixture MUST be made available for practice all day.

23 PROTESTS, COMPLAINTS & APPEALS

The processes of the County Association shall be:

a) No protest or complaint shall be determined by North Lancashire & Fylde CBA unless the matter has been referred for consideration by the relevant Club, League or Association, or other affiliated body, and the opportunity given to any named party to attend such a hearing. The only exception to this shall be where cases of misconduct occur at events which are the direct responsibility of, or are directly organised by, North Lancashire & Fylde County Bowling Association. In all of the above, North Lancashire & Fylde County Bowling Association shall, in its absolute discretion, decide whether to deal with the matter itself or refer the matter for consideration by an appropriate qualified body. Appeals against disciplinary action taken at a lower level shall also follow the procedure detailed below:

- i) Protests, complaints and appeals, which must contain full particulars of the grounds on which they are founded, must be lodged with the County Secretary within 21 days of the previous hearing of any such complaint or protest or appeal;
- ii) An ad-hoc Committee consisting of at least three members, and no more than five members, shall be convened to deal with any matters raised under this rule;
- iii) The guidelines for disciplinary/appeals procedures as laid down in the BCGBA Handbook shall form the basis for dealing with any such matters;
- iv) No person involved in the complaint/alleged offence, or with

connections with such complainant(s)/alleged offenders or witnesses shall sit on this body.

b) Any Club, League or Association who suspends a player from taking part in competitive crown green bowls shall report this fact to North Lancashire & Fylde County Bowling Association, who shall consider the facts of the suspension, and, if the circumstances warrant it, extend the suspension to cover all areas under the jurisdiction of North Lancashire & Fylde County Bowling Association;

c) North Lancashire & Fylde County Bowling Association shall report all such suspensions to the BCGBA and, if the circumstances warrant it, shall request the BCGBA to extend the area of suspension.

24 DISPUTES

The Bye-Laws and Constitution laid down by the North Lancashire & Fylde County Bowling Association shall be binding on all affiliated organisations and all disputed points shall be referred to the Management Committee, whose decision shall be final.

25 TROPHIES

All Clubs and individuals who win North Lancashire & Fylde County Bowling Association trophies should ensure that the item is returned polished and in good order, to the County Secretary for presentation.

26 POWERS

In furtherance of the objects but not otherwise, the Management Committee may exercise the following powers:

a) Power to raise funds and to invite, and receive contributions, provided that in raising funds the Management Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the Law.

b) Power to do all such lawful things as are necessary for the achievement of the objects.

27 DISSOLUTION

The North Lancashire & Fylde County Bowling Association will be dissolved only if it is agreed by at least two-thirds of the members to do so. Funds and possessions of this Association will be disposed of to an organisation with similar aims and objectives. The decision of which organisation this will be given to shall be made by at least two-thirds of its members.