

THE E.S.M.B.A. CONSTITUTION

1. **TITLE**

The Association shall be called the English Short Mat Bowling Association (E.S.M.B.A.)

2. **OBJECTS**

The objects of the E.S.M.B.A. are as follows:-

- (a) To promote, foster and regulate the sport of short mat bowls in England
- (b) To conduct and control National Competitions and Championships
- (c) To arrange international competitions in co-operation with the kindred national associations and to select the England team(s) to play in all such competitions.
- (d) To act at all times in the best interests of its members and to resolve where necessary any dispute amongst its members.

3. **MEMBERSHIP**

- (a) Membership of the E.S.M.B.A. shall be open to all County Associations whose rules and constitutions have been reviewed by the Management Committee. All such County Associations must have also complied with the condition laid down in 5 (b). A County shall be an area of such size that it merits County Association status. Size may relate to either a geographic area or by population numbers.
- (b) Where an existing Region or Association has not yet developed its County structure, then it may continue to be organised on a regional basis and its regional committee shall be recognised by the E.S.M.B.A. All the Counties contained in such a region shall be considered as severable and its County Association may register directly with the E.S.M.B.A.
- (c) Any area which considers it should merit County status must in the first instance inform the E.S.M.B.A. General Secretary of its intentions to apply at the following Annual General Meeting. The E.S.M.B.A. General Secretary must notify all member County Associations of the application at least 28 days before the date of the Annual General Meeting.

All such applications must be submitted by 31 December in each year and shall be submitted to the Annual General Meeting for approval or otherwise.

- (d) The Chairman and all members of a County's Association Committee must be registered members of the E.S.M.B.A.
- (e) Unless there are material changes in an application for membership which has been rejected in two consecutive years, future applications from this entity will not be considered for a further three years.
- (f) County Associations must notify the E.S.M.B.A. General Secretary in writing of any changes to their County Association constitution and provide a copy of the revised constitution for the E.S.M.B.A. records within 140 days of the changes. Failure to do so may result in the suspension of the County Association until the revised constitution is submitted to the E.S.M.B.A. General Secretary. The E.S.M.B.A. reserve the right to request and review county constitutions as deemed necessary.

- (g) Individual players must register with the E.S.M.B.A. via one club only. A club must be a member of one County Association only. In the first instance, this should be the Association of the County in which it is geographically situated but a club may apply for membership to an adjacent County Association if it deems it to be appropriate.

In this instance the club must inform its geographic County Association of its application and provided no objection is raised then the application may proceed. In the case of an objection the club may refer the matter to the E.S.M.B.A. Management Committee. Similarly, if no objection is raised but the application is refused, then the matter may be placed before the E.S.M.B.A. Management Committee.

- (h) No County Association may organise or be involved with any league or competition in which non E.S.M.B.A. recognised clubs or players are involved.
- (i) The E.S.M.B.A. may also elect individual honorary or life members in recognition of their services to the sport of short mat bowls. Life membership of the Association is irrespective of the members Club/County status.
- (j) Individual membership of the E.S.M.B.A. is open to anyone registered through a club to a County Association, whose details are submitted by them to the E.S.M.B.A. with the correct fee. In certain circumstances membership applications may be subject to a risk assessment in line with our safeguarding protocols.
- (k) All counties must have valid Public Liability Insurance cover as a condition of membership to the E.S.M.B.A. A copy of the relevant valid certificate is required to be produced to the E.S.M.B.A. unless cover is via the E.S.M.B.A. recognised Insurance scheme. County Associations must ensure clubs also have similar insurance cover.

4. FEES AND SUBSCRIPTIONS

- (a) A yearly subscription shall be fixed at each Annual General Meeting for all member associations and individual players.
- (b) Registration is effective from 1 September each year to 31 August the following year and will be assumed to have continued, provided the Annual subscription is received by the E.S.M.B.A. Registration Secretary by 30 October – otherwise it will be deemed to have lapsed as of 31 August. The membership date for new and returning members after absence is the date of re-registration, ie it is not backdated. Failure to meet the deadline will mean that all rights and privileges shall be forfeited until the whole of the arrears has been paid.
- Any renewals or new players registered after 31 January will mean that all such players will be excluded from all the Association's National Championships in that season.
- (c) In addition to subscriptions, all County Associations must supply the names and details of all clubs and players in their Association. All such details must be supplied at the same time as their payments are made. No personal information gathered will be passed on to third parties.
- (d) Counties deemed to be "affiliate designate" may register less members at the discretion of the E.S.M.B.A. Management Committee.

5. ADMINISTRATION AND STRUCTURE

- (a) The E.S.M.B.A. shall be structured on a county basis. The E.S.M.B.A. General Secretary shall communicate directly with the County Association Secretary and pass to them a full copy of the minutes of all E.S.M.B.A. Committee and General Meetings held throughout the year.
- (b) The minimum number of clubs needed to form a County Association shall be four each with a minimum of 6 registered players. Counties of less than will be known as “affiliate designate” and will be recognised by the E.S.M.B.A. but will have no voting rights. County Associations failing to meet the above in any registration period will lose their full status and rights and be reassigned to “affiliate designate” status.
- (c) The affairs of the E.S.M.B.A. shall be conducted by a Management Committee consisting of the office bearers of the E.S.M.B.A. plus any additional members needed to make a Committee of twelve. The E.S.M.B.A. Management Committee shall not include more than three people from any one County Association.
- (d) The E.S.M.B.A. Management Committee shall be appointed at each Annual General Meeting to serve for a period of one year. The members shall hold office from the conclusion of the Annual General Meeting at which they are appointed to the conclusion of the following Annual General Meeting.
- (e) A quorum shall consist of not less than six E.S.M.B.A. Management Committee members.
- (f) Each member of the E.S.M.B.A. Management Committee present shall be entitled to one vote. In the event of a tied vote the Chairman of the meeting shall have a second or casting vote.
- (g) The E.S.M.B.A. Management Committee shall have the power to fill any vacancy arising amongst the Officers or Committee during the year.
- (h) The E.S.M.B.A. Management Committee shall have the power to submit notices of motion and make recommendations to the Annual General Meeting.
- (i) The E.S.M.B.A. Management Committee shall have the power to set up special Committees at any time to deal with specific matters.
- (j) The Management Committee shall meet as often as the business of the Association requires. The Chairman shall be empowered to call all such E.S.M.B.A. Management Committee meetings, of which not less than 7 days’ notice must be given. Alternatively, an E.S.M.B.A. Management Committee meeting may be called on special request of not less than six of its members.
- (k) Office bearers of the Association:

President, Chairman, Vice Chairman, General Secretary, Treasurer, Registration Secretary, Competition Organiser, ICC Secretary, Development Director, Umpires Director, Coaching Director, IT and Social Media Officer.
- (l) The E.S.M.B.A. Management Committee shall have the power to increase the number of officers in the E.S.M.B.A., but all such increases must be ratified at the following Annual General Meeting.

(m) Duration of Office

On retiring or failing to be re-elected the President shall be offered the position of Immediate Past President. At the conclusion of a current President's tenure the Immediate Past President assumes the title of Past President.

6. ANNUAL AND OTHER GENERAL MEETINGS

- (a) The E.S.M.B.A. shall have an Annual General Meeting each year at which the business of the E.S.M.B.A. shall be reviewed, along with the election of officers and any constitutional changes. The Annual General Meeting shall be held during the month of July or the month of August in each year.
- (b) The following business shall be conducted at the Annual General Meeting.
- i. The receipt of reports from the Chairman, Development Director, General Secretary, Competition Officer, ICC Secretary, Umpires Director, Coaching Director, Lead Safeguarding Officer and Registrations Secretary.
 - ii. The receipt of a report from the Treasurer which must include the Accounts of the Association certified by an independent registered Accountancy firm for the year ended 30 April.
 - iii. Propositions to change the Constitution.
 - iv. The election of Officers of the Association.
 - v. The appointment of accountants to the Association.
 - vi. The approval of Management Fees for the Officers of the Association for the current financial year.
 - vii. The approval of the yearly subscription for member associations and affiliated players for the year commencing 1 September following the AGM.
 - viii. The approval of applications for recognition of County status.
- (c) All notices of motion (see Appendix Constitution and Rule Amendments) must have a Proposer and Seconder and must be received by the General Secretary on or before the last day of December for submission to the AGM. For the proposal to be considered at the General Meeting the Proposer or Seconder must be present unless a valid reason prevents attendance which has been agreed with the Chairman. The following timetable shall then be followed:
- 31st January - Vetting and acceptance of motions including reference back to proposers where a subject matter is duplicated or where some form of rewriting is needed.
- 7th February - Despatch of details of motions to County Contacts. Motions to be passed to the E.S.M.B.A. General Secretary for publishing on the E.S.M.B.A. website.
- 31st March - Receipt of proposed amendments to motions.
- 21st April - Vetting and acceptance of amendments including reference back to proposers as above.
- 28th April - Despatch of proposed amendments to County Contacts. These amendments to be passed to the E.S.M.B.A. webmaster for publishing on the E.S.M.B.A. website.

Unless there are material changes in the notice of motion which has been rejected in two consecutive years, future notices of motion will not be considered for a further three years.

All reports, notices of motion and amendments including changes to the playing rules must be received by the County Association Secretaries at least 28 days before the date of the AGM.

All nominations for office and committee members must have a Proposer and Secunder and must be received in writing by the E.S.M.B.A. General Secretary on or before the last day of February in each year. If no valid nominations have been submitted then nominations from the floor of the meeting may be made on the day providing that the nominee is present at the meeting.

- (d) Both general meetings shall be open to all County Associations and their registered members. All bona-fide County Associations and registered members may submit notices of motions, amendments to motions and nominations for office.

Whilst the meeting is open to all, each County Association shall be entitled to send two delegates with power to vote. Members of the E.S.M.B.A. Management Committee shall all be entitled to one vote each. In the event of equality of voting the Chairman of the meeting shall have a second or casting vote. Proxy voting will not be allowed and only the votes cast on the day will count.

- (e) Changes to the constitution shall require a majority of at least two thirds of the votes cast. All other voting shall be concluded by a simple majority decision
- (f) A Special General Meeting may be called at any time by the E.S.M.B.A. Management Committee. A Special General Meeting must also be called by the General Secretary within 56 days of the receipt by the General Secretary of a request for such a meeting supported by at least ten Full Member County Associations. The request for such a meeting must state the purpose of the meeting and any motion which is to be discussed. No other business shall be transacted at such a meeting. The voting procedures for such a meeting shall be as specified in 6(e) and 6(f).
- (g) The quorum shall be at least 30% of the delegates entitled to vote at the meeting and in the absence of a quorum within 30 minutes of the time for which the meeting is called it shall be adjourned until such other day, time and place as the E.S.M.B.A. Management Committee shall determine.

7. DISCIPLINARY AND APPEALS

The E.S.M.B.A. supports the rights of all members.

Clubs, Leagues and Associations should refer to the current E.S.M.B.A. Disciplinary and Appeals Procedures to ensure fair and good practice.

The E.S.M.B.A. Management Committee reserve the right to amend/update these Procedures as deemed necessary.

8. SAFEGUARDING

The E.S.M.B.A. Management Committee will endorse decisions made by the Case Management Group in the protection of our members regarding safeguarding.

All members counties must have a Safeguarding Officer.

9. SEVERANCE OF MEMBERSHIP

The E.S.M.B.A. Management Committee shall be empowered to suspend or determine the membership or registration of any County Association or registered player after due process.

10. CONDITIONS OF PLAY

The laws of the game governing Short Mat Bowls are set by the E.S.M.B.A. and shall apply to all games. County Associations, Leagues and Clubs can, however, sanction modifications to these laws and/or introduce additional regulations as they deem necessary to govern their own internal competitions.

11. POWERS OF THE E.S.M.B.A. MANAGEMENT COMMITTEE

The E.S.M.B.A. Management Committee shall have the power to interpret the rules and constitution of the E.S.M.B.A. and deal with all matters not specifically provided therein.

In the event of unforeseen circumstances arising, the E.S.M.B.A. Management Committee shall be empowered to act as an emergency committee and take whatever action is deemed appropriate. All decisions of the emergency committee shall be immediately notified to the County Association Secretaries.

APPENDIX 1

The following are the recognised counties of the Association:-

Avon, Buckinghamshire, Cambridgeshire, Cheshire, Cornwall, County Durham, Cumbria, Derbyshire, Devon, Dorset, East Sussex, Essex, Gloucestershire, Greater Manchester, Hampshire, Herefordshire, Hertfordshire, Humberside, Isle of Wight, Kent, Lancashire, London, Merseyside, Norfolk, North Yorkshire, Northamptonshire, Oxfordshire, Shropshire, Somerset, Staffordshire, Suffolk, Surrey, Warwickshire, West Midlands, West Sussex, West Yorkshire, Wiltshire, Worcestershire.

APPENDIX 2 – CONSTITUTION AMENDMENTS

Amendments to the Constitution should be submitted in the following format: -

- State the precise section of the constitution to which the amendment refers and quote the existing wording in sufficient length that it is intelligible.
- State precisely how the wording is to be changed, including the paragraph numbering and any subsequent renumbering that may be needed.
- Quote the wording of the revised section.
- State the rationale for the proposed change explaining why it is needed and/or what it will achieve.
- The proposer, seconder or nominated person of a proposal must attend the Meeting where the proposal will be discussed/voted on.

Remember to consider whether the change will affect any other sections of the constitution and if necessary, propose consequential changes needed if the main proposal is carried.

Example

Amendment to Constitution Paragraph 5 ADMINISTRATION AND STRUCTURE sub-paragraph (b)

“The minimum number of clubs needed to form a County Association shall be four. Counties of less than four clubs will be known as “affiliate designate” and will be recognised by the E.S.M.B.A. but will have no voting rights.”

Delete “four” and replace with “six” in both sentences.

This sub-paragraph will then read –

“The minimum number of clubs needed to form a County Association shall be six. Counties of less than six clubs will be known as “affiliate designate” and will be recognised by the E.S.M.B.A. but will have no voting rights.

Rationale:

County Associations need to have a minimum of six clubs in membership to be viable.

Note: This is an example only and does not indicate any possible future change.