



Ropner Park Bowling Association

Constitution

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Amendments

- A** March 2009 section 1.2
- B** March 2010 section 17.1
- C** March 2011 Section 9

1 Name

- 1.1** The name of The Association shall be the "**Ropner Park Bowling Association**", hereinafter called "**The Association**" as originally formed on 24th March 1992.
- 1.2** Under **three** lease agreements with the local authority, the Council of the Borough of Stockton-on-Tees, (1) (Dated 13th March 1993) The Association is responsible for the supervision of games of bowls by its members and the general public, and (2) (Dated 16th May 1997) , for the maintenance of the two bowling greens, and (3) (Dated 10th August 2007) the renewal of (1) and (2) above renewable every 10 years.
- 1.3** The Association is the only body to negotiate with the Council over matters concerning the conditions and use of, the bowling greens, the buildings, and the environment within the our boundary fence, hereinafter called "**The Complex**"

2 Area of Benefit

- 2.1** The area of benefit of The Association shall be the Borough of Stockton-on-Tees and the surrounding areas.

3 Objectives

- 3.1** To promote, for the inhabitants of the Area of Benefit, the game of lawn bowls at The Complex. Such promotion to be without distinction or prejudice of age, religion, race, sex, sexual orientation, political persuasion, physical disability, learning difficulty or other options.
- 3.2** To actively engage with schools, disabled, and minority groups to attend The Complex for play and/or coaching by experienced personnel.

4 Membership

- 4.1** The members of The Association are the six bowling clubs, viz;
- KBC (Formerly Kvaerner Bowling Club)
Ropner Ladies Bowling Club
Ropner Park Bowling Club
Ropner Veterans Bowling Club
Stockton Rooks Bowling Club
Stockton United Bowling Club
- 4.2** Associations and organisations who operate solely or in part in the Area of Benefit, and use the Complex and who support the objectives of the Association, shall be known as Affiliated Groups who may attend meetings as observers but shall not be entitled to a vote.

5 Powers of The Association

- 5.1** To elect a Management Committee to administer the day to day responsibilities of The Association;
- 5.2** To be responsible for the overall management, maintenance and development of the Complex.

5.3 To raise funds, enter into partnership arrangements and develop new opportunities to generate financial resources for the upkeep and development of the Complex, in order to become self-financing from The Associations efforts.

5.4 To comply with the terms and conditions of all contractual and statutory agreements entered into by the Management Committee. These include those conditions relating to the Lease of the Complex from Stockton Council, and those related to funding criteria.

5.5 To do all such other lawful things as are necessary for the achievement of the objects.

6 Equal Opportunities

6.1 The Association shall operate a policy of equal opportunity without distinction or prejudice of age, religion, race, sex, sexual orientation, political persuasion, physical disability, learning difficulties or other options, in the pursuance of its objectives.

7 Management Committee

- 7.1** The Committee of the Association shall comprise of: A Chairman, a Secretary, a Treasurer, hereinafter known as "**The Officers of The Association**", and ONE member elected by each club. The Committee shall retire annually at the A.G.M. but shall be eligible for re-election.
- 7.2** Nominations for the Officials of the Committee of the Association must be written clearly on the nomination forms, seconded and be in the hands of the Secretary of the Association at least THREE weeks before the A.G.M.
- 7.3** Each member of the Committee is entitled to ONE vote and the Chairman may carry the casting vote.
- 7.4** The Committee of the Association shall be authorized to conduct the business of the Association.
- 7.5** The Secretary shall record all minutes of meetings, including the attendance and apologies for absence.
- 7.6** The Treasurer shall record all financial transactions concerning The Association and provide a Balance Sheet and Income/Expenditure Account to the A.G.M.
- 7.7** An Auditor shall be appointed by the Committee to undertake an Audit prior to the A.G.M.
- 7.8** The Committee shall have the authority, at a meeting, to co-opt onto the Committee any paid up member from a member club who holds a current season ticket, for any purpose that the Committee feels is justified.

8 Powers of The Management Committee

- 8.1** To obtain, collect and receive monies and funding by way of contributions, donations, legacies, grants and any other lawful methods.
- 8.2** To be responsible for all assets and debts of the Complex incurred through the proper discharge of the Management Committees' responsibilities included within this Constitution and subject to clause 5.4 above.
- 8.3** To have the right to refuse access to, and use of the facilities of, the Complex to any individual, group or organisation, who in the opinion of the Management Committee do not promote or share the aims and objectives of this constitution as listed.
- 8.4** To ensure that appropriate and proper records are maintained with regards to all financial transactions and activities, and reasonable access is granted for inspection by any interested parties
- 8.5** To monitor output and performance to satisfy requirements of existing and potential funders.
- 8.6** To develop and consider any new management arrangement or structure which The Association may feel to be more appropriate to the delivery of the aims and objectives of The Association.
- 8.7** To appoint, manage and recompense all costs relating to any members of staff that the Association may use and who use their own money.
- 8.8** To record and monitor all finances in accordance with recognised accounting procedures.
- 8.9** To determine and ensure timely payment of membership fees and other charges.

9 Competitions

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Subject to the appointment or co-opting of a Competition Secretary, The Association Committee shall organize;

- 9.1** a two-bowl 'Champion of Champions' singles competition.
- (a) Entry is restricted to the clubs which form the Association.
- (b) Only the two-bowl champion from each club from the previous season is allowed to enter the competition.
- (c) It will be played on a round robin and/or knockout basis.
- (d) It will be played under EBA laws of the game.
- 9.2** an open two-bowl singles competition.
- (a) Entry is open to men and women who are either residents of Stockton or members of bowling clubs in the Stockton area.
- (b) It will be played on a round robin and/or knockout basis.
- (c) It will be played under EBA laws of the game.
- 9.3** an open two-bowl pairs competition:
- (a) Entry is open to men or women or mixed.

- (b) It will be played on a round robin and/or knockout basis.
- (c) It will be played under EBA laws of the game.

9.4 an open two-bowl triples competition:

- (a) Entry is open to men and women in any combination of three.
- (b) It will be played on a round robin and/or knockout basis.
- (c) It will be played under EBA laws of the game.

9.6 an open two-bowl fours competition.

- (a) Entry is open to men and women in any combination of four
- (b) It will be played on a round robin and/or knockout basis
- (c) It will be played under EBA laws of the game.

9.7 The management committee is authorised to add or delete any competition run by the Association.

10 Trustees

10.1 The Three Officers of The Association shall be entitled to act as trustees

10.2 The Trustees shall not have any personal interest in any buildings or property of The Association.

11 Annual General Meeting "AGM."

11.1 All paid up members of the six clubs are entitled to attend Annual General Meetings and General Meetings arranged by the Association.

11.2 The Annual General Meeting shall be arranged by the Association Committee and held in February or March each year.

11.3 A General Meeting may be convened by the Chairman or Secretary of the Association at any time they deem necessary or on the request from the committee of any one club. The Agenda for the A.G.M shall be circulated to all clubs at least 14 days prior to the meeting.

11.4 The Agenda for any meeting shall be determined by The Management Committee and it shall include any notices of motion that are received by the Secretary, in writing, at least 3 weeks prior to the meeting.

11.5 The Annual General meeting shall :-
Receive an annual report from the secretary
Receive a financial statement from the treasurer & auditor.
Elect & confirm Management committee & officers.
Consider amendments to this constitution
Decide fees for the coming year.

12 Extraordinary General Meeting "EGM"

12.1 An Extraordinary General Meeting shall be called where issues relating to the Constitution or management, occur at a period outside that when an Annual General Meeting may be called.

12.2 In addition, an Extraordinary general meeting shall be called by the Secretary following a majority vote of the Management Committee or a written request containing particulars of the business to be transacted and signed by a majority of at least one club of the Association.

12.3 The Secretary shall give fourteen days notice of an Extraordinary General Meeting and publicise it as widely as possible, stating in writing the reason for the EGM.

13 Management Meetings

13.1 Management meetings are to take place at least two times a year and no more than four times.

14 Quorum

14.1 For a decision to be made at an AGM or EGM there must be at least 50% of the Management Committee and at least 20% of voting delegates present at such meetings. Further, 50% of committee members constitute a quorum at committee, annual and extraordinary annual general meetings. Meetings may be held and continue without a quorum, but no policy decisions may be made at such meetings.

15 Voting

15.1 All votes cast in a meeting must be made in person.

15.2 Each member of the Committee of the Association is entitled to one vote, except The Chairman, who may carry the casting vote.

15.3 Each of the member clubs will be entitled to votes in proportion to the number of paid up club members who are current season ticket holders, registered in their name. The following entitlement will apply:
1 vote for the first 5 season ticket holders and 1 further vote for each 10 more season ticket holders up to a maximum of 4 votes per club.

i.e. 1 voting delegate for 5 - 14 registered season ticket holders,
2 voting delegates for 15 - 24 registered season ticket holders,
3 voting delegates for 25 - 34 registered season ticket holders,
4 voting delegates for 35 - 44 or more registered season ticket holders, and so on.

15.4 For the purposes of calculating the vote entitlement, bowlers must register their names under one club only.

15.5 The voting delegate(s) for each club must be appointed by the committee of that club.

15.6 For an EGM the Management Committee will decide, whether the voting procedures 15.1 to 15.5 applies, or if necessary, all season ticket holders of member clubs are entitled to one vote.

16 Indemnity

16.1 In the day-to-day exercise of their duty, no member of the Management Committee shall be liable:

16.2 For any loss to the property of the Association by reason of any improper investment made in good faith (provided that professional advice was sought prior to such investment).

16.3 for the negligence or fraud of any supervised agent employed by him/her; for the negligence or fraud of any supervised agent employed by him/her;

or . for the negligence or fraud of any other member of the Management Committee for any decision that they would not reasonably expected to be aware of.

or . for the negligence or fraud of any other member of the Management Committee for any decision that they would not reasonably expected to be aware of.

17 Finances

17.1 All funds raised by the Management Committee shall be used to further the aims and objectives of the Association, and for no other purpose. The committee shall, however, have the power to agree award of funds internally to member clubs/club members where deemed to be of value to The Association.

B

17.2 The Treasurer shall keep proper accounts and open a bank account in the name of the Association.

17.3 The Officers of The Association shall be signatories on the account. Withdrawals of cash or cheques shall require two of these signatories.

17.4 Accounts shall be kept by the Treasurer and up to date reports shall be brought to every Management Committee and Annual General Meeting.

17.5 No officer shall sign a blank cheque – all cheques to be filled in before signatures are added.

17.6 Once a year, the accounts will be audited and presented to the Annual General Meeting of the Association. The auditors will be either (i) An officer from the Local Authority; or (ii) any other approved and competent auditor.

18 Amendments to the Constitution

18.1 This constitution shall only be amended at an Annual General Meeting of the Association or an Extraordinary General Meeting called for this purpose.

18.2 Details of any proposed amendment must be submitted in writing to the Secretary at least 21 days before the meeting at which the amendment will be considered.

18.3 The Secretary shall give at least 14 days notice of any amendment to the Constitution to be proposed at an AGM or EGM.

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for the benefits of the inhabitants of the area of benefit as the AGM or EGM shall decide.

19 Dissolution

- 19.1** If the Management Committee, by a majority, decides at any time that it is no longer possible to continue managing The Complex, either because of financial restrictions or otherwise, it will move to dissolve the Association.
- 19.2** A decision to dissolve the group shall only occur at a general meeting, or EGM.
- 19.3** A request to call a meeting for this purpose should be given to the Secretary in writing and be signed by at least 50 full members.
- 19.4** The Secretary shall give 14 notice of this meeting, stating the terms of the resolution to be proposed.
- 19.5** This meeting shall be publicised as widely as possible. The resolution shall be carried if there is a two-thirds majority of those present in favour of dissolution, or if a quorum is not reached.
- 19.6** The Management Committee shall have the power to dispose of any assets remaining after the satisfaction of the proper debts and liabilities of the Association. These shall be applied towards such charitable purposes

Agreed at the AGM of The Association in 2004

Chairperson

Treasurer

Name:

Name

Date:

Date

REFERENCES

- 1** RPBA Child Protection Policy added May 2009 – *is filed with this constitution in the pavilion.*