

Mon-Menai

Crown Green Bowling Association

Draft Constitution

1. Designation : The Association shall be known as the Mon-Menai Crown Green Bowling Association.

2. Affiliation : The Association shall be affiliated to the British Federation of Crown Bowling and the Gwynedd Crown Bowling Association.

3. Management : The entire management of the Association shall be delegated to a Management Committee (four to form a quorum) to be appointed at the Annual General Meeting. The Management Committee shall consist of the following officers : Chair, Honorary Secretary, Honorary Treasurer, Assistant Secretary, and three Team Selectors.

In addition, the Management Committee has the authority to form a Disciplinary Committee. This shall consist of the Officers noted earlier plus two other persons co-opted from the Association's membership. This committee has the remit to investigate complaints and then determine a suitable course of action for the complaint concerned. This committee has the power to admonish, discipline, suspend, and ultimately expel any member if the complaint is found to be upheld.

4. Membership : Association membership is open to any persons who are members of any clubs who are currently members of the Anglesey/Bangor & District League.

5. Election of Officers : All Association officers shall be elected annually subject to

ratification at the Association Annual General Meeting. Any member wishing to serve as an officer of the Association must notify the Honorary Secretary of this intention in writing at least fourteen days prior to the Association Annual General Meeting. This application must then be discussed and voted upon in the subsequent Association Annual General Meeting. In circumstances where there are vacant officer position(s) and no application(s) have been made to fill such, the Management Committee may then (during the course of the Annual General Meeting) request applications to serve from the assembled members attending.

5B. Resignations : Resignations either by a rank and file member or an officer of the Association, must be made in writing to the Honorary Secretary. In cases of officer(s) resigning, the Association is first empowered and then duty bound to solicit a replacement from the Association's membership. The new post holder shall then hold the post on an interim basis until to and pending the result of the next Association Annual General Meeting.

6. Membership Term : For the purposes of efficient administration, membership of the Association shall run as the calendar year. Accordingly, Association accounts should be prepared to these guidelines.

7. Voting Powers : In all meetings the Association shall operate a one member, one vote policy. In the event of a tied vote, the chair or if unavailable, another properly delegated officer, shall cast the final and casting vote.

8. Officers Responsibilities : The Chair shall be responsible for presiding over all Association meetings. In the event of unavailability, the Chair shall delegate another Management Committee member to conduct business in that particular meeting. The Honorary Secretary shall be responsible for recording the minutes of meetings, for giving notice of such meetings, dealing with the Association's correspondence. In addition, in the period prior to Association matches, the Honorary Secretary shall notify, liaise, and co-ordinate with all interested parties to ensure the smooth running of events in accordance with the requirements of the British Federation of Crown Green Bowling. The Assistant Secretary shall aid the Honorary Secretary with the paperwork and general administration of the Association and also

help in determining venues for upcoming matches. The Honorary Treasurer shall be responsible for controlling all financial matters of the Association and banking all monies in the name of the Mon-Menai Crown Bowling Association. Interim accounts should be submitted at all management meetings, along with a bank statement duly reconciled, and a copy given to the Honorary Secretary for record purposes. The duties of the Selectors are to confer regularly during the season select suitable venues, and then duly select sides consisting of 24 players (not counting reserves) to compete in the Association's name in the British Federation of Crown Green Bowling Championship.

9. Meetings : A minimum of three meetings shall be held annually. These are in chronological order : the Annual General Meeting, the Pre-Season Meeting, and the End of Season Meeting.

The Annual General Meeting (AGM) shall be held on the third Thursday in January (or as close as practically possible).

The Pre-Season Meeting shall be held on the third Thursday in March (or as close as practically possible).

The End of Season Meeting shall be held on the third Thursday of October (or as close as practically possible).

Notice of all such meetings to be forwarded to all members at least seven days prior to the meeting(s).

10. Annual General Meeting : The business of the Annual General Meeting (AGM) shall be as follows :

(A) Chair's Welcome and Opening Address

(B) Apologies for Absence

(C) Condolences

(D) Minutes of the previous Annual General Meeting and any Extraordinary General Meeting

(E) Matters Arising

(F) Honorary Secretary's Report

(G) Honorary Treasurer's Report

(H) Association Fees and Prize Monies

(I) Team Selectors Report

(J) Honoraria

(K) Election of Officers : Chair, Honorary Secretary, Honorary Treasurer, Assistant Secretary, Three Team Selectors, and Two Disciplinary Committee Members.

(L) Recommendations from the Management Committee and any amendments at the discretion of the Chair

(M) Notice(s) of Motion received. Such notices may be amended at the Annual General Meeting with the permission of submitting member or members.

It should be noted that if adopted, such recommendations or notices of motion become effective immediately.

(N) Presentation of Prizes

(O) Any Other Business at the Chair's discretion

11. Notices Of Motion : All meetings will be held at a suitable venue designated by the Honorary Secretary. Notice of the Annual General Meeting along with any notice(s) of motion must be given at least fourteen days prior to the meeting. Any member(s) submitting a motion, must then subsequently attend the Annual General Meeting. Failure to attend will ensure the motions failure to become adopted. All notices must include full details of the proposition to ensure more informed discussion.

12. Extraordinary General Meetings : An Extraordinary General Meeting may be called by the Honorary Secretary when directed by the Management Committee or on receipt of a petition signed by at least eight Association members. At least fourteen days notice of such a meeting, specifying the business to be transacted should then be communicated to all members. No other business other than that specified in the petition shall then be transacted at such a meeting.

13. Representative Matches : The Management Committee is empowered to to arrange matches against other Associations.

14. Association Trophies : All members must accept responsibility for trophies and must sign a declaration to this effect. Failure or refusal to do so would mean

that the Association would retain the trophy for that particular year. Any damage to any trophy or trophies is the responsibility of the member concerned who shall then be responsible for the cost of any remedial repairs carried out.

15. Interpretation of The Association Constitution : Any dispute as to the intent and meaning of this constitution shall be decided by the Management Committee whose decision shall be final and binding, subject to appeal to the Gwynedd Crown Green Bowling Association, and then if necessary, the British Federation of Crown Green Bowling. The constitution and Association rules can only be amended at a properly convened Annual General Meeting (AGM) or Extraordinary General Meeting (EGM), by a majority vote of members present.

Should any member(s) be dissatisfied with the Management Committee's decision, then the member has the right to appeal directly to the Gwynedd Crown Green Bowling Association, and then if necessary, the British Federation of Crown Green Bowling as the Association's ultimate governing body.

16. Life Members : The Association shall have a number of life members. Nominations for such should be forwarded to the Honorary Secretary at least fourteen days prior to the Association's end of season meeting. On receipt, all nominations will be discussed, voted upon and then put forward for ratification at the following Annual General Meeting.

Gareth Wyn Buckland

April 2014