

CONSTITUTION

Contents

- A.1 Title
- B.1 to B.3 Objects
- C.1 Constitutional Powers
- D.1 to D.2 Membership and Affiliation
- E.1 to E.2 Area Organisation
- F.1 Association Annual General Meeting
- G.1 to G.6 Election of Association Officers and Area Executive Committees
- H.1 to H.2 County Executive Committee: Constitution
- J.1 to J.10 Area Executive Committees: Constitution

Title

- A.1 The Association shall be called the “Suffolk County Bowls Association”, and referred to hereinafter and in Standing Orders as the “Association”.

Objects

- B.1 To affiliate to the English Bowling Federation — referred to hereinafter and in Standing Orders (SOs) as the “Federation” and to adopt and apply within the Association the national rules of the Federation for the governance of the game of bowls and for the control of championships and tournaments.
- B.2 To organise County and other Association competitions and tournaments, to determine the form of dress to be worn by players participating in them, and to do all such things as may be advisable for the promotion, encouragement and regulation of the game of bowls.
- B.3 To appoint or act as arbitrators in cases of dispute.
- B.4 Suffolk County Bowls Association is a non-profit organisation.

Constitutional Powers

- C.1 The Association may at its General Meetings make such rules as are required for the implementation of the objects of the Association and for the efficient conduct of its business.

Membership and Affiliation

- D.1 Membership of the Association shall be open, by the process of affiliation, to those Bowls Clubs and Leagues whose headquarters or playing greens are situated in the County of Suffolk and to any other Clubs elected by the County Executive Committee for affiliation to the Association. Mixed Club status can be achieved by Clubs affiliating to the County Bowling Associations of both the Federation and the English Women's Bowling Federation and paying the required affiliation fees and levies to both Associations.
- D.2 All Clubs participating in competitions organised by affiliated Leagues shall be affiliated to the County Association and must pay their full affiliation fees. The only concession to this is that where a Club and players are affiliated to another County, only a token league fee will be charged. Any affiliated League which permits an unaffiliated club or player to play in such competitions shall cease to be a member of the Association.
- D.3 V. P. 's who only play in indoor friendly matches and who are not affiliated to an affiliated club must affiliate to the Association through the V. P. 's Association.

Area Organisation

- E.1 Those parts of the Administrative County of Suffolk in which Clubs affiliated to the Association are situated shall be divided into four areas for the purpose of administration and to facilitate the organising of County Competitions.
- E.2 The Areas described in Article E. 1 shall be designated 'A', 'B', 'C' and 'D' and referred to hereinafter and in Standing Orders as County Areas.

Association Annual General Meeting

- F.1 The Annual General Meeting of the Association shall be held at the discretion of the County Executive Committee on either the last Saturday of November or the first Saturday of December in the Area of the President-Elect. The date chosen for the Association Annual General Meeting shall be published on the Association website.

Election of Association Officers and Area Executive Committees

- G.1 The Junior Deputy President shall be elected at the Association Annual General Meeting having been elected and nominated for the post at an Area Annual General Meeting in accordance with Standing Order 6. 3. He should normally be appointed to the post of President-Elect at the Association Annual General Meeting the following year and to the post of President twelve months later subject to his election and nomination for these posts at an Area Annual General Meeting.
- G.2 If the post of President, President-Elect or Junior Deputy President falls vacant during the postholder's term of office the County Area which nominated that officer for election in accordance with Standing Order 6. 3 shall convene an Area Special General Meeting in accordance with Standing Order 6. 6 to nominate another member of an affiliated club to fill the vacant post. The County Executive Committee shall consider the nomination within twenty-eight days and if the nomination is confirmed the member nominated will take up duty in a co-opted capacity for the unexpired portion of his predecessor's term of office. In the meantime the duties of the vacant post shall be shared by the two remaining officers.
- G.3 If either the post of the President-Elect or the Junior Deputy President falls vacant the County Area which nominated the postholder in accordance with Standing Order 6. 3 shall elect another member of an affiliated club for nomination as President or President-Elect as appropriate at the ensuing Area Annual General Meeting.
- G.4 The following Officers shall also be elected at the Association Annual General Meeting from amongst members of affiliated Clubs:
- G.5 Association Chairman, Association Vice-Chairman, Honorary Treasurer, Honorary General Secretary, Honorary Assistant General Secretary and Honorary Match Secretary.
- G.6 Where an officer post unexpectedly falls vacant the duties of the post shall be carried out by an existing member of the County Executive Committee until a successor is elected.
- G.7 Subject to Articles J. 2, J. 3 and J. 6 suitable members of affiliated clubs shall be elected at the Annual General Meeting held in each County Area to such of the following posts as may be required to be filled on the Area Executive Committee: Area Chairman, Honorary Area Secretary and four Members —
- G.8 the election of these Officials and Members being subject to confirmation at the ensuing Association Annual General Meeting.

County Executive Committee: Constitution

- H.1 The County Executive Committee shall comprise the following:
- a. the Officers designated in Articles G. 1 and G. 4;
 - b. the Officials and Members of the Area Executive Committees;
 - c. all the Association Past Presidents and Association Life Members; and
 - d. a representative of the Suffolk County Bowls Coaching Association, the Greensmen, the Press Secretary and the Website Co-Ordinator.
- H.2 Any elected member of the County Executive Committee who is absent from three consecutive meetings of that Committee without just cause shall be deemed to have resigned.

Area Executive Committees: Constitution

- J.1 The constitution of the Area Executive Committee shall, subject to Articles J.3 and J.5, be as set out in Article G.6.
- J.2 The Junior Deputy President, on his election to that office (SO 6. 3 refers), shall normally be the Chairman of the Area Executive Committee for four years from the date of that election but some other member of an affiliated Club in the County Area may serve as Chairman during this period. The Chairman shall be elected annually.
- J.3 Where a Chairman of the Area Executive Committee also occupies the post of Honorary Area Secretary an additional Committee Member may be elected for so long as this situation prevails.
- J.4 If the post of Chairman of an Area Executive Committee unexpectedly falls vacant it shall be filled by an existing member of the Area Executive Committee or by a co-opted member of an affiliated club in the County Area until a successor is elected at the ensuing Area Annual General Meeting.
- J.5 Where in the circumstances described in Article J. 4 an existing member of the Area Executive Committee acts as temporary Chairman an additional Committee Member may if required be co-opted to serve until a Chairman is elected at the next Area Annual General Meeting.
- J.6 The Honorary Area Secretary and the Area Executive Committee Members shall each serve for a three-year period and shall be eligible for re-election on a three-year rota basis. The Committee Members shall be members of different Clubs.
- J.7 When a Committee Member is elected his period of service will be initially only for the unexpired period of his predecessor's three-year term of office applicable under the terms of Article J. 6.
- J.8 If the post of Honorary Area Secretary unexpectedly falls vacant it shall be filled by an existing member of the Area Executive Committee or by a co-opted member of an affiliated Club in the County Area until a successor is elected at the ensuing Area Annual General Meeting for a three-year term in accordance with Article J. 6.

- J.9 If a Committee Member or County Selector post unexpectedly falls vacant it may be filled if required by the co-option of a member of an affiliated Club in the County Area until a successor is elected at the ensuing Area Annual General Meeting.
- J.10 Any elected member of the Area Executive Committee who is absent from three consecutive meetings of that Committee without just cause shall be deemed to have resigned.

Standing Orders

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|--------------|--|
| 1.1 To 1.16 | County Executive Committee: Powers, Duties and Responsibilities |
| 2.1 To 2.8 | Finance |
| 3.1 To 3.4 | Association Annual General Meeting |
| 4.1 To 4.3 | Association Special General Meetings |
| 5.1 To 5.4 | Area Executive Committees; Powers, Duties and responsibilities |
| 6.1 To 6.6 | Area Annual and Special General Meetings |
| 7.1 To 7.6 | Motions for Association and Area Annual General Meeting |
| 8.1 To 8.16 | Conduct of General Meetings |
| 9.1 To 9.5 | Complaints, Disputes and Appeals |
| 10.1 To 10.9 | Selection Committees |
| 11.1 To 11.3 | Association Life Membership |
| 12.1 To 12.9 | Association Benevolent Fund |
| 13.1 To 13.9 | Association Vice-Presidents |
| 14.1 To 14.4 | Affiliated Clubs and Leagues: Obligations |
| 15.1 To 15.6 | Affiliated Clubs and Leagues: Payment of Fees/County Competition Entries |
| 16.1 To 16.3 | Year Books and Rule Books |
| 17.1 To 17.3 | County Teams: Nomination of Players |
| 18.1 To 18.4 | County Teams: Players Selected |
| 18.1 To 19.7 | Attendance at County Matches: Financial Arrangements |

County Executive Committee: Powers, Duties and Responsibilities

- 1.1. The County Executive Committee shall at all times take such action as may be necessary or desirable to implement the objects of the Association as set out in Articles B. 1 to B. 3 of the Constitution and where appropriate to exercise the constitutional powers conferred by Article C. 1 of the Constitution.

- 1.2. At its Committee meetings eleven members of the County Executive Committee shall form a quorum. Voting at any Committee or Sub-Committee meeting shall be on the basis of one vote only per member including co-opted members except that the representative of the Suffolk County Bowls Coaching Association, the County Greensmen, the Press Secretary and the Web Site Co-Ordinator shall not have a vote. Motions formally proposed and seconded shall be carried or defeated on a simple majority of the votes cast and in the event of an equality of votes the Chairman of the Committee shall have a second (or casting) vote.
- 1.3. The County Executive Committee may delegate to Area Executive Committees such duties as it may consider appropriate for the organisation of competitions and tournaments.
- 1.4. The County Executive Committee is empowered to arbitrate in County competitions as to the meaning or interpretation of the Laws of the Game or upon any point not covered by them that may arise. The County Executive Committee is also empowered to arbitrate in any dispute between an individual member and the Association, or over a decision taken by an affiliated League.
- 1.5. A Policy Committee comprising the Association Vice-Chairman, Honorary General Secretary and each of the four Area Chairmen shall be appointed at the first meeting of the County Executive Committee held after the Association Annual General Meeting. The terms of reference of the Policy Committee shall be to: a. keep under review the Constitution, Standing Orders and Rules of both the Federation and the Association as well as the Federation booklet 'Laws of the Game' and consider the need for changes; and b. examine any proposals to amend the foregoing documents and consider whether they should be supported, amended or rejected, and make recommendations accordingly to the County Executive Committee'.
- 1.6. The County Executive Committee shall appoint certain officials — namely a delegate to the Federation National Delegate Council, a Press Secretary and a Website Co-ordinator— such appointments to be subject to ratification at the Association Annual General Meeting.
- 1.7. The County Executive Committee shall appoint one or more County Greensmen from among members of affiliated clubs — such appointment to be subject to ratification at the Association Annual General Meeting.
- 1.8. The County Executive Committee shall appoint a Captain for each of the County teams competing in the Adams Trophy, Newton Trophy and Reg Wright (Under 25s) Trophy Championships. These Captains may or may not be Selectors as appointed under either Standing Orders 6. 2 or 10. 2.

- 1.9. A record of all business transacted at Association Annual General Meetings and County Executive Committee meetings shall be kept by the Honorary General Secretary. He shall report on the year's work at each Association Annual General Meeting. The Honorary Match Secretary shall keep a record of the results of all County matches and the names of all players who take part in them and shall also report to the Association Annual General Meeting.
- 1.10. An Association Annual Dinner shall be arranged by, and on a date decided by, the County Executive Committee.
- 1.11. Any application by a Club or League for affiliation to the Association received in accordance with Standing Order 14. 4 shall be considered and voted upon for election by the County Executive Committee.
- 1.12. A County Emergency Committee of at least five members of the County Executive Committee shall be appointed by the Association Chairman or Honorary General Secretary at any time to deal with matters of urgency and its decisions shall be final.
- 1.13. The President may attend all meetings of Association Committees in an ex-officio capacity.
- 1.14. The Honorary Treasurer of the Association shall for all intents and purposes be the legal owner of all Association Cups and Trophies and shall hold them in trust for the Association.
- 1.15. The County Executive Committee shall arrange that all Association Cups and Trophies are competed for annually.
- 1.16. The County Executive Committee shall arrange for individual trophies and/or prizes to be awarded in County competitions.

Finance

- 2.1. A Finance Committee consisting of the Association Chairman, Association Vice-Chairman, Honorary Treasurer, Honorary General Secretary, and a member of the County Executive Committee from each of the County Areas shall be appointed at the first County Executive Meeting held after the Association Annual General Meeting.
- 2.2. The Finance Committee shall act in an advisory capacity.
- 2.3. The main terms of reference of this Committee shall be the forward planning of Association finances. The committee shall meet to prepare proposals at the most appropriate time, for submission to the ensuing meeting of the County Executive Committee.
- 2.4. The Association's panel of signatories shall comprise the Association Chairman, the Honorary General Secretary and the Honorary Treasurer any two of whom are empowered to sign cheques on the Association's accounts. The Treasurer to have the use of online banking, to make the transactions more easy and less time consuming.

- 2.5. The accounts of the Association shall be examined by the Reporting Accountant appointed at the Association Annual General Meeting (SO 3. 3 refers). The accounts shall be made up to 30 September each year.
- 2.6. An examined Account of Income and Expenditure for the year shall be presented by the Honorary Treasurer to the Association Annual General Meeting. A copy of the Account shall be sent to each member of the County Executive Committee and to the Secretary of each affiliated Club and League.
- 2.7. The amount of all subscriptions and fees payable to the Association shall be determined by the County Executive Committee and notified to clubs and leagues at each Area Annual General Meeting and shall be payable on or before 30 November each year.
- 2.8. The Association shall pay to the Federation by the due date such fees, subscriptions and levies as the National Executive Committee shall decide.

Association Annual General Meeting

- 3.1. The Officers designated in Article G. 1 and G. 4 of the Constitution shall be elected at the Association Annual General Meeting as shall the Benevolent Fund's Honorary Secretary and two trustees.
- 3.2. The Association General Meeting shall where appropriate confirm in office:
- 3.3. the Chairman, Honorary Area Secretary and Committee Members of Area Executive Committees (Article G. 6 refers), and
- 3.4. the eight Selectors for the Adams and Newton Trophy Championships and four selectors for the Reg Wright Trophy Championship (SO 10. 2 refers) who have been elected at the Area Annual General Meetings.
- 3.5. A professional Reporting Accountant shall be appointed at the Association Annual General Meeting to inspect the Association's accounts including those of the Benevolent Fund.
- 3.6. All members of affiliated Clubs and Leagues shall be invited to attend the Association Annual General Meeting and take part in discussions but of these only the two delegates nominated by each Club and League may vote as authorised in Standing Order 8. 14.

Association Special General Meetings

- 4.1. A Special General Meeting may be called at any time by the County Executive Committee on its own initiative or on the receipt of a written request from ten affiliated Clubs and/or Leagues for such a Special General Meeting to be held where it certifies the subject matter to be a case of urgency; such requests must be signed on behalf of each Club and/ or League by a properly authorised official.

- 4.2. The Honorary General Secretary shall within fourteen days give notice of such a Meeting, to be held within twenty-eight days, to all Clubs and Leagues and shall with such notice state what business is to be discussed.
- 4.3. At any Special General Meeting only the business of which notice has been given shall be discussed.

Area Executive Committees: Powers, Duties and Responsibilities

- 5.1. The Area Executive Committees shall organise competitions and tournaments under arrangements delegated by the County Executive Committee (SO 1. 3 refers).
- 5.2. At its Committee meetings four members of the Area Executive Committee shall form a quorum. Voting at any Committee or Sub- Committee meeting shall be on the basis of one vote only per member including co-opted members. Motions formally proposed and seconded shall be carried or defeated on a simple majority of the votes cast and in the event of an equality of votes the Chairman shall have a second (or casting) vote.
- 5.3. The Area Executive Committee is empowered to deal with disputes at Area level, subject to any subsequent appeal to the County Executive Committee, and with other Area domestic matters.
- 5.4. The Area Executive Committee shall have no power of itself to deal with matters of Association policy but it may formulate Notices of Motion for introducing new rules or changing existing rules for consideration at the Area Annual General Meeting.

Area Annual and Special General Meetings

- 6.1. The Area Annual General Meeting shall be held in each County Area at least fifty-six days prior to the holding of the Association Annual General Meeting. The date of the Area Annual General Meeting for each Area shall be announced on the Association website.
- 6.2. Such Area Executive Committee elections as are required by Article G. 6 of the Constitution shall be held at Area Annual General Meetings. The Selector for the Adams and Newton Trophy and Reg Wright Trophy Championships (one selector) (SO 10. 2 refers) shall also be elected at each of the Area Annual General Meetings.
- 6.3. Every fourth year each County Area in rotation shall elect at its Annual General Meeting a male member of an affiliated Club for nomination as Junior Deputy President at the ensuing Association Annual General Meeting. At the two subsequent Annual General Meetings of the County Area which elected the Junior Deputy President similar elections shall be held for the nomination successively of the President-Elect and the President.

- 6.4. All members of affiliated Clubs and Leagues in the respective Areas shall be invited to attend Area Annual General Meetings but of these only the two delegates nominated by each Club and League may vote (SO 8. 14 refers).
- 6.5. The officers designated in Articles G. 1 and G. 4 of the Constitution may attend all Area Annual General Meetings in an ex-officio capacity.
- 6.6. A Special General Meeting shall be convened by the Area Executive Committee when it is required to carry out its responsibilities under article
- 6.7. G. 2. The procedure to be adopted for giving notice of such a meeting is as described in Standing Orders 4. 2 and 4. 3 in relation to Association Special General Meetings – ‘Honorary Area Secretary’ being substituted for ‘Honorary General Secretary’ where it occurs in Standing Order 4. 2.

Motions for Association and Area Annual General Meetings

- 7.1. Notices of Motion to be considered by the Association Annual General Meeting, including any which propose additions or amendments to the Articles of the Constitution, Standing Orders, or Competition or Dress Rules, must be received by the Honorary General Secretary not less than fifty-six days before the date of the Association Annual General Meeting.
- 7.2. The Honorary General Secretary shall distribute to all affiliated Clubs and Leagues details of such Notices of Motion received by him in accordance with Standing Order 7. 1 at least twenty-eight days before the date of the Association Annual General Meeting.
- 7.3. The Honorary General Secretary shall also similarly distribute Notices of Motion formulated by the County Executive Committee for consideration by the Association Annual General Meeting.
- 7.4. Any Club or League wishing to amend any of the Notices of Motion distributed in accordance with Standing Orders 7. 2 and 7. 3 shall, not less than twenty-one days before the date of the Association Annual General Meeting, give notice in writing to the Honorary General Secretary of its intention so to do, indicating in such notice the wording of the Amendment.
- 7.5. Not less than fourteen days before the date of the Association Annual General Meeting the Honorary General Secretary shall confirm the date of the Meeting, or give notice of any change, to all affiliated Clubs and Leagues and with such confirmation or notice shall indicate the final Agenda for the Meeting showing the Amendments if any of which notice has been given.
- 7.6. The procedure described in Standing Orders 7. 1 to 7. 5 shall be adopted for dealing with motions for Area Annual General Meetings — ‘Area Annual General Meetings’ being substituted for ‘Association Annual General Meeting’, ‘Honorary Area Secretary’ being substituted for ‘Honorary General Secretary’ and ‘Area Executive Committee’ being substituted for ‘County Executive Committee’ where they occur.

Conduct of General Meetings

- 8.1. The following procedures shall apply at all Annual and Special General Meetings and Area General Meetings of the Association unless otherwise stated.
- 8.2. All members must stand when speaking and address the Chairman.
- 8.3. A member wishing to speak, must state his name and Club or the name of the League he represents.
- 8.4. All Motions must be proposed and seconded before any discussion is allowed.
- 8.5. Each member may only speak once on any Motion although the proposer of a Motion has the final right of reply. The Chairman may limit the length of time that any delegate may speak.
- 8.6. A Motion for the closure of debate – e. g. “that the question be now put” – if properly seconded, shall be voted on immediately and a simple majority shall be needed for it to be carried.
- 8.7. Only Motions and Amendments, notice of which has been distributed in accordance with Standing Orders 7. 2, 7. 3, 7. 5 and 7. 6, shall be permitted at meetings.
- 8.8. Two-thirds majority of votes cast shall be needed for the carrying of any Motion or Amendment.
- 8.9. The nomination of candidates for election to posts shall be invited by the Chairman in turn, each nomination being proposed and seconded by those authorised to vote in Standing Order 8. 14, the proposer dealing with the merits of the candidate. Provided that a candidate has consented to allow his name to be forwarded, absence from the meeting does not invalidate his candidature.
- 8.10. Where only one candidate is nominated for a post the election will be decided by a simple majority on a show of hands but if there is an equality of votes for and against the candidate the Chairman shall have a second (or casting) vote.
- 8.11. Where two candidates are nominated for a post the election shall be conducted by ballot and two returning officers shall be appointed by the Chairman to count the votes. A simple majority of the votes cast shall be sufficient to determine which nominee is elected the Chairman having a second (or casting) vote where an equal number of votes are cast.
- 8.12. Where more than two candidates are nominated for a post two such ballots shall be held. The two candidates receiving the greatest number of votes cast in the first ballot shall be included in the second and final ballot to determine which of them shall be elected.
- 8.13. The President or some other Officer of the Association shall take the Chair for the election of the Chairman.

- 8.14. Votes may only be cast by up to two nominated delegates of each Club and League, by Officers, Officials and Committee Members elected in accordance with Articles G. 1, G. 4 and G. 6 of the Constitution, and by Past Presidents and Life Members of the Association. In the case of Area Annual General Meetings votes may only be cast by two nominated delegates of Clubs and Leagues in the Area, by the Officials and Members
- 8.15. of the appropriate Area Executive Committee, and Past Presidents and Life Members of the Association who are members of Clubs in the Area.
- 8.16. There shall be no proxy voting.
- 8.17. The procedure for voting at a Special General Meeting shall be as at an Association Annual General Meeting.

Complaints, Disputes and Appeals

- 9.1. The subject of a complaint or dispute to be considered by the Area Executive Committee in the exercise of its powers under Standing Order 5. 3 must be received in writing by the Honorary Area Secretary within three days of the occurrence giving rise to it.
- 9.2. If the subject of a complaint received in writing from one or more competitors who have played in a county competition match within the previous three days concerns the fitness of the green on which the match was played, the Honorary Area Secretary shall arrange with the club secretary concerned for two members of the Area Executive Committee to inspect the green as soon as possible. If the complaint is upheld the match shall be replayed if this is requested by the complaining competitor(s). The match shall be played by a date specified by the Honorary Area Secretary on a rink of the same green that is of acceptable standard or, if none exists, at another venue. It will be for the home player or skip to arrange for the match to be played at another venue where this is required. The club concerned shall be informed that the green, or one or more rinks of it, are not of an acceptable standard for county competitions and that a further inspection by the Area Executive Committee will be needed before the green or rinks can be certified as being acceptable for county competitions.
- 9.3. The subject of an appeal against a decision taken by an Area Executive Committee must be received in writing by the Honorary General Secretary within three days of the date on which notification of that decision is received together with a fee of £20 which shall be returned if the point raised is upheld, or forfeited if it is dismissed.

- 9.4. The Honorary General Secretary shall call a meeting of the County Emergency Committee as authorised in Standing Order 1. 12 for the consideration of any appeal; each party with any witnesses may be heard; and the decision of the County Emergency Committee, which shall be final, shall be communicated by the Honorary General Secretary to the party or parties concerned.
- 9.5. Any Club refusing to accept a decision of the County Executive Committee in the exercise of its powers of arbitration conferred by Standing Order 1. 4 shall cease to be a member of the Association.

Selection Committees

- 10.1. Two Selection Committees are required for the selection of players for County trials and teams for County matches, one for the Adams and Newton Trophy Championships and the other for the Reg Wright Trophy Championship.
- 10.2. The Selection Committee for the Adams and Newton Trophy Championship shall consist of four selectors, one from each of the four County Areas, being elected at Area Annual General Meetings for a three year term together with the captains appointed by the County Executive Committee where they are not also Adams/Newton selectors (SO 1. 8 refers). The Selection Committee for the Reg Wright Trophy Championship shall consist of four Selectors, one from each of the four County Areas being elected at Area Annual General Meetings on a staggered basis between the areas for a three year term together with the Captain appointed by the County Executive Committee if he is not also a Reg Wright selector (SO 1. 8 refers).
- 10.3. The Association Chairman, or in his absence the Association Vice-Chairman, shall chair meetings of these Committees.
- 10.4. The Selection Committee shall, at the discretion of the Chairman, be called to such meetings as are required to select players for County trials and teams for County matches.
- 10.5. Full voting powers are conferred on Team Captains and Selectors at meetings of their respective Selection Committees. The Chairman, or the Vice-Chairman as the case may be, shall have no voting powers.
- 10.6. The Honorary Match Secretary shall attend Selection Committee meetings but shall have no voting powers.
- 10.7. The team Captains shall not be eligible for selection for County teams.
- 10.8. The Selection Committees are not bound by the nomination of players submitted in accordance with Standing Order 17. 1 and may select any players considered worthy of inclusion in any County team.
- 10.9. The Selection Committee(s) are empowered to decide the format of each County Trial on an annual basis.

Association Life Membership

- 11.1. Life Membership of the Association may be granted to certain individuals who by reason of loyal service or other meritorious action are recommended by the County Executive Committee to be deserving of this honour.
- 11.2. Nominations for Life Membership by the County Executive Committee shall be submitted for approval to an Association Annual General Meeting.
- 11.3. A Life Member is entitled to attend and vote at County Executive Committee Meetings, Association Annual and Special General Meetings, and at Annual General Meetings of the Area in which his Club is situated. He is also allowed to attend Area Committee meetings but without the power to vote.
- 11.4. Any Life Member shall be entitled to wear the County Blazer Badge in association with his Life Member flash.

Association Benevolent Fund

- 12.1. The Fund was founded in 1937 and became a Charitable Trust on 27th June 1997. It was registered as a charity on 31st July 1997. The charity number is 1063729/0.
- 12.2. The Charitable Trust is constituted by a Trust Deed the main provisions of which are that: (i) the Trust shall be known as the Suffolk County Bowls Association Benevolent Fund and the trust fund shall be administered and managed by trustees appointed under the Trust Deed and confirmed at an Annual General Meeting of the Association, and; (ii) the trustees shall apply the trust fund and its income for the objects of relieving in cases of need, hardship or distress persons who are or have been members of the bowls clubs affiliated to the Suffolk County Bowls Association and after the decease of such persons their surviving spouse or dependents.
- 12.3. Full details of the trust Deed may be obtained from the Honorary Secretary of the Benevolent Fund by any member of a bowls club affiliated to the Suffolk County Bowls Association.
- 12.4. Any two of the Trustees are empowered to sign cheques on the Benevolent Fund bank account.
- 12.5. Accounts of Income and Expenditure examined by the Association's Reporting Accountant, shall be presented by the Fund's Honorary Secretary to the Association Annual General Meeting.
- 12.6. Subject to the approval of the County Executive Committee the Trustees may from time to time invest or reinvest funds to the best advantage of the Benevolent Fund. At no time shall the assets of the Benevolent Fund be transferred to another account for a purpose other than that for which they were intended.
- 12.7. The Association shall encourage all affiliated Clubs to raise funds for the Benevolent Fund and all County Areas shall each year organise one or more Tournaments for the benefit of the Fund. All Clubs should elect a Benevolent Warden for the purpose of raising funds.

- 12.8. Applications for grant may be made by Clubs through the appropriate Honorary Area Secretary or direct to the Honorary Fund Secretary. Application forms may be obtained from the Honorary Area Secretary or Honorary Fund Secretary and must be signed by one officer of the Club and by a member of the Area Executive Committee.
- 12.9. Grants shall be determined by the Honorary Fund Secretary and one other Trustee and all matters shall be treated in the strictest confidence. Grants shall be paid by the Honorary Fund Secretary to Area or Club Secretaries and a receipt for such grants shall be acknowledged on an official receipt card which shall be returned to the Honorary Fund Secretary.

Affiliated Clubs and Leagues: Obligations

- 14.1. All Clubs and Leagues affiliated to the Association shall be bound by the Constitution, Standing Orders, the County Competition Rules of the Association and by the Laws of the Game as published by the Federation.
- 14.2. The Honorary General Secretary shall issue to secretaries of Clubs and Leagues a list of annual dates by which certain responsibilities need to be met.
- 14.3. All affiliated Leagues are required to send to the appropriate Honorary Area Secretary(ies) by the 1st May and updated as necessary, a copy of the lists of all players registered with them by clubs for the current season.
- 14.4. Any Club or League wishing to affiliate shall apply to the Honorary General Secretary and will on request forward a copy of its rules.

Affiliated Clubs and Leagues: Payment of Fees/County Competition Entries

- 15.1. The Honorary General Secretary shall arrange to issue to all Clubs represented at each Area Annual General Meeting a form known as the "Affiliation and Entry Form" which shall contain details of the affiliation, competition and other fees payable to the Association for the following year together with the amount of the annual subscription payable by Association Vice-Presidents. A form shall be enclosed with the Affiliation and Entry Forms on which the names of any Association Vice-Presidents who are members of the Club can be entered. The Affiliation and Entry Form and the Association Vice-Presidents form shall be sent by post immediately after the Area Annual General Meeting to the secretaries of those clubs who are not represented at the Meeting.

- 15.2. The Affiliation and Entry Form shall on receipt be completed by each club with:
- a. the names, addresses (including postcodes) and telephone numbers (including dialling codes) of those of its members who wish to play in each of the Association's County competitions, and
 - b. the names of all its male and female playing members and forwarded as soon as possible to the appropriate Honorary Area Secretary and in any case not later than 31 October accompanied by the form containing the names and addresses of any Association Vice- Presidents who are members of the Club.
- 15.3. On receipt of the completed form or forms as the case may be the Honorary Area Secretary shall send to each Club in his Area an invoice requesting payment by 30 November of all fees payable to the Association.
- 15.4. The Honorary General Secretary shall also make available to all appropriate Leagues at each Area Annual General Meeting a form requesting the payment of the appropriate affiliation fee by 30 November, such form to be forwarded with the accompanying remittance to the appropriate Honorary Area Secretary by that date.
- 15.5. Any Club or League whose fees are unpaid by 30 November shall forfeit all privileges of membership for so long as such fees remain unpaid. Moreover, as the Area competition draw is held early in December the members of any Club whose fees are unpaid by 30 November will be excluded from the draw.
- 15.6. Any Club or League that is winding up shall have returned to it only that part, if any, of the Fees which the County Executive Committee shall decide they are entitled to receive. No Competition Fees may be returned once the competition draw has been held.

Year Books and Rule Books

- 16.1. *[Paragraph deleted 2025].*
- 16.2. Every Affiliated club shall purchase one English Bowling Federation Year Book.
- 16.3. Every player in an affiliated Club should purchase a current Federation rule book or be given the opportunity to read a copy at his Club to enable him to become conversant with competition rules.

County Teams: Nomination of Players

- 17.1. The Honorary General Secretary shall arrange to issue to all Clubs represented at each Area Annual General Meeting forms requesting nomination thereon of those of its member recommended for inclusion respectively in County teams, the County Under-25s team, and the Marie Denny Team Championship in the following year. Such forms shall be sent by post immediately after the Area Annual General Meeting to the secretaries of those clubs who are not represented at the Meeting. The forms shall be forwarded on completion to the appropriate Honorary Area Secretary by 31 October.
- 17.2. Affiliated Clubs should meet annually to nominate players for the teams designated in Standing Order 17. 1.
- 17.3. On receipt of nominations the Area Executive Committee shall meet to consider which of them on merit shall be forwarded to the Honorary Match Secretary together with any additional nominations considered worthy of inclusion by the Committee itself.

County Teams: Players Selected

- 18.1. The players selected shall be notified of their selection by the Honorary County Match Secretary. The reserve players shall also be selected and notified of their selection as reserves and shall be required to travel with the teams.
- 18.2. Any player who at any time represents the County in the National Finals of three separate County Competitions or in five Adams or Newton Trophy matches shall be presented with a County blazer badge. Such a badge may also be presented if a player represents the County in a combination of one County Competition, played at that level, and four Adams or Newton Trophy matches or two County Competitions, played at that level, and three Adams or Newton Trophy matches, or wins the National final of a County Competition.
- 18.3. Any player who has played five times for the County in the Adams Trophy Team or the Newton Trophy Team shall be presented with either an Adams Trophy flash or a Newton Trophy flash as appropriate.
- 18.4. Any player who has played three times for the County in the Reg Wright Trophy Team shall be presented with a County Reg Wright Trophy blazer badge.

Attendance at County Trials and County Matches — Financial Arrangements

- 19.1. All Officers and Officials attending in an official capacity and the respective Team Captains and Selectors shall be paid, on receipt of an appropriate claim, a mileage allowance for the use of private cars for travel to County trials, County matches held at home venues, semi-finals and finals of the Senior and Junior Cup Competitions and the Marie Denny Trophy matches. They may travel without charge on team transport provided for County matches held at away venues and may claim mileage allowance for the use of private cars to and from the pick-up point. Only when team transport is not provided for such matches shall a mileage allowance be paid, on receipt of an appropriate claim, for the use of private cars for the whole journey.
- 19.2. The County Executive Committee shall determine the rate of mileage allowance payable in the circumstances described in Standing Order 19. 1
- 19.3. A mileage allowance at the rate authorised in Standing Order 19. 2 may be paid for the use of private cars only when team transport or other recompense is not provided.
- 19.4. All players in the County teams shall be charged a match fee determined by the County Executive Committee.
- 19.5. Officially qualified umpires when officiating at matches organised by the Association shall be reimbursed their travelling expenses on receipt of an appropriate claim.
- 19.6. All Officers and Officials attending County matches in an official capacity, the respective Team Captains and Selectors, and the reserves are entitled to a meal, free of charge, similar to that supplied to the players.
- 19.7. Standing Orders 19. 1 to 19. 6 shall not apply to Eversley and Marquis of Bristol Trophy matches nor to any other Executive representative matches.