

EAST LOTHIAN BOWLING ASSOCIATION

CONSTITUTION

1. The Association shall be called East Lothian Bowling Association(ELBA)
2. The objects of ELBA will be to promote, foster and encourage all member outdoor clubs in their participation of lawn bowls
3. The Association shall observe the Laws of the Game, sportsmanship and rules set by the governing body, namely Bowls Scotland, and these shall be binding on ALL member clubs.
4. ELBA has adopted Child and Vulnerable Adult policies and procedures. All Association members including members of constituent clubs are required to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986 and the Disability Discrimination Act 1995 and any breaches of such regulations shall be dealt with by the committee in terms of Section 12 paragraphs d and e.
5. Information you provide to East Lothian Bowling Association will be treated within the data protection act and no details will be passed to third parties. However, with your permission any fellow Club who request details i.e. phone number with regards to competitions or club matters will be given this info
6. ELBA shall have the power to make by-laws in relation to any leagues and cup competitions held on behalf of the Association provided they have been duly discussed and voted on in line with this constitution at an AGM or SGM when called upon.
7. MEMBERSHIP
 - a. Shall be confined to any constitutionally formed bowling clubs within East Lothian who have either their own green or share a green with another Association member.

ELBA have the power to allow membership to bowling clubs in the proximity of its

boundaries to join the Association and allow its members to play in ALL competitions – provided they do not play in other Bowls Scotland games.

- b. Application by Clubs must be in writing to the secretary of ELBA not less than 28 days before the AGM in order to allow time for member clubs to make such a decision. If accepted the new Club will pay the fees and be bound by ALL BOWLS SCOTLAND and ELBA by-laws properly documented.
- c. Any club wishing to terminate its membership must do so in writing to ELBA secretary at least 42 days before the AGM.

8. OFFICE BEARERS - Secretary

- a. Shall keep a record of ALL correspondence and meetings in relation to the Association and have these available for inspection at an AGM or SGM. The secretary shall on instructions or if any developments call an AGM or SGM on request of the committee or 4 member clubs in writing and give at least 10 days' notice thereof or in cases of emergency 3 days' notice by phone, email or other media. Only the business under review shall be discussed at any SGM. A report of such SGM must be submitted into the minutes of the next AGM.
- b. Shall cause any updates or changes in rules or constitution to be reflected in the master copy of such and dated so as to allow others in the future to follow the guidelines indicated.
- c. The Secretary shall keep an up-to-date list of all clubs and their secretaries to provide easier corresponding to take place.
- d. Secretary's honoraria will be discussed and set by member clubs at the AGM.

9. TREASURER

- a. Shall have charge of ALL funds belonging to ELBA and shall receive and disburse all moneys as required. Also keep correct balanced accounts showing the financial

affairs of the Association and shall lodge and retrieve funds when required. The treasurer shall ensure that all cheques are signed by two approved management committee members from, President, Vice President, Secretary and Treasurer. The financial year for ELBA shall end on 31st of December each year.

- b. The treasurer shall submit a detailed breakdown balance sheet to the AGM after it has been audited by a non-committee/delegate selected at the AGM.
- c. Any office bearer shall be accountable only for such money they actually receive from or for the Association and shall be answerable only for their own acts or omissions.
- d. Honoraria will be discussed and set by member clubs at the AGM.

10. FEES

- a. The annual subscriptions and competition fees shall be fixed at the AGM and such fees shall be payable by the 31st of January in full. Late fees shall be accepted providing a levy of £5 per day is payable in penalty.
- b. ELBA shall be a non-profit making organisation where ALL surpluses and profits will be utilised for the benefit of member clubs, i.e. Transportation, lodgings and any participation in bowls events and other miscellaneous projects. Such monies will always remain the property of the member clubs of ELBA and will be distributed as such if dissolution of ELBA occurs.

11. ANNUAL GENERAL MEETING (AGM)

- a. Shall be held during March each year, at a venue to be decided by the secretary, where each member club MUST have two voting delegates (or a £10 levy will be payable per absent delegate)
- b. Notices of motion, proposed changes to Constitution or Rules MUST be in the hands of the secretary by 31st January to allow sufficient time for distribution to clubs.

- c. The office bearers of ELBA shall be President, Vice President, Secretary, Treasurer, and Match Secretary, who will NOT be allowed to vote at AGM or SGM unless they are their home clubs delegate. These along with any nominations for Honorary Membership shall be elected on the night. The AGM can elect such HM on any member of any member club, who has been nominated by the Office bearers prior to the meeting, providing whose position among bowlers or whose services to bowls in general is of significance as to merit the distinction of Honorary Membership.
- d. The President shall be elected for two years and all other office bearers shall be re-elected annually. The Bowls Scotland representative shall attend all meetings but shall only be allowed a vote if a delegate for his member club.
- e. The above office bearers plus the Past President and one delegate from each member club shall form the Management Committee providing no more than 3 persons are from the same club however only delegates are allowed to vote. The president will have a casting vote, only in the event of a tied vote. Team managers / selectors for the Hamilton Trophy, under 25's and Purdie Trophy MUST attend all delegate meetings. Management committee may co-opt should positions not be filled.
- f. The Office bearers shall have the authority to carry-out the ordinary business of the Association and appoint sub committees for special projects but all matters for change or discussion or to dispose of protests / complaints will be decided by the Management Committee and on a vote. That decision will be final and binding on all parties.
- g. The quorum for meeting an AGM or SGM is 30 delegates and 4 Office bearers.
- h. No alteration shall be allowed to the constitution except by a 66% vote at an AGM or SGM called for that specific purpose by those persons and club delegates allowed to cast a vote.

12.CODE OF CONDUCT

- a. ELBA shall observe the Laws of the Game, Crystal Mark and all games be played under the requisite interpretation and rules of Bowls Scotland which shall be binding on ALL constituent clubs.
- b. Any contravention of competition or constitution, or failure to fulfil any fixture will be dealt with by a fine or other appropriate punitive action by the ELBA committee. A member club may make an appeal in relation to any action taken by forwarding such appeal in writing or email with a £25 fee which will be returned, within 7 days of the ruling, if the appeal is successful. Clubs will be invited but not required to attend a meeting set up to discuss the matter. Any findings and action decided will be binding and any further intrusion may result in the club being expelled from ELBA. The code of conduct is necessary within ELBA to ensure that all members are treated equal and that ELBA have adopted Child and Vulnerable Adult policies and procedures. All Association members including members of constituent clubs are expected to abide by the requirements of the Race Relations Act 1976, Sex
- c. Any changes to competition rules MUST be dated and amended on the individual rules sheet in relation to that competition. Changes can only be made at an AGM or SGM and shall be valid for the next season(s).
- d. If a written complaint is received, the management committee shall have the power to suspend any member from any constituent club whose conduct may be injurious to the character or interests of ELBA from ALL games until a hearing can be arranged within 14 days thus allowing an opportunity for all parties to supply an explanation. A majority decision shall determine the outcome and the decision of punishment or admonishment in all disciplinary proceedings.
- e. Complaints made with regard to a player, players or club, whilst within ELBA competitions or general behaviour should be notified to the ELBA secretary with the

complainer's name and contact phone number. (These details will remain confidential to the Management Committee). If the complainants' details are not advised, the ELBA committee may still make enquiries, but the credence of the complaint will be reduced.

- f. The same process shall apply if such a complaint is made with regard to an individual club who may have broken the rules of the Constitution or other competition rules.
- g. ELBA have adopted Child and Vulnerable Adult policies and procedures. All Association members including members of constituent clubs are required to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986 and the Disability Discrimination Act 1995 and any breaches of such regulations shall be dealt with by the committee in terms of Section 12 paragraphs d and e.
- h. If a player moves clubs before 16th May, they are allowed to play for their new club in ELBA leagues, and cups but NOT in any National qualifiers or competitions, after 14 days' grace providing the ELBA secretary receives a written letter of new membership from the new club and this is acknowledged by the ELBA secretary, the player may play for his new club as indicated above.
- i. The Association may sue or be sued in the names of the President, Vice-President, Secretary, Treasurer or Match Secretary for the time being as representing the Association.
- j. ALL nomination for Bowls Scotland committees, places on such Management Committees, or to represent ELBA in some official capacity or to undertake any office out with ELBA MUST be sanctioned by the persons own club and thereafter placed in front of the ELBA committee for official approval.
- k. Discrimination Act 1986 and the Disability Discrimination Act 1995 and any breaches of such regulations shall be dealt with by the committee in terms of Section 12

paragraphs d and e of the ELBA Constitution and Rules. ELBA have adopted Child and Vulnerable Adult policies and procedures. All Association members including members of constituent clubs are required to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986 and the Disability Discrimination Act 1995 and any breaches of such regulations shall be dealt with by the committee in terms of Section 12 paragraphs d and e.

- l. No penalties will necessarily be applied to anyone in breach of the Code of Conduct, but ELBA reserves the right to conduct, initiate or administer an enquiry in the facts surrounding any particular incident and may take any appropriate action they deem necessary.
- m. Any player or ELBA member who subjects any other player, official or spectator to any form of physical, verbal or other abuse, whether on social media or other media links, will be subject to any punishment that the ELBA committee deem appropriate and in line with the Communication Policy i.e. fine, suspension or written warning.
- n. Any player or ELBA member who is considered to be under the influence of alcohol or drugs to the detriment of the sport or ELBA in general may be dealt with by the ELBA management committee at the time or at the earliest opportunity.
- o. Anyone representing ELBA MUST **(1)** adhere to the proper dress code and be available for pick up or arrive at the allotted time to play or action may be taken. **(2)** remember that No alcohol or drugs will be allowed to be consumed on the green or its surrounds and this shall apply during the course of the match and include any interval. No smoking is allowed except at the ends of the rinks in any representative matches. There is a ban on certain prescribed drugs and players should be aware of this ruling. **(3)** remember that phones are not permitted on the green except by prior arrangement with either an ELBA official or with opposing team and only allowed if expecting emergency call.

Signed

President

Secretary

Dated