

Constitution  
Of  
North West Zone Bowls

*This constitution was formally adopted on the 17 day of April by the members of the association in an Annual General Meeting.*

SIGNED: \_\_\_\_\_ (Chairperson) \_\_\_\_\_ (Secretary)

**1. NAME**

The name of the Association is **North West Zone Bowls** (hereinafter called “the Association”).

**2. ADMINISTRATION**

Subject to the matters set out below the Association and its property shall be administered and managed in accordance with the constitution by the members of the management committee, constituted by clause 5 of the constitution (“the committee”).

**3. OBJECTS**

**3.1** The club is established for the promotion of community participation in healthy recreation by the provision of facilities for indoor bowling for the benefit of members of the general public in the North West and its environs (hereinafter called “the area of benefit”) without regard to age, gender, sexual orientation, ability, disability, ethnic identity, nationality, religion or political opinion.

**3.2 POWERS**

In furtherance of the above objects, but not further or otherwise, the Association may:

**a)** Provide, assist in providing or secure the provision of recreational facilities for the benefit of the general public in the area of benefit;

- b)** Provide, maintain and equip or assist in the provision, maintenance and equipment of premises and facilities designed to carry out the objects of the Association;
- c)** Promote and carry out, or assist in promoting and carrying out research, surveys and investigations and publish the useful results thereof;
- d)** Organise or assist in organising, lectures, classes and exhibitions, and publish or assist in publishing reports, periodicals, recordings, books or other information;
- e)** Obtain collect and receive money by way of grants, donations, bequests, legacies or other lawful method PROVIDED that the Association shall not undertake any permanent trading activities and shall conform to any relevant requirements of the law;
- f)** Purchase take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights and privileges necessary for the promotion of the above objects and construct, maintain and alter any buildings or erections which the Association may think necessary for the promotion of its objects;
- g)** Make any regulations for any property which may be so acquired;
- h)** Subject to any consents as may be required by law, sell, let, mortgage, dispose of or turn to account all or any of the property or assets of the Association with a view to the furtherance of its objects;
- i)** Subject to such consents as may be required by law receive money on deposit or loan and borrow or raise money in such a manner as the Association shall think fit and to charge all or any part of the property of the Association with repayment of money so borrowed;
- j)** Invest the moneys of the Association not immediately required for the furtherance of the said objects in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law;
- k)** Recruit and train volunteers with relevant skills to carry out the objects of the Association;

**l)** Employ and pay any person or persons, NOT being a member of Committee to supervise, organise and carry on the work of the Association and make all reasonable and necessary provision for the payment of remuneration to employees;

**m)** Promote and organise co-operation in the achievement of the above objects and to that end to work in association with local authorities and voluntary organisations engaged in the furtherance of the above objects in the area of benefit;

**n)** Do all such other lawful things as may be necessary for the attainment of the above or any of them;

#### **4. MEMBERSHIP**

**4.1** Membership of the Association shall be open to the following, irrespective of the ethnic identity, disability, age, gender, political party, nationality, sexual orientation, marital status, or religion.

**a)** Bowling clubs registered as Short Mat Bowling Clubs with the Irish Indoor Bowling Association in the area of benefit who support the objects of the Association and whose application for membership are accepted by the committee: such clubs shall be called individuals members and shall be entitled to 2 votes at the meetings of the Association. Affiliated members shall each be entitled to be represented at meeting of the Association by 2 authorised represented with power to vote on behalf of the affiliated member.

**4.2** The committee shall fix the rate of the annual subscriptions appropriate to each category of membership, shall issue membership cards and shall have the right for good and sufficient reason to terminate the membership of any member provided that the member concerned shall have the right to be heard by the Association in a General Meeting before a decision is made.

#### **5. MANAGEMENT COMMITTEE**

**5.1** The committee shall meet not less than 4 times a year and shall consist of not less than 7 members of the Association, elected at an Annual General meeting. At least 3 committee members should be female but if this is not possible then this clause shall not prevent a committee from being formed.

Each member organisation shall have no more than 2 representatives on the committee at any one time.

**a)** Nominations from full members of the Association for members of the committee can be in writing, and must be in the hands of the Honorary Secretary of the Association at least 7 days before the Annual General Meeting herein after the mentioned, further oral nominations will be accepted from members present at the said Annual General Meeting. If the numbers exceeds the numbers of vacancies; election shall be by ballot of the members of the Association present and voting at an Annual General Meeting.

**5.2** The committee elected at an Annual General Meeting shall have the power to co-opt further members to fill any vacancy arising on the committee, who shall be individual members and shall serve until the following Annual General Meeting. The number of co-opted members shall have the right to vote.

**5.3** THE ZONE CONVENER will be on the management committee and will be an Ex Officio member with the right to vote at all meetings, shall be elected annually at the Annual General Meeting.

**a)** The HONOURARY CHAIRPERSON, HONOURARY SECRETARY and HONOURARY TREASURER shall be full individual members of the Association and shall be elected annually at the Annual General Meeting.

**b)** YOUTH OFFICER (Elected for a period of 3 years, being eligible for re-election). The YOUTH OFFICER will be solely responsible for the instruction and development of Junior bowls in the North West Zone. The Officer will be an ex-officio member of the management committee without voting rights, if he/she is not an elected member. It's the policy of the North West Zone to safeguard the welfare of all children by protecting them from physical, sexual, emotional harm and neglect, in line with the policy Sports Council for Northern Ireland. The Management will ensure that all officials and volunteers involved in the instruction of children will hold valid certification/ or other appropriate legislative requirements. **(ADOPTED 2014)**

**5.4** Any member of the committee who fails to attend 3 consecutive Committee Meetings without reasonable excuse may lose his/her place on the

Committee which may be filled by co-option in accordance with the clause 5.2 above.

## **SELECTION COMMITTEE**

**5.5** The selection committee will be responsible for the selection of teams representing the North West Zone.

The Zone Convener, the Chairperson and 3 female members of the management committee will select the Ladies Zone Team.

The Zone Convener, the Chairperson and 3 male members of the management committee will select the Men's Zone Team. **(ADOPTED 2014)**

**5.6** The trustees [if appointed for the purpose of holding in their own names on behalf of the Association] shall be notified of and shall be entitled to attend all the meetings of the committee but without power to vote.

## **6. CHAIRING MEEINGS**

All meetings of the Association or of the committee or any of its sub-committees shall be presided over by the chairperson failing this the vice-chairperson, if one has been appointed. If neither is present, the members attending can elect one of those present to take the chair.

## **FUNCTIONS OF THE COMMITTEE**

**6.1** The committee may make such regulations as they consider appropriate for the sufficient conduct of the business of the committee and the Association.

**6.2** The committee may appoint such staff not being members of the committee as they consider necessary on such terms and conditions as they may determine.

**6.3** The committee may appoint such sub-committees, advisory groups or working parties of their own members and other persons as they may from time to time decide necessary for the carrying out of work, and may determine their terms of reference, duration and composition. All such sub-committees shall report back fully and promptly.

**6.4** The proceedings of the committee shall not be invalidated by any failure to elect or any defect in the election, appointment, co-options or qualification of any member.

## **7. FINANCE**

**7.1** All moneys raised by or on behalf of the Association shall be applied to further the objects of the Association and for no other purpose PROVIDED THAT nothing herein contained shall prevent the payment of legitimate out-of-pocket expenses to members of the Association engaged upon the approved business of the Association.

**7.2** The Honorary Treasurer shall keep proper accounts of the finances of the Association.

**7.3** The financial year of the Association shall run from 1 April to 31 March.

**7.4** The accounts shall be audited by an auditor's appointed by the Annual General Meeting OR examined by any independent person who shall be appointed at the Annual General Meeting.

**7.5** An annual statement of accounts for the last financial year shall be submitted by the committee to the Annual General Meeting.

**7.6** A bank account shall be opened in the name of the Association with Northern Bank Ltd Limavady or with such other bank as the committee shall from time to time decide. The committee shall authorise in writing the Honorary Treasurer and 2 members of the committee to sign cheques on behalf of the Association. All cheques must be signed by not less than 2 of the 3 authorised signatories.

## **8. TRUST PROPERTY**

The Association may appoint and may terminate the appointment of not less than 3 people to act as trustees for the purpose of holding any moneys or property belonging to the Association, The title to all or any such real and/or personal property which may be required by or for the purposes of the Association shall be vested in the trustees who shall hold the such property in trust for the Association. The trustees shall act under the instructions of the committee who shall, subject to the approval and consent of the Association as

determined by the General Committee, having the power to fill vacancies among the trustees.

## **9. ANNUAL GENERAL MEETING**

**9.1** The first Annual General Meeting of the Association shall be held not later than April 2007 and in each year thereafter an Annual General Meeting of the Association shall be held at such place and time (not being more than 15 months after the holding of the preceding Annual General Meeting) as the committee shall determine.

**9.2** At such Annual General Meeting the business shall include the following:

- a)** The election of the committee;
- b)** The election of the Zone Convener;
- c)** The appointment of an auditor or auditors OR an independent person to examine the annual accounts;
- d)** The consideration of an Annual Report of the work done by or under the auspices of the committee;
- e)** The consideration of the annual accounts;
- f)** The transaction of such other matters as may from time to time be considered necessary.

## **10. SPECIAL GENERAL MEETINGS**

The committee may at any time at its discretion upon a requisition signed by not less than 4 members having the power to vote and giving reasons for the request, call a Special General Meeting of the Association for the purpose of altering the constitution in accordance with Clause 13 hereof or of considering any matter which may be referred to them by the committee or for any other purpose.

## **11. RULES OF PROCEDURE AT ALL MEETINGS**

### **Voting**

**11.1** Subject to the provisions of the Clause 13 hereof all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat.

### **Minutes**

**11.2** Minute books shall be kept by the committee and all other sub-committees and the appropriate Secretary shall enter therein a record of all proceedings and resolutions.

### **Quorum**

**11.3** The quorum at General Meetings of the Association shall be 22 and at meetings of the committee shall be 4 or such other numbers as the committee may from time to time determine.

### **Standing Orders**

**11.4** The committee shall have the power to adopt and issue Standing Orders and/or Rules for the Association. Such Standing Orders and/or Rules shall come into operation immediately PROVIDED ALWAYS THAT they shall be subject to review by the Association in General Meeting and shall not be inconsistent with this constitution.

## **12. ALTERATIONS TO THE CONSTITUTION**

**12.1** Any alterations to this constitution shall receive the assent of not less than two-thirds of the members of the Association present and voting at the Annual General Meeting or a meeting specially called for the purpose PROVIDED THAT notice of any such alteration shall have been received by the Honorary Secretary in writing not less than 21 clear days before the meeting at which the alteration is to be brought forward.

**12.2** At least 14 clear days notice in writing of the meeting setting forth the terms of the alteration to be proposed shall be sent by the Honorary Secretary to each member of the Association PROVIDED FURTHER THAT no alteration shall be made which would cause the Association to cease to be a charity at law.

## **13. DISSOLUTION**

**13.1** If the committee by a simple majority decide at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the Association they shall call a meeting of all members of the Association who have the power to vote of which meeting not less than 21 days notice (stating the terms of the resolution to be proposed thereat) shall be given.

**13.2** If such decision shall be confirmed by the simple majority of those present and voting at such meeting the committee shall have the power to dispose of any assets held by or in the name of the Association.

**13.3** Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution of institutions having objects similar to the objects of the Association as the committee may decide.

#### **14. INDEMNITY**

The Association shall indemnify and keep indemnified every officer, member, volunteer and employee of the Association from and against all claims, demands, actions and proceedings (and all costs and expenses in connection therewith or arising there from) made or brought against the Association in connection with its activities, the actions of its officers, members, volunteers or employees, or in connection with its property and equipment but this indemnity shall NOT extend to liabilities arising from wilful and individual fraud, wrongdoing or wrongful omission part of the officer, member, volunteer or employee sought to be made liable. The Treasurer shall effect a policy of insurance in respect of this indemnity.