

SURREY COUNTY INDOOR BOWLING ASSOCIATION



Affiliated Member E.I.B.A

Member H.C.I.B.A

Web site: www.sciba.co.uk

Constitution

Main Sponsors:

The
co-operative
funeralcare

Secondary Sponsors:

LEIGHTONS
OPTICIANS & HEARING CARE

CONSTITUTION

(Revised at the Annual General Meeting on 17th April 2018)

A TITLE

1. The Association shall be called 'The Surrey County Indoor Bowling Association (SCIBA) and shall be affiliated to the English Indoor Bowling Association Limited (EIBA) and the Home Counties Indoor Bowling Association (HCIBA).

B OBJECTIVES

2. The principal objectives shall be:

- a) to foster the interests of County-affiliated Indoor Clubs and promote the indoor game of bowls for men within Surrey.
- b) to liaise with the EIBA in the general welfare of the game.
- c) to determine policies, procedures and best practice in all SCIBA matters.
- d) to organise matches with its affiliated Clubs, other Counties, and affiliated Members of the EIBA.
- e) to organise and manage any County competitions considered desirable.
- f) to arbitrate on questions of bowling law and practice referred from Clubs and to advise if requested.

C MEMBERSHIP

3. Membership shall consist of County-Affiliated Clubs (Clubs) within Surrey which are members of the EIBA and have greens, banks and ditches conforming to the Laws of the Sport as laid down by World Bowls Council.
4. Application for affiliation shall be made in writing to the Hon Secretary of the SCIBA for approval by the Executive Council (Council) of the SCIBA and shall be accompanied by:
 - a) a list of Officers of the Club
 - b) the Club address
 - c) the address of the Secretary
 - d) the number of male playing members of the Club
 - e) Green and Rink dimensions
 - f) number of rinks
 - g) remittance for the first annual subscription as specified in (5).
5. A yearly subscription, at the annual rate agreed by Council, shall be assessed from each Club's male membership numbers at the end of October each year and paid to the SCIBA by the 15th November.
6. Clubs shall adopt Rules for their self-governance which should include reference to conformity to EIBA Policies and Procedures including those for Discipline, Equality, Safeguarding and Welfare.

D ADMINISTRATION

7. The affairs of the shall be conducted by a Council comprising the Members in 7(a-d) below, all of whom shall have powers to vote:
 - a) Officers:

i) President (who shall be Chairman of the Council and of all Committees of the Council)	
ii) Senior Vice President	iii) Junior Vice President
iv) Immediate Past President	v) Life Members
vi) Hon Secretary	vii) Hon Assistant Secretary
viii) Hon Treasurer	ix) Hon Assistant Treasurer
x) Hon Fixture Secretary	xi) Hon Match Secretary
xii) Hon Competition Secretary	xiii) Hon League Secretary
xiv) Hon Deric Homes Memorial Trophy Secretary	xv) Hon Publicity Officer
xvi) Hon Surrey Indoor Patrons' Secretary	
xvii) Hon Surrey Indoor Patrons' Assistant Secretary	xviii) Hon Records Officer
 - b) Two Representatives from each Club
 - c) Hon Vice Presidents
 - d) Team Managers
8. Eleven Members personally present shall form a quorum. In the event of a representative being unable to attend a Meeting, the vacancy may be filled by a member of the same Club provided that a notice of substitution is given, by the Club concerned, to the Hon Secretary before the Meeting.
9. The Officers (7a), except the Immediate Past President and Life Members - shall be elected at the Annual General Meeting of the SCIBA from nominations made by Council or Clubs by **1st MARCH** of each year.
10. Nominations by Clubs for OFFICERS must be notified, in writing or by electronic mail, to the Hon Secretary of the SCIBA by **1st MARCH** of each year. The letter or email attachment should be signed by the President, Chairman, or Secretary of the Club, and by the Nominee

11. The names of CLUB REPRESENTATIVES must be notified to the Hon Secretary of the SCIBA by **31st MAY** of each year. Should a permanent vacancy arise during the year amongst the nominated Club representatives, a substitute nomination may be made by the Club concerned.
12. Team Managers, who shall be responsible directly to Council, shall be *APPOINTED* in line with the procedure set out in By-Law (IV), and such appointments will normally be for a period of three years.
13. Council shall have the power:
 - a) to make and amend By-Laws for the proper conduct and management of the affairs of the SCIBA
 - b) to fill any vacancy among the Officers during the year.
14. Council is empowered:
 - a) to appoint Standing Committees
 - b) to elect sub-committees for specific purposes and to determine their terms of reference.Current Standing Committees are listed at By-Law III).
Committees may co-opt other members, in particular where suitable experience and expertise relating to the subject under consideration is deemed advisable. The President may attend the proceedings of any committee in an *ex officio* capacity. Committees will all report directly to Council.

E GENERAL MEETINGS

15. The Annual General Meeting (AGM) shall be held in the second half of April of each year.
 - a) The Notice and Agenda, together with copies of the Annual Report and a list of nominations received for Officer vacancies, shall be sent to all Clubs not less than 14 days before the Meeting.
 - b) All Notices of Motion for the AGM, including proposals for alterations or amendments to the Constitution, whether from Clubs and/or Council, should be received by the Secretary by 1st MARCH each year.
16. Special General Meetings (SGM) may be called by Council or on a written requisition addressed to the Hon Secretary of the SCIBA and signed by the President and Secretary of each of FOUR clubs. Fourteen days' Notice of such Meetings, together with any motion and/or particulars stating clearly the nature of the business proposed, shall be given.
17. In addition to the two Council members, each Club shall be entitled to send TWO further Delegates to a General Meeting and both will have voting rights for the meeting.
18. All members of clubs may attend General Meetings and take part in the business of the Meeting, but voting shall be restricted to the Council or retiring Council and Club Delegates.
19. No motion or other matter shall be considered at a General Meeting unless specified on the Agenda.

F SURREY INDOOR PATRONS

20. Any member of an affiliated Club may be a Life Patron on payment of a subscription as decided at an AGM.

G LEGAL REQUIREMENTS/EIBA POLICIES AND PROCEDURES

21. The SCIBA shall conform to legal requirements including current EIBA Policies and Procedures on Discipline, Equality, Safeguarding and Welfare.