

1 TITLE AND OBJECTIVES

- 1.1 The Association shall be known as “The Cardiganshire Short Mat Bowling Association / Cymdeithas Bowlio Mat Byr Ceredigion”
- 1.2 The objectives of the Association shall be:-
 - 1.2.1 To organize and promote short mat bowling for its members
 - 1.2.2 To arrange Leagues, Matches, Tournaments and all events connected therewith with a view to the advancement, interest and fellowship of the game.
 - 1.2.3 To assist its members to achieve success.
 - 1.2.4 To offer coaching and competitive opportunities.
 - 1.2.5 To be responsible for the selection and management of the Cardiganshire County Team from amongst its affiliated members.

2 MEMBERSHIP

- 2.1 The Association shall be an Equal Opportunities Organisation
- 2.2 The Association shall review and confirm its affiliation to, and membership of, National, International, Regional and other bodies, annually at its Annual General Meeting.
- 2.3 Membership shall be open to all clubs and their players from within the County of Ceredigion, or whose play centres are outside of the County Boundary, but are located within a reasonable travelling distance to enable participation and contribution to the Association’s activities.
- 2.4 Application for membership of the Association shall be made annually by submission of application forms together with the appropriate fees to:-
 - 2.4.1 Register the Club
 - 2.4.2 Register the Club’s players and names and addresses of their Officers
 - 2.4.3 Register the Club and players for affiliation to any other relevant body, as confirmed by the Association
 - 2.4.4 Additions and Omissions to the register shall be allowed during the membership year, if arising.
 - 2.4.5 Honorary, or Life Membership, may be bestowed on those persons who, in the opinion of the Association, have made a significant contribution to the game of Short Mat Bowls in Cardiganshire.

3 FINANCE

- 3.1 The annual fees of the Association, together with the League fees, shall be determined by its members at the Annual General Meeting (AGM) and become due immediately following the AGM each year.
- 3.2 The categories of the Association fees payable shall be:-
 - 3.2.1 Club Membership Fee
 - 3.2.2 Players Membership Fee
 - 3.2.3 Other bodies as approved.
- 3.3 All monies shall be placed in a suitable Bank or Building Society Account. Withdrawals being authorized by any two of the three mandated Officers. All members of the Association shall have access to the book of account.
- 3.4 The Management Committee shall decide what re-imbusement shall be made to the Secretary and Treasurer, and also what expenses shall be made to any other authorized member acting on behalf of the Association
- 3.5 The Financial Year of the Association shall be arranged to a most suitable date for the Association and its members.
- 3.6 An audited statement of account shall be presented at the AGM.

4 ADMINISTRATION

- 4.1 The Officials and Officers of the Association shall be elected annually at the AGM and shall be:-
 - 4.1.1 Chairperson
 - 4.1.2 Vice Chairperson
 - 4.1.3 Secretary
 - 4.1.4 Treasurer
- 4.2 The Association shall be administered by a Management Committee, which shall consist of the four Officials/Officers listed under 4.1, together with a further two official representatives from each affiliated Club. All of which shall have the power to vote at any Management Committee Meeting.
- 4.3 In the event of an equality of votes, the Chairperson of the Meeting shall have the casting vote, but only if he/she has already registered a vote.
- 4.4 The Management Committee shall administer the day-to-day affairs of the Association.
- 4.5 It will have the power to appoint a Competition Secretary; a League Secretary¹ and a County Captain who will automatically be co-opted to the Management Committee with voting rights.
- 4.6 It will also be able to fill vacancies; co-opt members and form sub-committees.

- 4.7 A quorum shall consist of eight elected members of the Management Committee.
- 4.8 The Management Committee shall set up a Disciplinary Committee to deal with any protests, complaints, or disciplinary matters that may, from time to time, arise. This Committee shall consist of the Secretary and four members of the Management Committee.
- 4.8.1 The Disciplinary Committee shall have the power to impose penalties, disqualify or suspend any club or individual member.
- 4.8.2 Should the Club, or individual, subsequently wish to appeal against the Disciplinary Committee's decision, then the appeal will be heard by the full Management Committee, whose decision is final.
- 4.9 The Management Committee shall decide the days and dates of its meetings.
- 4.10 All correspondence shall be addressed to the County Secretary and correspondence sent on behalf of the Association shall be through the office of the Secretary.
- 4.11 On any point that the constitution is silent, the Management Committee may rule.

5 ANNUAL GENERAL MEETING (AGM)

- 5.1 The AGM shall be held every year **by the end**¹ of April.
- 5.2 All affiliated Clubs shall be notified at least 28 days before the meeting, of the time and venue for the meeting.
- 5.3 The business of the meeting shall include the following:-
- 5.3.1 To receive the minutes of the previous AGM and any Extraordinary General Meeting held since that date, and take any matters arising.
- 5.3.2 To receive and consider reports from the Association.
- 5.3.3 To consider and approve the Association's membership of other bodies and institutions.
- 5.3.4 To consider any other business that has been received by the Secretary at least 21 days prior to the date of the AGM.
- 5.3.5 To elect officers for the following year.
- 5.4 The voting shall be:-
- 5.4.1 One vote per currently registered member present.
- 5.4.2 No proxy, or postal votes will be allowed.
- 5.4.3 The Chairperson will have the casting vote in addition to a deliberate vote.
- 5.4.4 A motion shall be carried by a simple majority of those present and voting, except when the motion is a constitutional amendment, which shall require a two-thirds majority.
- 5.5 All Management Committee members shall be deemed to have retired at the end of the AGM unless re-elected. The new Management Committee shall assume office immediately following the AGM.

- 5.6 No amendment or additions shall be made to the Constitution except at the AGM. Clubs or individuals wishing to propose alterations or additions shall notify the Secretary in writing at least 21 days before the AGM, giving full details.

6 EXTRAORDINARY GENERAL MEETING (EGM)

- 6.1 On receipt of a written request from a group of at least three Clubs, or by decision of a simple majority of the Members of the Management Committee, the Secretary shall call an Extraordinary General Meeting.
- 6.2 All Clubs shall receive 14 days notice of the meeting and only business stated in the notice shall be discussed.

7 OPEN COMPETITIONS

- 7.1 Open competitions may be held by the Association from time to time and the entrance requirements, fees and rules for the competition will be advertised at that time.

Note: ¹ Amended at the 2014 AGM