



(As updated at the ADM on 19 Oct 15)

CONSTITUTION

1.	TITLE.	
1.1	The league will be known as 'The West Sussex Bowls League' and shall be affiliated to Sussex County Bowling Association.	
1.2	The league to be played under the Rules of Bowls England and the Laws of the Game - subject to any overriding local rules as laid down within the League and PC Cup Rules.	
1.3	The League shall be for Men only.	
1.4	The League will also run a Cup Competition which shall be known as the PC Industrial Products Cup.	
2.	MEMBERSHIP.	
2.1	Membership of the League shall be open to all teams accepted at the Annual Delegates Meeting.	
2.2	Any application to join the League, either from a Club that is not currently a member of the League or for an additional team from an existing club, shall be submitted to the Hon. Secretary prior to the first day of September in each year and shall be subject to the approval of the Management Committee and the Annual Delegates Meeting. The Management Committee shall have the right to refuse membership to any Club if they consider that such membership would not be in the best interests of the member Clubs of the League. If several applications for membership are received priority shall be given to new clubs and then 2 nd teams followed by 3 rd teams etc.	
3.	OFFICERS AND MANAGEMENT COMMITTEE.	
3.1	The office bearers of the League shall be as follows;	
	CHAIRMAN HON. SECRETARY HON. TREASURER In addition, an Honorary President may be appointed.	
3.2	The affairs of the League shall be conducted by a Management Committee consisting of the above three Officers plus four Committee Members who shall all be elected annually at the ADM by the delegates present and shall serve for a term of office commencing at the end of the ADM at which they were elected and expiring at the end of the ADM in the following year. All shall be entitled to vote at all Management Committee meetings. In the event of equality of voting at <u>any</u> meeting the Chairman shall be entitled to a second or casting vote. The four Committee posts may not be filled by more than one member from any one club.	
3.3	The Management Committee shall have the power to co-opt members to fill any vacancy arising during the year.	
3.4	The duties of the Management Committee shall be:	
	a) To control the affairs of the League on behalf of the member clubs;	
	b) To keep accurate accounts of the finances of the League through the Treasurer;	

	c)	To co-opt members to fill vacancies that arise between ADM's, if necessary;	
	d)	The Management Committee shall have the power to interpret the Rules and deal with all matters not specifically provided therein in respect of both the League and the PC Cup.	
4.	ANNUAL AND SPECIAL/EXTRAORDINARY DELEGATES MEETINGS		
4.1	The Annual Delegates Meeting (ADM) of the league shall be held in October of each year.		
4.2	Each club in membership of the League shall be entitled to send two delegates to the ADM or any Special/Extraordinary DM, who may both speak - but only one may vote. Any member of the Management Committee may act as a delegate for their club at the ADM or any Special/Extraordinary Delegates Meeting - but the club will still only receive one vote.		
4.3	Notices of motions from Clubs, for consideration at an ADM should be submitted to the Hon. Secretary by the 20 th of July in each year. Any proposals received from Clubs and any initial proposals/amendments from the Management Committee, will be forwarded to clubs by the 1st August to allow for consideration by the clubs and for any amendments to these proposals to be submitted. <u>No new proposals will be accepted</u> and any amendments to the circulated proposals are required to be in the possession of the Hon Secretary by the first day of September in each year.		
NB: for info	Any proposed changes to either the WS League 'Constitution' or to the 'League and PC Cup Rules', that any club may wish to submit for consideration at the ADM, must be submitted quoting the relevant paragraph of those documents. Any proposal being submitted should clearly show – the current Rule and paragraph No - alongside of the proposed change and shall contain the exact wording that your club wishes the proposed change to contain. In order that clubs can easily see what is being proposed for change and the reasons why, the proposal should include below the proposed change, a 'rationale' as to why your club feels the change is necessary!		
4.4	Nominations for Officers and Committee Members, for consideration at an ADM should be submitted to the Hon. Secretary by the first day of September in each year. Nominations for election as an Officer or a Committee Member may be made from the floor for any position for which a valid nomination has not been received, provided the person so nominated is present at the meeting.		
4.5	The Management Committee may call a Special/Extraordinary Delegates Meeting at any time. They must also call a Special/Extraordinary General Meeting within twenty-one days of receipt of a written request supported by at least 25% of all member clubs stating the reason for calling such a meeting. The stated reason shall be the only business discussed at such a meeting.		
4.6	The Hon Secretary shall circulate or give notice of the agenda for the meeting to all delegates not less than 21 days prior to the date of the meeting.		
4.7	The business of the Annual Delegates Meeting shall be conducted by the Chairman, or in his absence by a deputy from the Committee, appointed by the members attending at the meeting and shall be to:		
	a)	Confirm the Minutes of the previous ADM and any Special/Extraordinary DM's held since the last meeting;	
	b)	Receive the annual Reports from the Officers;	
	c)	Receive the examined accounts for the year from the Treasurer;	
	d)	Elect the Officers of the League and Committee Members;	
	e)	Review and agree League Entrance Fees;	
	f)	Accept/reject applications from new clubs/teams to enter the League and agree the formation of the divisions for the forthcoming season;	

	g)	Transact such other valid business, received in writing by the Secretary from delegates or as proposed by the Management Committee and included on the Agenda.	
	h)	Appoint an Accounts Examiner, ideally not from the same club as the current Treasurer.	
		Once the formal business of the meeting has been closed, a general discussion may take place - but no binding vote may be taken.	
4.8		A quorum for all Delegates meetings shall be one delegate from over 60% of the current member clubs. A quorum for any Management Committee meeting shall be four of which two must be Officers.	
4.9		Decisions made at meetings shall be by a simple majority vote by delegates attending and eligible to vote. In the event of equality of voting at <u>any</u> meeting the Chairman shall be entitled to a casting vote. No amendments will be accepted at an ADM or Special DM that have not been submitted in accordance with 4.3 above.	
		5. FEES AND SUBSCRIPTION	
5.1		Each member club will be required to pay a League Registration Fee – per team - which shall be determined by the Management Committee and ratified at the Annual Delegates Meeting.	
5.2		Clubs shall be required to pay this League Registration Fee prior to the 31 st December after the ADM and any Club failing to pay by the required date shall take no part in the League or Cup and shall forfeit all rights and privileges until the whole of the arrears have been paid.	
		6. CORRESPONDENCE WITH MEMBER CLUBS	
6.1		All Correspondence with member clubs will be by email and all clubs are required to supply to the League Secretary, details of two club members with an email address that may be used for the receipt by clubs of correspondence from the League.	
		7. DISSOLUTION	
7.1		If the Management Committee decides on the grounds of expense or otherwise it is desirable that the League be dissolved, it shall call a SPECIAL MEETING by giving twenty-one days notice in writing to each Member Club, stating the terms of any resolution to be proposed there at. If it is decided at the Special Meeting by a simple majority of those present and eligible to vote, that the Association shall be dissolved, the Management Committee shall wind up the Associations affairs. Any assets remaining after proper satisfaction of any liabilities properly payable shall be distributed equally to all Member Clubs.	