



# **BOWLS YORKSHIRE**

# **CONSTITUTION**

# **Bowls Yorkshire Constitution**

Date of constitution 2<sup>nd</sup> November 2025

## **1. Name and affiliation**

The name of the Governing Body is Bowls Yorkshire. Bowls Yorkshire is a member of, and shall be affiliated to, Bowls England and shall conform to and be bound by its rules, regulations and procedures. Bowls Yorkshire will also conform to the Laws of the Sport of Bowls. Bowls Yorkshire is the successor of the Yorkshire Bowling Association and there will be a transition period of up to 5 years to complete the rebranding.

## **2. Aims**

The Aims of Bowls Yorkshire are:

To promote and protect the future of bowls in Yorkshire

To support clubs to develop, grow and be sustainable

To manage County and inter-club competitions, representative teams and other County bowling events

## **3. Powers**

Bowls Yorkshire has the powers to do anything which is calculated to further its aims or is conducive or incidental to doing so.

Its powers include the power to:

(a) To manage funds to further the objects of Bowls Yorkshire including:

- a. set aside funds for special purposes or as reserves against future expenditure.
- b. open and operate bank accounts and other facilities for banking.
- c. deposit or invest funds and arrange for the investments or other property of Bowls Yorkshire to be held in the name of a nominee.
- d. engage and remunerate such staff, consultants and professional or other advisers as are necessary for carrying out the work of Bowls Yorkshire.
- e. Take out relevant insurance against any foreseeable risk considered necessary by the Board to protect Bowls Yorkshire.

(b) To raise funds to further the objects of Bowls Yorkshire including:

- a. accept (or disclaim) gifts of money and any other property.
- b. raise funds by way of subscription, donation, sponsorship or otherwise.
- c. trade to carry out the aims of Bowls Yorkshire which is not expected to give rise to taxable profits.

(c) To undertake activities independently or in partnership with other organisations to further the aims of Bowls Yorkshire including:

- a. become a member, associate or affiliate of, or act as trustee, or appoint trustees of any other organisation.
- b. co-operate with charities, voluntary bodies, statutory authorities, regulatory authorities and other bodies, and exchange information and advice with them.
- c. organise and assist in the provision of conferences, courses of instruction, exhibitions, lectures and other educational activities.
- d. establish and support, or aid in the establishment and support, of affiliated clubs.

(d) do all such other lawful things as may further Bowls Yorkshire's aims that are not excluded below

Bowls Yorkshire does not have the power to undertake financial agreements outside of the above listed powers 3(a)-(c), unless specifically approved at a General Meeting of Bowls Yorkshire.

#### **4. Application of income and any property**

- (a) The income and any property of Bowls Yorkshire must be applied solely towards the promotion of its aims.
- (b) A member of the Board or other elected officer of Bowls Yorkshire (see Clause 5 below) is entitled to be reimbursed from the income of Bowls Yorkshire; or may pay out of such income reasonable expenses properly incurred by him or her, when acting on behalf of Bowls Yorkshire.
- (c) A member of the Board or other elected officer may benefit from any indemnity insurance cover purchased at Bowls Yorkshire's expense.
- (d) None of the income or any property of Bowls Yorkshire may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of Bowls Yorkshire. This does not prevent a member who is not also a Board member or other elected officer receiving:
  - (i) a benefit from Bowls Yorkshire as a beneficiary of Bowls Yorkshire.
  - (ii) reasonable and proper remuneration for any goods or services supplied to Bowls Yorkshire.
- (e) The members (or constituent members) of Bowls Yorkshire have no liability and no personal responsibility for settling its debts and liabilities.

#### **5. The Bowls Yorkshire Board and Administrative Arrangements**

(a) The makeup of the Bowls Yorkshire Board:

There should be not less than 3 but no more than 12 elected voting members of the Board.

The Board should be constituted of the following key positions as a minimum with other roles appointed as required:

1. Chair \*\*
2. Administrator\*\*

### 3. Treasurer\*\*

The Board may appoint replacement Board members, or other officers, as necessary. The Bowls Yorkshire membership will be informed with a 28 day deadline for objections.

Any post will automatically come up for re-election at the next AGM or EGM. For continuity it is recommended that these posts should be for a minimum of 2 years; and their re-election(s) should be spread so that they do not all come round for re-election in the same year.

There should be adequate numbers of non-voting members of the Board to ensure appropriate representation of leagues, teams, interests and co-opted specialists where needed. For example, non-voting members would be those who may have an operational role but not an executive function, and in the case of a meeting where a normally voting member is the subject of the discussion and cannot vote on a matter.

The full complement of the Board and other officers supporting the Board is set out in a separate companion Management document.

#### (b) Duties of the Bowls Yorkshire Board.

It is the duty of each Board member:

- (i) to exercise their powers and to perform their functions in the way they decide in good faith that would be most likely to further the purposes of Bowls Yorkshire.
- (ii) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances or is reasonable to expect from their profession or working background.
- (iii) to act in line with the Code of Conduct for Bowls. Any misconduct by Board members (and by members of any Committees appointed by the Board) will be dealt with in accordance with the appropriate Bowls England Regulation.

#### (c) Delegation by the Bowls Yorkshire Board

- (i) The Board may delegate any of their powers or functions to a committee or committees, and, if they do, they must determine the terms and conditions on which the delegation is made. The Board may at any time alter those terms and conditions or revoke the delegation.
- (ii) A committee may consist of two or more persons, but at least one member of each committee must be a member of the Board Committee.
- (iii) The actions, decisions and proceedings of any committee must be brought to the attention of the Board as a whole, as soon as it is reasonably practicable.

## 6. Rules/Regulations

- (a) The Board may from time to time make such reasonable and proper regulations, rules or byelaws as they may deem necessary or expedient for the proper conduct

and management of Bowls Yorkshire, but such regulations, rules or bye laws must not be inconsistent with any provision of this constitution or affiliated governing bodies rules and regulations.

- (b) Copies of any such rules or bye laws currently in force must be freely available to any member of Bowls Yorkshire on request or electronically via a website, for example.

## **7. Meetings and proceedings of the Bowls Yorkshire Board**

Notifications of meetings, including agendas, and the subsequent minutes of those meetings will be made available to members as soon as possible after the meeting via the Bowls Yorkshire website. The exception will be any minute that is confidential.

### **(a) Calling meetings**

Any member of the Board may call a meeting of the Board.

### **(b) Chairing of meetings**

In the absence of the Chair, the Board may appoint one of their number to chair a meeting.

### **(c) Conflicts of interest and conflicts of loyalty**

An Board member, other elected officer or connected person must:

- (i) declare the nature and extent of any conflict of interest between them and the expected operation of Bowls Yorkshire.
- (ii) absent himself or herself from any discussions of the Board in which it is possible that a conflict of interest will arise.

### **(d) Procedure at meetings**

- (i) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is two Board members eligible to vote on a matter, or the number nearest to one third of the total number of Board members, whichever is greater, or such larger number as the Board members may decide from time to time.
- (ii) In the case of any equality of votes, the chair at that time shall have a second or casting vote.

### **(e) Participation in meetings by electronic means**

A meeting may be held by suitable electronic means agreed by the Board in which each participant may communicate with all the other participants.

(f) Minutes

The Bowls Yorkshire Board must keep minutes of all:

- (i) appointments of officers made by the Board.
- (ii) proceedings at general meetings of Bowls Yorkshire.
- (iii) meetings of the Board including:
  - i. the names of the Board Officers present at the meeting.
  - ii. the decisions made at the meetings.
  - iii. where appropriate the reasons for the decisions.
- (iv) decisions made by the Board otherwise than in meetings.

The Board may agree that someone from their membership will take the minutes of any discussions and/or meetings; or to co-opt another person (with no voting rights on the Board) to take such minutes.

(g) Accounting records, accounts, annual reports and returns, register maintenance.

The Board must comply with widely recognised standards for the keeping of accounting records, to the preparation and scrutiny of statements of accounts, and to the preparation of annual reports and returns.

**8. Benefits and payments to members of the Board, elected officers and other connected persons**

a) General Provisions

No member of the Board, other elected officer or connected person may:

- (i) buy or receive any goods or services from Bowls Yorkshire on terms preferential to those applicable to members of the public.
- (ii) sell goods, services or any interest in land to Bowls Yorkshire.
- (iii) be employed by or receive any remuneration from Bowls Yorkshire.
- (iv) receive any other financial benefit from Bowls Yorkshire.

unless the payment or benefit is permitted by sub-clause (b) of this clause. In this clause a “financial benefit” means a benefit, direct or indirect, which is either money or has a monetary value.

b) Scope and powers permitting Board member, other elected officers or connected persons' benefits

- (i) A Board member, other elected officer or connected person may receive a benefit from Bowls Yorkshire as a beneficiary of Bowls Yorkshire provided that a majority of them do not benefit in this way.
- (ii) A Board member, other elected officer or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to Bowls Yorkshire.
- (iii) A Board member, other elected officer or connected person may receive interest on money lent to Bowls Yorkshire at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).
- (iv) A Board member, other elected officer or connected person may receive rent for premises let by one or more of those persons to Bowls Yorkshire. The amount of the rent and the other terms of the lease must be reasonable and proper. The person/persons concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
- (v) A Board member, other elected officer or connected person may take part in the normal trading and fundraising activities of Bowls Yorkshire on the same terms as members of the public.

## **9. Membership of Bowls Yorkshire**

### **(a) Eligibility**

Membership of Bowls Yorkshire is open to any body which is interested in furthering the objects of Bowls Yorkshire, and who, by applying for membership, has indicated their agreement to become a member and acceptance of the obligations of members set out in Clauses 10-12 below.

### **(b) Admission of new members and procedure**

The Bowls Yorkshire Board:

- (i) may require applications for membership to be made in any reasonable way that they decide.
- (ii) shall, if they approve an application for membership, notify the applicant of their decision within 21 days.
- (iii) may refuse an application for membership if they believe that it is in the best interests of Bowls Yorkshire for them to do so.
- (iv) shall, if they decide to refuse an application for membership, give the applicant their reasons for doing so, within 21 days of the decision being taken, and give the applicant the opportunity to appeal against the refusal.

- (vi) shall give fair consideration to any such appeal, and shall inform the applicant of their decision, but any decision to confirm refusal of the application for membership shall be final.

## **10. Duty of members**

It is the duty of each member of Bowls Yorkshire to exercise their powers as a member of Bowls Yorkshire in the way they decide is in good faith and would be most likely to further the objects of Bowls Yorkshire.

As an affiliated member of Bowls England, member clubs must adopt and follow –

- a) All policies and guidelines approved by Bowls England. Including but not limited to financial, safeguarding, inclusion and anti-doping policies.
- b) All procedures set out by Bowls England when dealing with any disciplinary/misconduct issues.
- c) All sanctions, recommendations and/or decisions arising from the Case Management Panel or National Disciplinary Panel.

See Clauses 11 and 12 below.

Members of Bowls Yorkshire have a duty to follow Bowls Yorkshire operational rules, regulations and policies, including to provide information and data to assist Bowls Yorkshire in meeting its aims.

## **11. Safeguarding - protection of children and vulnerable adults**

Bowls Yorkshire shall adhere to the Safeguarding Policy of Bowls England; and will ensure that all the contents are communicated to members of Bowls Yorkshire by the County Safeguarding Officer.

Members of Bowls Yorkshire must ensure their Safeguarding policy, Safeguarding Guidelines, and their Safeguarding Officers name and contact details are clearly displayed within their premises for all constituent members and visitors.

Members are required to send their Safeguarding Officers details to the County Safeguarding Officer via the Club Return.

## **12. Code of Conduct / Disciplinary action including suspension**

Bowls Yorkshire follows the Code of Conduct in Bowls. It therefore expects members (and their constituent members), the Bowls Yorkshire Board, and members of any Bowls Yorkshire Committees, to do so as well. The Code of Conduct applies to behaviour on site, or elsewhere if such behaviour brings Bowls Yorkshire or any of its members into disrepute.

Any procedure instigated by Bowls Yorkshire in dealing with complaints of misconduct of members (or their constituent members) shall be dealt with in accordance with Bowls England Disciplinary Rules in relation to misconduct at Club Level, or any other relevant rules and regulations that may be made by Bowls England from time to time.

Bowls Yorkshire and its members (and constituent members) will at all times have regard to the applicable rules and regulations of Bowls England in taking disciplinary action against members (and constituent members) where appropriate and in the interests of Bowls Yorkshire.

A copy of Bowls England's Disciplinary Rules in relation to misconduct at Club Level, or any other relevant rules and regulations made by Bowls England in respect of taking disciplinary action against members is available to any member on request.

Issues of Misconduct for any other circumstance will be initially dealt with in line with the relevant Bowls England Regulations, but any subsequent appeal will be made to the Board. Any decision by the Board in relation to any appeal will be final.

### **13. Termination of membership**

Membership of Bowls Yorkshire comes to an end if:

- (i) the member organisation ceases to exist.
- (ii) the member sends a notice of resignation to Bowls Yorkshire.
- (iii) any sum of money owed by the member to Bowls Yorkshire is not paid in full within six months of its falling due.
- (iv) the Board decide that it is in the best interests of Bowls Yorkshire that the member in question should be removed from membership and pass a resolution to that effect.

Before the Board take any decision to remove a member from Bowls Yorkshire they must:

- (i) meet to discuss and agree the reasons for the proposed removal.
- (ii) inform the member of the reasons why it is proposed to remove them from Bowls Yorkshire.
- (iii) give the member at least 21 clear days' notice in which to make representations to the Board as to why they should not be removed from membership.
- (iv) at a duly constituted meeting of the Board, consider whether or not the member should be removed from membership.
- (v) consider at that meeting any representations which the member makes as to why the member should not be removed.
- (vi) allow the member, or the member's representative, to make those representations in person at that meeting, if the member so chooses.

### **14. Membership fees**

Members of Bowls Yorkshire must pay reasonable membership fees as set out below:

- (a) Every club, on becoming a member of Bowls Yorkshire, shall pay an annual affiliation fee. This fee will include the affiliation fee payable to Bowls England.
- (b) The amount of the annual affiliation fee shall be fixed at the Annual General Meeting of Bowls Yorkshire.
- (c) Any member club failing to pay the fee by the specified date shall forfeit all the rights and privileges of affiliation until the whole of such arrears have been discharged.
- (d) Members have a duty to inform Bowls Yorkshire Board about any changes in membership numbers, as required by the Board; and pay any resultant affiliation fee.
- (e) Any other fees not specifically mentioned in this Constitution, or associated Rules/Regulations, shall be decided at an Annual General Meeting.
- (f) A constituent club member wishing to give additional financial support to Bowls Yorkshire may on application, become a Patron of Bowls Yorkshire. Patrons shall have no special privileges and take no part in the administration of Bowls Yorkshire unless entitled to do so by virtue of holding office or other rights under this Constitution and regulations of Bowls Yorkshire. The minimum amount payable to become a Patron shall, from time to time, be determined at the Annual General Meeting of Bowls Yorkshire.

## **15. Members' decisions**

### **(1) General provisions**

For voting purposes, clubs with a bowling membership not exceeding 50 may be represented by two delegates and those with a bowling membership exceeding 50 by three delegates. The Bowls Yorkshire Board may change the delegate rules at any time following consultation with members; and any agreed changes will be reflected in the companion Bowls Yorkshire Rules document and/or changes to this Constitution.

### **(2) Taking ordinary decisions by vote**

Subject to sub-clause (4) of this clause, any decision of the members of Bowls Yorkshire may be taken by means of a resolution at a general meeting. Such a resolution may be passed by a simple majority of eligible votes cast at the meeting (including votes cast by postal or email ballot, and proxy votes).

### **(3) Taking ordinary decisions by written resolution without a general meeting**

- a. Subject to sub-clause (4) of this clause, a resolution in writing agreed by a simple majority of all the members who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective, provided that:
  - i. a copy of the proposed resolution has been sent to all the members eligible to vote; and

- ii. a simple majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature (or in the case of an organisation which is a member, by execution according to its usual procedure), by a statement of their identity accompanying the document, or in such other manner as Bowls Yorkshire has specified.
- b. Not less than 10% of the members of Bowls Yorkshire may request the Board to make a proposal for the decision by the members.
- c. The Bowls Yorkshire Board must within 21 days of receiving such a request comply with it if
  - i. The proposal is not frivolous or vexatious and does not involve the publication of defamatory material.
  - ii. The proposal is stated with sufficient clarity to enable effect to be given to it if it is agreed by the members; and
  - iii. Effect can lawfully be given to the proposal if it is so agreed.
- d. Sub-clauses (a) to (c) of this clause apply to a proposal made at the request of members.

#### (4) Decisions that must be taken in a particular way

- (a) Any decision to remove a member of Bowls Yorkshire must be taken in accordance with clause 13 of this Constitution.
- (b) Any decision to amend this Constitution must be taken in accordance with clause 20 of this Constitution.
- (c) Any decision to wind up or dissolve Bowls Yorkshire must be taken in accordance with clause 21 of this constitution.

### **16. General meetings of members**

- (a) The Annual General Meeting of Bowls Yorkshire shall normally be held before the last day of December in each year, or no more than 15 months from the last one.
- (b) A Special/ Extraordinary General Meeting may be convened at any time on the instructions of the Board Committee or on receipt of a request signed by the chairs and secretaries of 25% of the affiliated clubs clearly stating, in writing to Bowls Yorkshire Administrator, the business to be submitted to the meeting.
- (c) Notices of General Meetings, together with a copy of the agenda for such meetings and the minutes of the previous meeting, shall be sent to all persons entitled to attend the meeting at least 21 days before the date of the meeting.

- (d) Resolutions at a General Meeting must be carried by a two thirds majority of those present and entitled to vote.
- (e) General Meetings may be attended by the Board Officers, Committee members and appointed delegates of affiliated clubs. In addition, other members of affiliated clubs may attend and speak but not vote. The Bowls Yorkshire reserves the right to limit the attendance of additional attendees based on availability of space at the meeting venue or of any such virtual platform as authorised by the Board Committee.
- (f) Voting shall be by a show of hands except in the following cases when there should normally be a scroll vote:
  - a. The appointment of Officers or
  - b. when a demand is made for a scroll vote on the motion for such a vote is carried, without debate, by a majority of those present who are entitled to vote.
- (g) Member(s) to represent Bowls Yorkshire at meetings of Bowls England and other bodies associated with the organisation/ administration of bowls for the benefit of Bowls Yorkshire or its members shall be appointed at the Annual General Meeting, or through consultation with members.

## **17. Use of electronic communications**

The Bowls Yorkshire will comply with:

- (a) the requirement to provide within 21 days to any member (or constituent member) on request a hard copy of any document or information sent to the member otherwise than in hard copy form;
- (b) any requirements to provide information to Bowls England in a particular form or manner.

### To Bowls Yorkshire

Any member may communicate electronically with Bowls Yorkshire to an address specified by Bowls Yorkshire for the purpose, so long as the communication is authenticated in a manner which is satisfactory to Bowls Yorkshire.

### By Bowls Yorkshire

- (a) Any member (or constituent member) of Bowls Yorkshire, by providing Bowls Yorkshire with their email address or similar, is taken to have agreed to receive communications from Bowls Yorkshire in electronic form at that address, unless the member has indicated to Bowls Yorkshire their unwillingness to receive such communications in that form.
- (b) The Board may, subject to compliance with any legal requirements, by means of publication on its website:

- (i) provide the members with the notice referred to in clause 16(c) (Notices of General Meetings).
  - (ii) give members of the Board Committee notice of their meetings in accordance with clause 7(a) (Calling meetings).
  - (iii) submit any proposal to the members or Board Committee members for decision by written resolution or postal vote.
- (c) For decisions by members taken by resolution in writing, or the provisions for postal voting, Bowls Yorkshire Board must:
- (i) take reasonable steps to ensure that members are promptly notified of the publication of any such notice or proposal.
  - (ii) send any such notice or proposal in hard copy form to any member who has not consented to receive communications in electronic form.

## **18. Keeping of Registers**

Bowls Yorkshire must keep, and provide access to, registers of its members, the Board and other officers, in line with GDPR Regulations.

## **19. Disputes**

If a dispute arises between members of Bowls Yorkshire about the validity or propriety of anything done by the officers, committee members and/or members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before referral by the Board to Bowls England.

## **20. Amendment of constitution**

- (a) This constitution can only be amended:
- (i) by resolution agreed in writing by all members of Bowls Yorkshire; or
  - (ii) by a resolution passed by a 75% majority of votes cast at the Annual General Meeting, or Special Meeting called for that purpose, of the members of Bowls Yorkshire.
- (b) No amendment that is inconsistent with Bowls England Regulations shall be valid.
- (c) A copy of any resolution altering the constitution, together with a copy of Bowls Yorkshire's constitution as amended, must be sent to Bowls England within 15 days from the date on which the resolution is passed.

## **21. Dissolution of Bowls Yorkshire**

Before Bowls Yorkshire can be dissolved:

- (i) the Board must ensure that a copy of the application and resolution is sent within 7 days of the Board decision to every member of Bowls Yorkshire, and to any Board member of Bowls Yorkshire who was not privy to the application.

- (ii) the resolution must be passed by the members of Bowls Yorkshire at a quorate Special General Meeting called for that purpose.
- (iii) there is a declaration by the Board that any debts and other liabilities of Bowls Yorkshire have been settled or otherwise provided for in full; and
- (iv) a statement by the Board setting out the way in which any income and property of Bowls Yorkshire has been or is to be applied prior to its dissolution in accordance with this Constitution.

## **22. Liability of members to contribute to the assets of Bowls Yorkshire if it is wound up**

If The Bowls Yorkshire is wound up, the members (or constituent members) of Bowls Yorkshire have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

## **23. Interpretation**

In this constitution:

“Connected person” means:

- (a) a child, parent, grandchild, grandparent, brother or sister of the Board member
- (b) the spouse or civil partner of the Board member or of any person falling within sub-clause (a) above
- (c) a person carrying on business in partnership with the Board member or with any person falling within sub-clause (a) or (b) above
- (d) an institution which is controlled -
  - (i) by the Board member or any connected person falling within sub-clause (a), (b), or (c) above
  - (ii) by two or more persons falling within sub-clause (d)(i), when taken together
- (e) a body corporate which -
  - (i) the Board member or any connected person falling within sub-clauses (a) to (c) has a substantial interest
  - (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.