

# LEICESTERSHIRE INDOOR BOWLING ASSOCIATION (LIBA)

Founded 1979

Affiliated to EIBA ~ MCIBA ~ MSIBL

## CONSTITUTION & RULES

### 1. TITLE

The Association shall be called the "Leicestershire Indoor Bowling Association" hereinafter referred to as the "Association".

### 2. OBJECTIVES

- (i) The objectives of the "Association" are to promote, foster and safeguard the level green game of "Indoor Bowls" in the County of Leicestershire & Rutland.
- (ii) To Adopt and enforce the laws and rules of the game as prescribed for the time being by the "English Indoor Bowling Association" (EIBA) and "BIIBC".
- (iii) To compete as a County in the various EIBA (County) competitions, the MCIBA trophy, MSIBL trophy and any other such competitions which may be promoted from time to time for the benefit of the game or as may be required by the EIBA.
- (iv) To hold annually Inter-Club, County Championship competitions and other competitions as shall be determined from time to time by members or the EIBA.
- (v) To hold annually Inter-County, Friendly & Other representative matches.

### 3. MEMBERSHIP

- (i) Full affiliated membership of the ASSOCIATION shall be open to Indoor Bowling Clubs in the County of Leicestershire & Rutland, plus a MAXIMUM of ONE indoor bowling club from a neighbouring County and having greens with a minimum of 34 metres and not more than 40 metres with banks and ditches conforming to the laws of the game as prescribed by the EIBA and BIIBC.
- (ii) Associate Affiliated Membership of the ASSOCIATION shall be open to any club or association within Leicestershire & Rutland who play Indoor Bowls but whose green does not conform to the laws of the game as specified in rule 3 (i).  
Such membership shall be entitled to send two representatives to attend the AGM of the ASSOCIATION and entitled to speak on any subject matter being part of any such agenda for the meeting BUT shall NOT be entitled to vote and/or nominate or stand for election to any office as prescribed under rule 9 (i).
- (iii) Each application for a Full or Associate Membership shall be submitted in writing to the Honorary Secretary of the ASSOCIATION and accompanied by Names and contact details of the Secretary, Fixture Secretary and all other officers, plus a copy of the clubs "Constitution & Rules".  
Note: After Affiliation, Clubs shall notify the Honorary Secretary of the ASSOCIATION details annually of the clubs officers etc. as per rule 3 (iii) a, b and c above, not later than 31<sup>st</sup> August of each year.
- (iv) It shall be a condition of affiliation to this ASSOCIATION that these rules shall be accepted as binding upon every club and through that club it's individual members.

### 4. FEES AND SUBSCRIPTIONS

- (i) FULL AFFILIATED MEMBERSHIP: An annual subscription of a Capitation Fee (based on the male membership of the club of the preceding year) as fixed by its AGM shall be paid to the ASSOCIATION by each affiliated club no later than the 31<sup>st</sup> October of each year. Any club failing to pay such fees by the due date shall forfeit all rights and privileges of membership until all dues are paid. The above forfeiture of rights shall include the eligibility of the club and / or it members to compete in any matches or competitions so arranged by the ASSOCIATION whilst in default of this rule.

- (ii) ASSOCIATE AFFILIATED MEMBERSHIP: An annual Capitation \fee as determined from time to time by the Executive Committee of the association shall be paid to the ASSOCIATION by the Associate Member club no later than the 31<sup>st</sup> October of each year. Any club failing to pay such fees by the due date shall forfeit all rights and privileges of Associate Membership until all dues are paid.

5. AFFAIRS OF THE ASSOCIATION

- (i) The affairs of the ASSOCIATION shall be agreed at the Annual General meeting (AGM) by a COUNCIL consisting of the following Honorary roles:
  - (a) Chairman, Secretary, Assistant Secretary, Treasurer, Fixture Secretary, Match Secretary, Competition Secretary, Inter-League Secretary & Immediate Past President / Chairman
  - (b) All Past Presidents and Honorary Life Members.
  - (c) 2 delegates from each affiliated club.
  - (d) Up to a further three Delegates may be appointed, based on a ratio of one additional delegate per 100 FULL BOWLING MALE members over a base of 400.
  - (e) An officer shall be entitled to carry out more than one of the above roles within the executive but will only have one vote.
- (ii) QUORUM: TWELVE (12) members shall constitute a QUORUM OF THE COUNCIL.
- (iii) The names of all CLUB DELEGATES shall be submitted in writing to the Honorary Secretary of the ASSOCIATION not later than 30<sup>th</sup> April each year.
- (iv) Substitute Delegates for the Council or AGM may be nominated by full Affiliated Member Clubs, providing the Honorary Secretary of the ASSOCIATION receive written confirmation prior to the day of such meeting.

6. ADMINISTRATION & EXECUTIVE COMMITTEE

- (i) The Executive Committee shall be elected at the Annual General Meeting (AGM) and is responsible for the administration of the association and shall consist of the following Honorary roles: Chairman, Secretary, Assistant Secretary, Treasurer, Fixture Secretary, Match Secretary, Competition Secretary, Inter-League Secretary, Immediate Past President / Chairman, Safeguarding Officer, Midland Counties Delegate & Midland Senior League Delegate.  
(An officer shall be entitled to carry out more than one of the above roles within the council but will only have one vote except for the Chairman who has a casting vote in the case of a tied vote).
- (ii) At the conclusion of the AGM the council shall complete the formation of the Executive Committee with the election of ONE delegate from each full Affiliated Member Club from those submitted in 5 (iii)
- (iii) If the Club delegate is unable to attend an Executive Committee meeting a substitute may attend with full voting rights.
- (iv) If a club delegate fails to attend 3 consecutive meetings of the Executive Committee and no substitute is appointed, the County Secretary will ask the club concerned to nominate another member as club delegate.
- (v) The following will also be elected as non-voting executive officers if nominees are available: Midland Counties 2nd Representative, Midland Seniors League 2nd Representative and Media Officer
- (vi) The Executive Committee may fill any vacancy of officers and / or members of the committee which occurs during the year.
- (vii) Persons may also be co-opted by the Executive Committee for special purposes BUT those persons shall not be entitled to vote.
- (viii) 6 members of the Executive Committee, excluding co-opted members shall constitute a QUORUM of which not less than three must be officers of the association.

## 7. EMERGENCY COMMITTEE

- (i) The Executive Committee shall appoint Emergency Committee to deal with urgent matters comprising of the Chairman, Honorary Secretary, Honorary Inter-League Secretary together with TWO additional members of the Executive Committee.
- (ii) Three members shall constitute a quorum of the Emergency Committee.

## 8. GENERAL MEETINGS

- (i) The Annual General Meeting (AGM) of the council shall be held within the first FOURTEEN days of MAY each year. Twenty-eight (28) days written notice complete with agenda shall be sent by the County Secretary of the ASSOCIATION to all affiliated clubs and to members of the Executive Committee stating date, time and venue of such meetings.
- (ii) An Ordinary General Meeting (OGM) may be called by the Executive Committee. Twenty-eight (28) days written notice complete with agenda shall be given by the County Secretary of the ASSOCIATION to all Delegates being members of the Council of the Affiliated Clubs and to the members of the Executive Committee stating date, time and venue of such a meeting.
- (iii) An Extra Ordinary General meeting shall be authorised and called by the Executive Committee if a proper requisition stating the reason for such a meeting is received by the County Secretary of the ASSOCIATION and is signed by three (3) accredited delegates from three (3) Affiliated Clubs. i.e. Nine (9) signatories in total. Fourteen (14) days written notice complete with agenda shall be sent by the County Secretary of the ASSOCIATION to all the Delegates of the Council of the Affiliated Clubs and to members of the Executive Committee stating date, time and venue of such meetings.

## 9. NOMINATIONS FOR ELECTION

- (i) Nominations for candidates for the election of officers at the AGM shall be signed by the Secretary and the Chairman or a nominated representative of the proposing club and shall be countersigned by the Nominee confirming consent.
- (ii) Such nominations shall be submitted in writing to the Honorary Secretary of the association at least 14 days prior to the Annual General Meeting.

## 10. CONSTITUTION & RULES

- (i) Any alteration or additions to the "Constitution & Rules" shall require a 80% majority of the Council in favor of any such proposal.
- (ii) Any questions or matters arising from the interpretation of these "Rules" shall be dealt with by the Executive Committee, whose decision shall be final.
- (iii) Any questions or matters arising and not provided for in the foregoing "Constitution & Rules" which are considered urgent, shall be dealt with by the Executive Committee. All such decisions shall then be formally ratified by being part of an agenda of the next AGM, GM or ExGM of the Council.
- (iv) A copy of the "Constitution & Rules" shall be sent to the Secretary of all Affiliated Member Clubs.

## 11. SELECTION

### 11.1 TEAM MANAGERS

- (i) A Team Manager or Team Managers will be appointed or reaffirmed at the first meeting of each season by the Executive Committee from nominations from Affiliated Clubs or the Executive committee.  
Team Manager(s) need not be a Council delegate but shall have been nominated by a Full Affiliated club, not necessarily his own or the County Executive.
- (ii) The Executive Committee shall ask for further nominations should they consider it appropriate.
- (iii) Team Manager(s) shall attend Executive meetings, when requested to do so.
- (iv) Team Manager(s) shall be responsible for the selection of the following representative games:

- Liberty Trophy
  - EIBA Over 60's
  - Midland County Warwickshire Trophy
  - Midland Seniors League
  - Under 25's
  - Under 18's
- (v) The Match Secretary along with a nominated selector from each Full Affiliated club shall be responsible for the selection and formation of the following representative games:
- Inter-County
  - Friendly
  - Presidential

#### 11.2 TERMS OF REFERENCE

- (i) These will be determined from time to time as required and promulgated by the Executive Committee in respect of the Selection Committees function and to the specific responsibilities of the Team Manager(s)
- (!!) The Terms of Reference should be read in conjunction with and as an attachment to these Constitution & Rules.

#### 12. RECORDS OF ADMINISTRATION

- (i) The Honorary Secretary shall keep records of all business transacted by the ASSOCIATION and shall submit a report of such business during the previous year at the AGM.
- (ii) The Honorary Treasurer shall keep records of all financial business transacted by the ASSOCIATION and shall submit a full financial statement and Balance Sheet for the year ending 31<sup>st</sup> March, being audited and signed by an independent auditor approved by the Executive.
- (iii) Records as per 12 (i) and (ii) shall be held for a minimum of 7 years from date of record.

#### 13. CODE OF CONDUCT FOR PLAYERS: DISCIPLINE AND APPEALS PROCEDURE

- (i) This code of conduct for players as well as the discipline and appeals procedure apply to all events under the control of the ASSOCIATION.
- (ii) The ASSOCIATION reserves the right to investigate all reported incidents and take whatever action is deemed to be appropriate in the circumstances.
- (iii) All complaints alleging misconduct by a player or players must be reported in writing to the Honorary Secretary of the ASSOCIATION within seven (7) days of the date of the alleged incident.
- (iv) If the Honorary Secretary is not able to resolve the matter directly with those involved, he, (or his appointed substitute) will immediately request an Emergency Committee meeting to carry out an investigation into the alleged incident.
- (v) At the conclusion of the investigation, if, in the opinion of the Emergency Committee there is a case to answer, a meeting of the Executive Committee will be convened to hear the complaint. The alleged offender must be advised of the allegations in writing by the Honorary Secretary and invited to attend the hearing by the Executive Committee. At the hearing the alleged offender has the right to be represented.
- (vi) The decision of the Executive Committee will be advised to the player involved within 48 hours of the hearing in a written notice which will give details of any disciplinary action which may include issuing a warning, verbal or written, exclusion from ASSOCIATION events for a time limited period or expulsion from the ASSOCIATION.
- (vii) Within fourteen (14) days of the date of the notice of disciplinary action, the player has the right to appeal to a General Meeting of the Council on giving notice to the Honorary Secretary in writing. A request for an appeal hearing shall indicate the

basis on which the request is made. The player has the right to be represented at the Extra Ordinary General Meeting of the Council and call witnesses.

- (viii) When all the evidence has been provided at the ExOGM of the Council, the Council members will consider the case and a vote taken. The Council members have the option of confirming the decision of the Executive Committee or changing it in light of any additional information that may have been provided to the ExOGM.
- (ix) The decision of the Council, which shall be communicated in writing to the player is final and binding.

Honorary Secretary  
Approved and updated May 2023