

‘Dreigiau Clwyd Dragons’

Crown Green Bowling Association

Constitution

1. Designation : The Association shall be known as the ‘Dreigiau Clwyd Dragons Crown Green Bowling Association’.

2. Affiliation : The Association shall be affiliated to Glyndwr Bowling Association and British Federation of Crown Green Bowls.

3. Objectives of the Association

- a] Provide players in the Glyndwr area an opportunity to participate in representative games within the Federation of Crown Green Bowls league structure.
- b] To seek promotion within Federation of Crown Green Bowls league structure. To reach Div 5 within 3 years.
- c] To promote inclusivity. Men, veterans, ladies and juniors selected on merit.
- d] Through participation of players in matches to promote health and wellbeing and enjoyment of the game.
- e] Match fees [amount paid by each player selected] kept to lowest amount possible – subject to sponsorship secured.
- f] To adhere to Safeguarding Policy.

4. Dissolution Clause

Should Dreigiau Clwyd Dragons Bowling Association cease or become unviable for whatever reason any monies/grants secured within the relevant financial year will be either returned to the grant funder or donated to the Welsh Crown Green Bowling Association.

5. Management : The entire management of the Association shall be delegated to a Management Committee to be appointed at the Annual General Meeting. The

Management Committee shall consist of the following officers : Chair, Secretary, Treasurer, and one additional Team Selector. The Management Committee will meet as required [as notified by the Secretary] but at least once pre season to ensure smooth running of the Association.

In addition, the Management Committee has the authority to form a Disciplinary Committee. This shall consist of the Officers noted earlier plus one other person of suitable experience and knowledge co-opted from the Association's membership. This committee has the remit to investigate complaints and then determine a suitable course of action for the complaint concerned. This committee has the power to admonish, discipline, suspend, and ultimately expel any member of the Association from its activities if the complaint is found to be upheld.

The Association will adhere to the ' Safeguarding Children and Vulnerable Adults Policy' as adopted by the Glyndwr Bowling Association.

6. Membership : Association membership is open to any persons who are members of any clubs who are currently affiliated to the Glyndwr Bowling Association.

7. Election of Officers : All Association officers shall be elected annually at the Association Annual General Meeting. Any member wishing to serve as an officer of the Association must notify the Secretary at least 7 days in advance in writing/e-mail. In circumstances where there are vacant officer position(s) and no application(s) have been made, the Management Committee may then (during the course of the Annual General Meeting) request applications to serve from the assembled members attending.

8. Resignations : Resignations either by a rank and file member or an officer of the Association, must be made in writing to the Secretary. In cases of officer(s) resigning, the Association is first empowered and then duty bound to solicit a replacement from the Association's membership. The new post holder shall then hold

the post on an interim basis until to and pending the result of the next Association Annual General Meeting.

9. Membership Term : For the purposes of efficient administration, membership of the Association shall run as the calendar year. Accordingly, Association accounts should be prepared to these guidelines and presented at the AGM.

10. Voting Powers : In all meetings the Association shall operate a one member, one vote policy. In the event of a tied vote, the chair shall cast the final and casting vote.

11. Officers Responsibilities : **The Chair** shall be responsible for presiding over all Association meetings. In the event of unavailability, the Chair shall delegate another Management Committee member to conduct business in that particular meeting. **The Secretary** shall be responsible for recording the minutes of meetings, for giving notice of such meetings and dealing with the Association's correspondence. In addition, the Secretary shall notify, liaise, and co-ordinate with all interested parties to ensure the smooth running of events in accordance with the requirements of the British Federation of Crown Green Bowls and input match results on the Federation of Crown Green Bowls website. **The Treasurer** shall be responsible for controlling all financial matters of the Association and banking all monies in the name of the Dreigiau Clwyd Dragons Crown Green Bowling Association. Interim accounts [bank statements] should be submitted at all management meetings, and a copy given to the Secretary for record purposes. There will be two signatories to all cheques issued in the name of the Association [the two signatories will be the Secretary and Treasurer].

12. Selection

The Selection Committee will consist of the Team Selector, Secretary and Chair. Selection will be based on choosing the best available team on merit from players who are entitled to play and have confirmed a wish to participate. The Selection Committee will select two sides consisting of 12 home and 12 away players (not

counting reserves) and select preferred venue in liason with relevant Club.

Match fees will be identical for both home and away players [currently £10 per player which includes £2 sweep]. Payment of match fees is mandatory. Management Committee has delegated authority to amend actual amount of match fee as required.

13. Annual General Meeting : The business of the Annual General Meeting (AGM) shall be as follows :

- (A) Chair's Welcome and Opening Address
- (B) Apologies for Absence
- (C) Condolences
- (D) Minutes of the previous Annual General Meeting.
- (E) Matters Arising
- (F) Secretary's Report
- (G) Treasurer's Report
- (H) Team Selectors Report
- (I) Election of Officers : Chair, Secretary, Treasurer, Team Selector.
- (J) Recommendations from the Management Committee.
- (K) Notice(s) of Motion received.

14. Notices Of Motion : All meetings will be held at a suitable venue designated by the Secretary. Notice of the Annual General Meeting along with any notice(s) of motion must be given at least fourteen days prior to the meeting. Any member(s) submitting a motion, must then subsequently attend the Annual General Meeting. Failure to attend will ensure the motions failure to become adopted. All notices must must include full details of the proposition to ensure more informed discussion.

15. Extraordinary General Meetings : An Extraordinary General Meeting may be called by the Secretary when directed by the Management Committee or on receipt of a petition signed by at least eight Association members. At least fourteen

days notice of such a meeting, specifying the business to be transacted should then be communicated to all members. No other business other than that specified in the petition shall then be transacted at such a meeting.

16. Interpretation of The Association Constitution : Any dispute as to the intent and meaning of this constitution shall be decided by the Management Committee whose decision shall be final and binding. The constitution and Association rules can only be amended at a properly convened Annual General Meeting (AGM) or Extraordinary General Meeting (EGM), by a majority vote of members present.

Appendix 1

Equal Opportunities Policy Statement

Our aim is to ensure that all people are treated equally, irrespective of disability, race, colour, religion, nationality, ethnic origin, age, sex or marital status. This Policy sets out instructions that all members are required to follow in order to ensure that this is achieved.

Policy

- ✓ *There shall be no discrimination on account of disability, race, colour, religion, nationality, ethnic origin, age, sex or marital status;*
- ✓ *The society shall appoint, train, develop and promote on the basis of merit and ability;*
- ✓ *All members have personal responsibility for the practical application of the society's Equal Opportunity Policy, which extends to members of the public and fellow members;*
- ✓ *The Grievance Procedure is available to any member who believes that he or she may have been unfairly discriminated against;*

- ✓ *Any person who is found to have committed an act of unlawful discrimination will face disciplinary procedures. Discriminatory conduct and sexual or racial harassment shall be regarded as gross misconduct;*
- ✓ *If there is any doubt about appropriate treatment under the Society's Equal Opportunities policy, members should consult the Society's chairperson or secretary.*

Atodiad/Appendix 2

POLISI IAITH

Cyflwyniad

Mae Dreigiau Clwyd Dragons (a elwir o hyn ymlaen yn 'y prosiect/ sefydliad') yn sefydliad gwirfoddol heb gweithwyr cyflogedig.

Datganiad

Mae'r Prosiect/ Sefydliad wedi ymrwymo i gyflawni gofynion Deddf yr Iaith Gymraeg 1993 cyn belled ag y bo hynny o fewn eu gallu. Cytunwyd ar egwyddor y bydd y Gymraeg a'r Saesneg yn cael eu trin yn gyfartal ym mhob elfen o'r gwaith.

Cyfathrebu

Bydd swyddogion y Prosiect/Sefydliad fel arfer yn ateb negeseuon ffôn ac e-bost yn Gymraeg ac yn Saesneg. Byddant yn ateb gohebiaeth ysgrifenedig yn yr iaith yr ysgrifennwyd ynddi. Bydd deunyddiau cyhoeddus a deunyddiau hyrwyddo yn ddwyieithog.

Adolygu'r Polisi

Bydd swyddogion y prosiect/sefydliad/ busnes/asiantaeth/elusen yn adolygu'r polisi hwn yn flynyddol yn unol ag adborth a gwneir newidiadau fel bo'r angen.

LANGUAGE POLICY

Preamble

The Dreigiau Clwyd Dragons (Hereinafter called the project/organisation) is a voluntary organisation without paid employees.

Statement

The Project/organisation is committed to fulfilling the purposes of the Welsh Language Act 1993 in so far as lies within its powers. It has adopted the principle that, the Welsh and English languages will be treated on the basis of equality in all their work.

Communications

The project/organisation will usually respond to telephone and e-mail in Welsh and English. They will endeavour to reply to each written communication in the language it was written. Public and promotional materials will be bilingual.

Policy Review

The project/ organisation/business/ agency/charity's officers will review this policy annually using feedback, and will make changes as appropriate.

Endorsed at AGM Oct 2018

Please note Section 3, 4, Appendix 1 and 2 have been accepted by Management Committee but will require full endorsement at next AGM in Oct 2019.

Elfyn Wyn Jones

Secretary – Dreigiau Clwyd Dragons.