

Welsh Indoor Bowls Constitution

The National Governing Body for Indoor Bowls in Wales

The Constitution must be read along with the following policies:

- Disciplinary Policy
- Appeals Procedure
- Safeguarding Policy
- Equality Policy
- Data Protection Policy
- Codes of Conduct for Officers, Officials and Players and Appendices

1. Title

The title shall be “Welsh Indoor Bowls” hereafter referred to as WIB, who are the sole governing body for the sport of Indoor Bowls in Wales.

WIB is a “not for profit” organisation.

The registered office shall be that of the Secretary in post.

2. Objectives

The objectives of WIB shall be: -

- a) To promote, foster, safeguard and regulate the sport of flat green indoor bowls in Wales in every legitimate way.
- b) To arrange international contests with kindred National Governing Bodies and to select the representatives for these contests.
- c) To make, adopt, vary, and publish rules, bye laws and conditions for the regulation of said game and to take such steps as shall be deemed advisable for enforcing these.
- d) To organise and control all National Competitions and to license all open competitions conducted by member clubs.
- e) To protect and safeguard the welfare of children and vulnerable adults, entrusted to its care.
- f) To act as arbitrator in all disputes involving affiliated clubs and members.
- g) To maintain liaison with all National Governing Bodies for bowls.
- h) To maintain and foster good working relationships with Bowls Wales which is recognised as the co-ordinating body for bowls in Wales.

3. Membership

- a) WIB shall be open to all bona fide Indoor Clubs in Wales, with a playing surface which conforms to the requirements of 3(d).
- b) Applications for affiliation shall be made to the Honorary Secretary of WIB at least 8 weeks before WIB’s AGM at which it will be considered. Such applications to be accompanied by a list of officers, to include the names and addresses of the club’s Secretary and Treasurer, together with a copy of the club’s constitution and rules.
- c) Only one club may be affiliated from any one Indoor Bowls Stadium
- d) All affiliated clubs must have an indoor green with a playing surface of at least 33 metres in length and each rink a minimum of 4.2 metres in width with banks and ditches at each end. Only clubs with a minimum of 2 rinks complying with these specifications shall be considered for affiliation.

4. Honorary Members

The Management Committee may elect Honorary Members. They may be elected for such periods as the Committee determines. They shall be entitled to all the privileges of membership except that they have no voting power.

5. Life Members

- a) Life membership may be awarded to members who have given exceptional service to Indoor Bowls in Wales. The number of Life Members shall not exceed ten at any time.
- b) Life Members will enjoy full voting rights and may, if elected, serve on any committee or sub-committee.
- c) All nominations must be submitted to the Management Committee who reserve the right to recommend to the Annual General Meeting.

6. Affiliation

- a) Each affiliated club shall be required to pay a Club Affiliation fee which shall be fixed at the Annual General Meeting and shall be paid no later than 30 November in each year.
- b) Each member of a Club shall pay one affiliation to WIB. In the case of players belonging to more than one club they will be required to nominate the club through which they wish to affiliate. Each affiliated club shall submit the names of all club members together with the appropriate affiliation fees, to the Treasurer not later than 30 November in each year. Any member joining after this date must pay the appropriate fee before playing in any WIB's Leagues of Competitions. The names and addresses of affiliated members shall be held by the Hon Secretary on a central register, protected by our Privacy Policy, and only used for the purpose of WIB.
- c) Clubs failing to pay fees as stated in (a) and (b) of this section shall forfeit all the rights and privileges of membership until the whole of the arrears have been paid.

7. Administration

- a) The Officers of WIB shall be President, Vice President, (both elected annually, where possible, on a gender rota), Immediate Past President, Secretary, Assistant Secretary, Treasurer, Competition Secretary and Safeguarding Officer. All officers shall be elected annually at the Annual General Meeting.
- b) WIB may also elect Officials to assist with the running of WIB and the selection of teams and sides to represent WIB at International Events as per Appendix 1. All Officials shall be elected at the first Management meeting immediately following the Annual General Meeting.
- c) No person shall be elected to the post of Vice President until a period of ten years has elapsed following their term of office as President.
- d) The affairs of WIB shall be conducted by a Management Committee consisting of the Officers, Officials, Life Members, and delegates elected by their respective clubs in accordance with paragraph 9(b).
- e) The Management Committee shall meet at least four times a year and shall be furnished with written reports from all Officers along with any minutes of sub-committee meetings that may have been held since the last Management Committee meeting.

8. Committees

Following each Annual General Meeting the Management Committee shall appoint the following sub-committees:

- a) **Finance Committee**
Consisting of the President, Secretary, Treasurer and 3 delegates elected by the Management Committee. This committee shall assist the Treasurer with the financial planning of WIB and shall meet as and when required.

- b) **Development Committee**
Consisting of the President, Vice President, Secretary, Treasurer, Team Managers and 3 members elected by the Management Committee. This committee shall be responsible for developing and promoting the general interests of WIB and shall administer funding made available for player development. This committee shall meet as and when required.
- c) **Competition Committee**
Consisting of the President, Secretary, Competition Secretary, both Assistant Competition Secretaries and 3 members elected by the Management Committee. This Committee shall assist the Competition Secretary in the management and running of all competitions and shall decide on issues of dispute relating to all competitions.
- d) **National Fixture Committee**
Consisting of the President, Vice President, Secretary, Competition Secretary, both Assistant Competition Secretaries plus one member from each club. It will meet in November to compile the WIB fixture list for the following season.
- e) **Marketing and Sponsorship Committee**
Consisting of the President and 3 members elected by the Management Committee immediately following the AGM.

9. Annual and Special General Meetings

- a) The Annual General Meeting shall be held, if possible, during May in each year. The notice and agenda of the meeting shall be sent to each club at least 14 days before.
- b) Each affiliated club shall be entitled to send 2 male and 2 female members to the AGM, clubs without female members can send four male members. New clubs, who are applying for membership at the AGM, may send 1 male and 1 female member as observers to the meeting.
- c) Members of affiliated clubs may attend the AGM and take part in the business, except that they cannot move or amend, nor make a point of order, and only delegates, Officers and Management Committee Members shall be entitled to vote.
- d) All notices of Motion for discussion at the AGM are to be in the hands of the Hon Secretary by 1 April.
- e) The amount of financial allowances to officers shall be decided at the AGM and shall be paid in arrears. All officers have the responsibility to declare to HMRC and pay any tax required by them.
- f) All administrative officers will be appointed, following a selection process, by recommendation to the Management Committee. Applications for any of the offices must be received by the Hon Secretary not less than 28 days before the date of the meeting in order that the selection process can take place, and such names shall be stated in the notice convening the meeting.
- g) The officers shall be appointed annually, their term of office commencing at the close of the meeting at which they are declared appointed, but any or all of them will be eligible for re-appointment at the end of their term of office.
- h) A Special General Meeting shall be convened by the Hon Secretary at any time on receiving a requisition to the effect signed by the Secretaries of FOUR Clubs, or at the request of the Management Committee. An SGM shall be convened by the Hon Secretary within 6 weeks of receiving a written request, and clubs shall be given 4 weeks' notice of the meeting.
- i) The notice calling the SGM shall specify the purpose for which the said meeting has been called and no other business shall be transacted at that meeting.
- j) Auditors. Suitably experienced auditors shall be appointed at the AGM.

10. Administration/Accounts

- a) The Hon Secretary must keep records of all business transacted at General and other meetings and perform such duties as prescribed by the Role Description (Appendix A).
- b) The Hon Treasurer must render of a full account of receipts and payments for the previous year, duly audited, to the Annual General Meeting and perform such duties as prescribed by the role description.
- c) The financial year will run from 1st April to the 31st of March and copies of the balance sheet to be rendered to the meeting must be sent to every affiliated club at least 14 days prior to the date of the Annual General Meeting.

11. Selection of Sides and Teams to represent WIB

All sides and teams that represent WIB at National and International events shall be selected in accordance with Appendix 1.

12. Appeals

The Management Committee shall be empowered to adjudicate on any disputes referred to it, if arising between or among affiliated clubs or members thereof, as to the meaning and interpretation of the laws of the sport, or any of the WIB rules, byelaws, regulations and conditions, or any matter of practice, policy or complaint which it shall hold to be within its jurisdiction and the decision of the Committee shall be final.

13. Severance of Membership

It shall be competent for the Management Committee after due investigation of the facts and, if necessary, the examination of witnesses and relevant evidence to suspend or determine the membership of any club or any member thereof.

14. Conditions of Play

World Bowls Laws of the Sport for Indoor Bowls shall apply. WIB and Clubs may make modifications to these laws as may be necessary to meet special local conditions, provided that such modifications are reported to, and approved by the Management Committee, and are published for the information of the members and visiting players.

15.

Any changes to the foregoing Constitution can only be made at the AGM or an SGM, convened for this purpose. Four weeks' notice shall be given by the Hon Secretary, setting forth in full such changes or additions, which shall be stated in the notice of business for the meeting. No such proposed changes or additions shall be deemed to have been passed unless at least two thirds of the votes are in favour.

The Constitution must be reviewed and updated annually by the Management Committee.

Reviewed November 2023, agreed at the AGM 23rd May 2024.