



BOWLS DEVON CONSTITUTION & RULES

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Bowls Devon CONSTITUTION & RULES

Title: The Association shall be called "Bowls Devon"

Status: Bowls Devon shall be a Full Member of Bowls England

1. Objects

- 1.1 To promote, foster and safeguard the game of outdoor flat green bowls in Devon.
- 1.2 As a member of Bowls England, Bowls Devon shall conform to Bowls England Rules & Regulations.
- 1.3 To adopt and enforce the Laws of the sport, as laid down from time to time by Bowls England.
- 1.4 To manage the financial affairs of Bowls Devon effectively.
- 1.5 To hold National and County competitions and championships.
- 1.6 To hold inter-county and other representative matches.
- 1.7 To interpret on questions of rules and practice referred by clubs and/or members, and act in matters of misconduct as set out and recommended in Bowls England Regulations.
- 1.8 To arbitrate on disputes between clubs, sections and members.
- 1.9 To promote a safe environment for everyone playing bowls, including children and vulnerable adults, underpinning and ensuring this commitment by following policies and procedures laid down by Bowls England.
- 1.10 To promote equal opportunities in the sport of bowls.
- 1.11 To take all reasonable measures to conform to the Bowls England Anti-doping Policy.
- 1.12 To make available to clubs advice on green maintenance.
- 1.13 To encourage the availability of coaching.

2 Membership

Clubs

- 2.1 All clubs affiliated to the DCBA and/or the DCLBA on 31 December 2009 shall be members of Bowls Devon on 1 January 2010.
 - 2.2 Future Membership of Bowls Devon shall be open to bona fide clubs that play the flat green game on greens with banks and ditches as defined in the Laws of the Game.
 - 2.3 Clubs without a Constitution shall be encouraged and, if required, helped to draw up and adopt one.
 - 2.4 Applications for membership shall be made to the Bowls Devon Administrator, and shall be accompanied by:
 - Name of the Club
 - List of officers of the club
 - Addresses of the club secretary and the club
 - List of members
- On approval by the Executive Committee, the new member club shall be placed in one of the eight Sections of the County.
- 2.5 Clubs playing on municipal or other public greens shall be allowed the use of the rinks for competitive purposes.

Life membership

- 2.6 Bowls Devon shall, on the recommendation of the Executive Committee, have the power to elect Life Members who have rendered exceptional service to the game and Bowls Devon.

Life Members do not have the power to vote at General Meetings of Bowls Devon, unless an office is held giving the right to vote.

Honorary Membership

2.7 Life members of the DCBA and the DCLBA and all past presidents of the DCBA and DCLBA shall be Honorary Members of Bowls Devon.

The outgoing Presidents of Bowls Devon shall be made an Honorary Member.

Honorary Members do not have the power to vote at General Meetings of Bowls Devon, unless an office is held giving the right to vote.

Associate Membership

2.8 Associate Membership shall be open to recognised Bowling Associations and Leagues within the County, having no green of their own.

All Associate Members of the DCBA and/or the DCLBA on 31 December 2009 shall be Associate Members of Bowls Devon on 1 January 2010.

Application for future membership shall be made to the Bowls Devon Administrator and shall be accompanied by a list of officers.

There shall be an annual fee for Associate Membership set by the F&GP Committee.

Associate Members shall be entitled to send a representative to General Meetings of Bowls Devon. The representative is eligible to speak but not entitled to vote.

3. Withdrawal of Membership

A club may withdraw from Bowls Devon by giving written notice signed by three officers of the club, sent to the Administrator. The club shall thereby forfeit all rights and interest in the funds and activities of Bowls Devon, but shall remain liable for any money due at the time of withdrawal.

4. Suspension or Severance of Membership

The Executive Committee, after following the procedures set out in rule 13 shall have the power to suspend or determine the membership of a club or individual member. The club or member shall have the right of Appeal in accordance with rule 13.

5. Fees

5.1 The financial year of Bowls Devon shall commence on 1 October

5.2 Fees shall be recommended by the Finance & General Purposes Committee and ratified by the Executive Committee each year.

5.3 All full playing members of member clubs shall pay affiliation fees to Bowls Devon and Bowls England. Affiliation fees, based on a club's membership as at 1st October, shall be paid by clubs to the Section, together with competition entry fees, by 31st October.

5.4 Each Section shall forward a single payment of fees collected to the County Treasurer by 17 November.

5.5 Any club failing to pay by the set date shall forfeit all rights and privileges of membership, unless the Executive Committee is satisfied with reasons for the delay.

5.6 Late affiliation fees shall be paid by clubs directly to the County Treasurer for members joining after 1 October.

5.7 No refunds of Affiliation Fees or Competition Fees shall be made

6. Election of Presidents

6.1 The Presidents and Vice Presidents shall be elected for a period of one year from one of the eight Sections in the County in rotation as follows, commencing December 2009

Presidents

Man: From Section 7, 3, 6, 2, 8, 4, 5, 1

Lady: From Section 8, 4, 5, 1, 7, 3, 6, 2

Senior Vice Presidents

Man: From Section 3, 6, 2, 8, 4, 5, 1, 7

Lady: From Section 4, 5, 1, 7, 3, 6, 2, 8

Junior Vice Presidents

Man: From Section 6, 2, 8, 4, 5, 1, 7, 3

Lady: From Section 5, 1, 7, 3, 6, 2, 8, 4

6.2 The nomination for the Junior Vice Presidents must be submitted by the appropriate Section to the County Administrator by 31 August in the year the appointment is to be made.

6.3 In the event that no nomination is forthcoming from the appropriate Section, the next Section in the rota shall be entitled to make a nomination. The rota is resumed as above thereafter.

7. Administration

7.1 The affairs of Bowls Devon shall be conducted by the **Executive Committee**.

7.2 Bowls Devon is divided into **eight Sections**, who conduct their section administration autonomously.

7.3 The **Executive Committee** shall consist of

Executive Officers (11) (with the power to vote) – Elected at the Bowls Devon AGM, nominations being proposed and seconded by clubs or individual members via the County Administrator.

- Chair (with second and casting vote)
- The two County Presidents (M & F)
- County Administrator
- The two Assistant Administrators (M & F)
- Treasurer
- Assistant Treasurer
- The two County Match Secretaries (M & F)
- Bowls Development Officer

Section Officers (16) (with the power to vote) – Elected at each Section AGM
Consisting of:

- Eight Section Secretaries, or Section Deputy Secretary
- Eight Section Representatives, or Section Deputy Representative

Two Senior Vice Presidents (M & F) (without the power to vote)

Two Junior Vice Presidents (M & F) (without the power to vote)

Two Patrons Association Secretaries (M & F) (without the power to vote)

7.4 The Executive Committee shall ensure the effective administration of Bowls Devon, meeting at least three times a year, and appointing sub-committees and delegating authority

as it deems necessary. The Executive Officers shall meet between Executive Committee meetings as required.

7.5 The quorum for an Executive Committee meeting shall be two Executive Officers plus five others.

7.6 The Executive Committee shall approve the Agenda for the Annual General Meeting of the Association.

7.7 The Committee shall have the power to fill any vacancy arising during the Year, with the appropriate gender.

7.8 The Executive Committee shall appoint other officials (as listed in Schedule 2 to these rules). These additional posts do not carry the right of themselves to attend Executive Committee meetings.

Sub-Committees

7.9 **Finance & General Purposes Committee.** The F&GP shall be responsible for matters, expected to be primarily financial, referred to it and delegated to it by the Executive Committee, and for the administration of the Amenities Fund.

7.9.1 This committee shall consist of the following (each with the power to vote)

- County Administrator
- County Treasurer
- Assistant Treasurer
- One Section Representative, or Section Deputy Representative from each of the eight Sections.

7.9.2 The Treasurer shall take the Chair (with a second and casting vote)

7.9.3 The quorum for the F&GP Committee shall be two officers and three others.

7.9.4 The Committee shall have the power to co-opt as necessary. Co-opted members shall be non-voting.

7.9.5 Resolutions by the F&GP Committee on referred matters shall be put to the Executive Committee before being implemented.

7.9.6 Resolutions by the Finance Committee on delegated matters shall be implemented without the need for ratification by the Executive Committee

7.10 **Emergency Committee.** The Emergency Committee will be convened to deal with urgent matters when it is considered not appropriate to wait for a full Executive Committee meeting, and shall have the power to make decisions that will be binding.

7.10.1 This Committee shall consist of the following officers (each with the power to vote)

- The Bowls Devon Chair (who shall take the Chair, and have a second and casting vote)
- The two Presidents
- County Administrator
- County Treasurer
- Assistant Treasurer
- The two Assistant Administrators

7.10.2 Four members shall form a quorum.

7.11 **Life Membership Committee.** This committee shall make recommendations to the Executive Committee, and shall consist of the two Immediate Past Presidents, the County Administrator and two Honorary or Life Members of Bowls Devon, appointed by the Executive Committee annually.

7.12 **Disputes, Disciplinary & Appeals Committee.** This committee shall consist of an Executive Officer plus four ordinary members of the Association (not Executive Committee members), appointed by the Executive Committee all from different Sections, as considered appropriate to deal with a particular dispute, alleged disciplinary offence, or appeal following

on from the procedures set out in rule 13. The decisions of this committee shall be binding, but the right of appeal to Bowls England shall be available.

7.13 Constitution & Rules Committee. This committee shall consist of the Executive Committee Chair, County Administrator, County Treasurer, and two other members, appointed annually by the Executive Committee. The committee shall appoint its own chairman, and deal with any matter referred to it by the Executive Committee.

7.14 Competition Committees Two committees, Men's and Ladies', shall consist of the respective Assistant Administrator and the respective Match Secretary and one other member of the appropriate gender appointed annually by the Executive Committee. Each committee shall be responsible for all aspects of their respective County and National Competitions.

7.15 Selection Committees

7.15.1 General Selection Committees

Two General Selection Committees – one Men's and one Ladies shall each consist of the appropriate President (Chair – non-voting) and the appropriate Assistant Administrator (non-voting) together with the appropriate Section Selector, or Deputy, from each of the eight Sections.

The Section Selectors shall preferably have County Player status.

Their duties shall include:

- Attending all Section Finals and County Finals, as appropriate to gender.
- Attending Inter-section matches in their Section
- Forwarding to the County Administrator a written report on notable new players arriving during the season
- Selecting the SWC League sides

7.15.1.1 The Section Selectors, being ineligible to play in the Middleton Cup or John's Trophy side, shall nominate players (from any part of the County) to be considered for the Middleton Cup & John's Trophy Trials. Players nominated are not required to be of County Player Status.

7.15.1.2 The Committees shall select the trial sides in conjunction with the Middleton Cup & John's Trophy Selection Committees, and attend and assist at Middleton Cup & John's Trophy matches.

7.15.1.3 The Committees shall select all inter-county match teams except the Middleton Cup & John's Trophy sides and the BE Top Two Fours teams.

7.15.2 Middleton Cup & John's Trophy Selection Committees shall each consist of the appropriate President (Chair – non-voting) and the appropriate Assistant Administrator (non-voting) plus three members of the appropriate gender (not necessarily members of the Executive Committee or Section Officers or Selectors). The three members, who shall preferably have played at Middleton Cup or John's Trophy level, shall be ineligible to play in the Middleton Cup or John's Trophy side. One of the three Selectors shall retire each year, standing for reelection if nominated. The replacement shall be elected by the Executive Committee and will hold office for three years. Nominations from Sections for the replacement, together with a CV, must reach the County Administrator by 1 December, and, should there be more than one candidate, an election shall take place at the first Executive Committee meeting in the New Year. Sections may nominate candidates from any Section

7.15.2.1 The committees shall appoint one of the three as the Team Manager

7.15.2.2 The duties of the committees include:

- Attending all Trial selection meetings, with equal voting rights.
- Selecting the Middleton Cup & John's Trophy sides and reserves. Other than in exceptional circumstances only players who have taken part in a Trial will be considered for Middleton Cup & John's Trophy matches that season.

- Make nominations to Bowls England for the Senior International Trial, via the County Administrator.
- Select the Inter-county Team for the Bowls England Top Two Fours Competition, and other selections as appropriate.
- Attend County Finals, as appropriate to gender.
- Make a written annual report to the Executive Committee
- The Manager shall ensure the code of conduct as laid down by Bowls Devon is enforced, and shall be the only point of communication between the players and the Selectors

7.15.3 General Junior Selection Committees. Two General Junior Selection Committees – one Men’s and one Ladies shall consist of the appropriate President (Chair – non-voting) and the appropriate Assistant Administrator (non-voting) together with the appropriate Deputy/Junior Selector from each of the eight Sections.

7.15.3.1 The Section Deputy/Junior Selectors shall preferably have County Player Status. Their duties shall include

- Nominate players for the Junior Sides
- Attend all Junior Trials and Matches

7.15.4 Junior Side Selection Committees. shall each consist of the appropriate President (Chair – non-voting) and the appropriate Assistant Administrator (non-voting) plus three members of the appropriate gender (not necessarily members of the Executive Committee or Section Officers or Selectors). One of the three members of each committee shall retire each year, standing for re-election if nominated. The replacement, who shall preferably be of County Player status, shall be elected by the Executive Committee, and will hold office for three years. Nominations from Section for the replacement, together with a CV, must reach the Administrator by 1 December and should there be more than one candidate, an election shall take place at the first Executive Meeting in the New Year. Sections may nominate candidates from any Section.

7.15.4.1 The committees shall each appoint one of the three as the Junior Team Manager

7.15.4.2 The duties of the Junior Side Selection Committees shall be to

- Select Junior trials
- Select all Junior Sides, as appropriate to gender.
- Attend all Junior Side matches, as appropriate to gender.
- Make nominations to Bowls England for Junior International Trial, via the County Administrator.
- Select the inter-county team for the Bowls England Under 25 Double Rink Competition, and other selections as appropriate.
- To identify training and coaching requirements for junior players, and assist with the planning and implementation of such a programme.
- Submit an annual report to the County Administrator

7.15.5 County Match Selection

7.15.5.1 Friendly County Matches:

Prior to the start of each season the County Administrator produces Friendly County Matches Availability /Request Sheets for each Section Secretary to issue to each club. These shall be made available to qualified players to fill in their availability/requests to play, then returned to the section selectors. County Friendly teams shall be selected by the Men’s and Ladies’ General Selection Committees, having regard to the need to include members currently on the County Badge Trail.

7.15.5.2 Presidents Matches:

Places shall be offered to Honorary and Life Members and Executive Officers before issuing to Section Selectors Availability/Request Sheets which indicate where the remaining places are available, and where the sections are invited to provide players. The Assistant Administrators of the appropriate gender coordinate the selection of the Men's and Ladies teams in consultation with the Presidents. The County Administrator coordinates the Mixed President's matches.

7.15.5.3 **Men's, Ladies and Mixed Presidents Matches** shall be open to all members.

7.16 **Section Administration**

Each of the eight County Sections shall decide on how their affairs are administered.

The following are just suggestions, but include obligations that Sections have to ensure the County administration runs smoothly.

Each Section needs to elect a Section Committee, the suggested composition of which is:

- Section Chairman (with a vote and an additional casting vote) elected annually at the Section AGM
- Section Secretary (with the power to vote) elected annually at the Section AGM
- Club delegates
- One male + one female from each mixed club in the section (with the power to vote).
- Two delegates from each single gender club (with the power to vote)

In the event that a Club Delegate is unable to attend a meeting of the Section Committee, the club concerned shall send another member of the appropriate gender in that delegate's place.

The following appointments shall be made at the Section AGM:

From members of the Section Committee:

- Two Section Representatives (one male + one female) to the County Executive Committee (one of whom shall be the Section Secretary)
- One Section Representative to the Finance & General Purposes Committee (who may be the Section Secretary)
- Two Deputy Section Representatives (one male + one female) to the County Committees, to deputise (appropriate to gender) in the event of the non-availability of the Section Secretary or any of the Section Representatives.

Other Section Officers elected annually at the Section AGM, who need not necessarily be members of the Section Committee, and who may attend Section meetings without their office giving them the power to vote:

- Assistant Section Secretary
- Section Treasurer
- Men's Competition Secretary
- Ladies' Competition Secretary
- Men's Section Selector (who shall preferably hold County Player status)
- Men's Deputy/Junior Section Selector (who preferably shall hold County Player status)
- Ladies' Section Selector (who shall preferably hold County Player status)
- Ladies' Deputy/Junior Section Selector (who shall preferably hold County Player status)

7.16.1 Section Committees shall be responsible for the following:

- Meeting as and when required to receive reports from its delegates and to make recommendations to the County Executive Committee.
- Arranging the playing of National and County competitions at Section level, avoiding any clash with County or National events. The format adopted by each Section to produce qualifiers for the further rounds at County level is decided by each Section.

- Fixing a levy (to be paid by each club by the first week in February) from which the expenses of the officers to carry out their duties are paid.
- Nominating candidates, if decided to do so, for the posts of
 - Middleton Cup Selectors
 - Men's Junior Selectors
 - John's Trophy & Walker Cup Selectors
 - Ladies' Junior Selectors
- Proposing the next nomination for County Junior Vice President in accordance with the rota in rule 6. If more than one nomination is proposed, the Section will decide by a simple vote at their AGM the one candidate to put forward to County.

7.16.2 Section AGMs shall take place before the end of November, so that new Section Secretaries and the new delegates can represent their Section at the County AGM in December.

7.16.3 Life Members, Honorary Members & Executive Officers shall be welcome to meetings in their own Section to observe and take part in discussions.

8 General Meetings

8.1 **The Annual General Meeting** of Bowls Devon shall be held on the first Saturday in December each year for the purpose of receiving reports from officers of Bowls Devon, and to elect Executive Officers, Life Members, and Honorary Members, and other officers and appointments for the forthcoming year, and to consider motions as set out on the agenda.

8.1.1 Fourteen days notice shall be given, accompanied by

- The Agenda
- The Annual Report of the Administrator
- The Annual Report and Examined Accounts of the County Treasurer

8.1.2 All members may attend, but only the following shall have the power to vote (cards issued on entry to be shown when voting):

- Executive officers, with the chair having a second and casting vote.
- Section secretaries
- Two delegates from each mixed club - one man & one lady
- Two delegates from each single gender club

8.1.3 The quorum for an Annual General Meeting shall be one third of the membership entitled to attend and vote, including at least two executive officers.

8.1.4 Notices of motion may be submitted by the Executive Committee, a Section Committee or an affiliated Club, and such notices of motion shall reach the Administrator not later than 30 September.

8.1.5 Every item on the agenda shall be submitted for consideration and decision.

8.1.6 No motion or other matter shall be considered at an AGM unless it is on the agenda.

8.1.7 A motion shall be decided by a simple majority of the votes cast, except for motions to alter the Constitution & Rules, for which a majority of at least two thirds of those present and entitled to vote and voting shall be required. A paper vote shall be used if the meeting so decides.

8.1.8 No resolution shall be rescinded at the meeting at which it is carried.

8.1.9 After the AGM has closed there shall be an open forum at which items relevant to members may be discussed, but no formal decisions can be made.

8.2 **Special General Meetings** of Bowls Devon may be convened by the Executive Committee, or may be requisitioned by not less than ten member clubs. A requisition shall state clearly the business to be transacted, and shall be signed by two officers of each of the clubs on the requisition.

8.2.1 If an SGM is convened by the Executive Committee, at least fourteen days notice shall be given.

8.2.2 If an SGM is requisitioned, the Administrator shall arrange an SGM within twenty eight days of the receipt of the requisition, and give at least fourteen days notice.

8.2.3 All members may attend, but only the following shall have the power to vote (cards issued on entry to be shown when voting):

- Executive officers, with the chair having a second and casting vote.
- Section secretaries
- Two delegates from each mixed club - one man & one lady
- Two delegates from each single gender club

8.2.4 The quorum for a Special General Meeting shall be one third of the membership entitled to attend and vote, including at least two executive officers. At least two Executive Officers must attend.

8.2.5 Every item on the agenda shall be submitted for consideration and decision.

8.2.6 No motion or other matter shall be considered at an SGM unless it is on the agenda.

8.2.7 A motion shall be decided by a simple majority of the votes cast, except for motions to alter the Constitution & Rules, for which a majority of at least two thirds of those present and entitled to vote and voting shall be required. A paper vote shall be used if the meeting so decides.

8.2.8 No resolution shall be rescinded at the meeting at which it is carried.

8.3. Standing Orders

These Standing Orders shall regulate the conduct of the Annual and any Special General Meetings

1. The mover of a motion, but not the mover of an amendment, shall have the right to reply.
2. Immediately after which reply, the question shall be put and the vote taken.
3. No other person shall be allowed to speak more than once on the same motion, unless permission to explain is given by the chair, or by consent of a simple majority of voters.
4. The mover of the motion, when exercising their right of reply, shall not introduce new matters, but confine their reply to questions that have been raised.
5. The seconder of the motion or amendment may do so formally, and may exercise their right to speak later in the debate.
6. A direct negative to a motion is not a legitimate amendment.
7. An amendment must be relevant to the motion.
8. If an amendment is lost then another amendment may be moved, but only one amendment may be submitted to the meeting at a time.
9. No member shall move more than one amendment on the same motion.
10. Any member who has not spoken may move "the question now be put", and, on being seconded by a like member, the chair shall take a vote on this proposition. If carried discussion on the motion shall cease, and, after the mover of the motion has replied, the vote must be taken immediately.
11. When the proposal "that the question now be put" is not carried, no similar proposal shall be made for a period of ten minutes.
12. No motion other than one arising from an executive officer's report shall be considered at a general meeting unless it is specified on the agenda.

13. No motion shall be debated (except by the mover) or put to a vote unless it is seconded.

14. All members shall remain seated, except the one addressing the meeting, and, whenever the Chair rises no one shall continue standing.

9 Allowances and Expenses

9.1 Allowances

Each year at the Annual General Meeting of Bowls Devon the Executive Committee shall propose, on the recommendation of the Finance & General Purposes Committee:

9.1.1 Allowances to be paid retrospectively to Executive Officers and any other person if considered appropriate.

9.1.2 Presidents' Grants for the ensuing year to the Presidents, Senior Vice Presidents and Junior Vice Presidents. In principle the Presidents' Grants shall be aimed at minimising the financial burden of office.

9.2 Expenses

9.2.1 The Executive Committee shall approve the expenses paid to the Executive Officers and other officials.

9.2.2 Members of the Executive Committee and its appointed Sub-Committees may claim travelling expenses for attending meetings convened by the Administrator

9.2.3 Members of the County Selection Committees may claim travelling expenses and other approved expenses when carrying out their duties at County level.

10. Amenities Fund

The fund shall be called the Bowls Devon Amenities Fund, and shall be administered by the Assistant Treasurer.

10.1 The purposes of the fund shall be

10.1.1 To provide financial assistance to bowler members and their dependants with presentations on compassionate grounds, gifts for special services rendered, and for other special purposes.

10.1.2 To assist clubs to improve their facilities by means of loans, either with or without interest being charged.

10.2 The administration of the fund shall be overseen by the Finance Committee who shall be responsible for determining the criteria relating to the financial help being offered.

10.3 Applications or recommendations for financial assistance under

10.1.1 shall be made through the committee of an affiliated club or direct to the County Treasurer by any member of Bowls Devon.

10.4 Applications for loans under 10.1.2 shall be submitted to the County Administrator in writing together with full details of the matter for which the loan is required, and the suggested period of the loan. The application shall be signed by the Chair and Secretary of the club, who shall provide any additional information required by the committee.

10.5 Any decision by the Finance & General Purposes Committee whether to grant a loan, and if so the amount and terms shall be final. If denied there shall be a right of appeal to the Executive Committee.

10.6 A club failing to adhere to the terms of a loan may forfeit its rights and privileges of membership of Bowls Devon until all liabilities have been fully discharged.

10.7 The Finance Committee shall recommend annually to the Executive Committee a sum to be transferred from the Association funds to the Amenity Fund

10.8 At no time shall the balance of the Amenity Fund be less than £2000

10.9 Donations may be made at any time through the County Treasurer for the specific credit of the Amenities Fund

10.10 The Activities of the Amenity Fund shall be reported to the Bowls Devon Annual General Meeting.

11 Insurances

11.1 Each member of Bowls Devon shall (to the extent that such person is not entitled to recover under any policy of insurance) be entitled to be indemnified out of any and all funds available to Bowls Devon, which may lawfully be so applied against all costs, expenses and liabilities whatsoever incurred by such person in the proper execution and discharge of duties undertaken on behalf of Bowls Devon, or arising therefrom, or incurred in good faith in the purported discharge of such duties

11.2 Bowls Devon shall maintain appropriate insurances.

12 Club Team Shirts and Uniforms

Clubs may adopt coloured clothing, subject to the design being approved by Bowls Devon Executive Committee to ensure the design cannot be confused with existing Bowls England or County Association designs, and is distinct from other Bowls Devon club clothing.

12.1 If coloured clothing is worn in a club representative match, it shall be worn by all playing members of the team.

12.2 Clothing already approved by the DCBA and DCLBA shall be deemed to be approved by Bowls Devon

13 Disputes, Misconduct & Appeals

For all matters relating to Misconduct and Disputes Regulation No9 of Bowls England Disciplinary Regulations as published in the Bowls England Rules and Regulations issue C shall be applied in full.

14 Expulsion & Suspension

Disciplinary action may result in the severance of membership of Bowls Devon of a club or individual member.

14.1 Expulsion is the termination of membership.

14.2 Suspension is the withdrawal of membership for a specified period.

14.3 All rights and privileges of membership shall cease on expulsion or during suspension.

14.4 An expelled person shall not be permitted membership of any club affiliated to Bowls Devon.

15 Merit Award

The Bowls Devon Order of Merit shall be awarded to members who have given exceptional services to fellow bowlers at club level.

Nominations shall be invited by the Administrator from sections annually, to be received before 31 October. Recommendations concerning the Award shall be made by the Life Membership Committee to the Executive Committee annually

The Order of Merit shall be reserved for individuals of especially deserving qualities who have contributed outstanding services, and therefore may not be awarded every year.

16 Protection of Children and Vulnerable Adults

Bowls Devon is committed to promoting a safe environment in which children and vulnerable adults can enjoy the sport of bowls.

Bowls Devon shall follow the policies and procedures laid down by Bowls England.

17 Health & Safety

Bowls Devon is committed to a positive and effective health and safety culture in all activities under its jurisdiction.

To this end Bowls Devon requires all players, organisers and officials at events under Bowls Devon jurisdiction to actively promote, and cooperate in maintaining, measures to improve health and safety to the highest practical extent.

Incidents where health and safety standards have deteriorated shall be reported to those managing that area of activity. Any practicable corrective measures shall be carried out. Records shall be kept of the incident and actions taken.

18 Discrimination, Equal Opportunities and Human Rights legislation

Bowls Devon is committed to manage its affairs in such a way that ensures equal opportunities to all individuals in accordance with current legislation.

All members of Bowls Devon have the responsibility to oppose discriminatory behaviour, and promote equality of opportunity

19 Alteration of Rules

19.1 Alterations or additions to these rules shall be made only at the Annual General Meeting or at a Special General Meeting called for that purpose.

19.2 Motions for alteration or additions to these rules shall be deemed to be passed by a majority of at least two thirds of those present and entitled to vote and voting.

19.3 See rule 8 for procedures for general meetings.

20 Dissolution

20.1 A decision to wind up Bowls Devon shall require a majority of at least two thirds of those present and entitled to vote and voting at an Annual General Meeting or a Special General Meeting called for that purpose.

20.2 In the event of the Liquidation of Bowls Devon the funds and assets of Bowls Devon remaining after payment and satisfaction of its debts and liabilities and costs and expenses of the liquidation shall be distributed by Bowls Devon in equal shares to the then current member clubs who have been members of Association for at least five years.

20.3 If the situation arises that there are no member clubs remaining at the time of liquidation, the remaining assets shall be given to purely charitable organisations, associated with the game of bowls, of the choosing of the current Executive Officers.

21 Matters not Provided for

If any matter shall arise which, in the opinion of the Executive Committee is not provided for in these rules, then the same may be determined by the Executive Committee in such manner as it sees fit. Every such determination shall be binding unless and until set aside by a resolution of a general meeting.