

## **FEDERATION DE BOLOS DE VALENCIANA CONSTITUTION**

The Constitution and Rules were adopted at the Annual General Meeting held on February 28 2013

### **PURPOSE & AIMS**

- 1. The object of this Federation is to promote Federated Bowling both at local and international level.**
- 2. To work closely with the Lawn Bowls Directorate under the Chairmanship of the Lawn Bowls Director.**
- 3. To work for and look after the interests of all bowlers who are members of the Federation.**
- 4. The internal Rules are to run alongside, but not against, the articles of the FEB and Spanish Constitution by which we are bound.**

### **MEMBERSHIP**

- 1. Individuals - those persons who have paid the appropriate annual membership fee.**

### **DRESS CODE**

- 1. Participants in all matches, tournaments, competitions and leagues must observe the FBCV dress code at all times, unless otherwise specified by the Controlling Body.**
- 2. Club coloured shirts may be worn in matches etc provided the whole side is similarly attired.**

### **FOOTWEAR**

- 1. Smooth soled heelless footwear, designed for bowling, are to be worn. Such footwear must be white, brown, grey or black and not be backless. No other form of footwear is acceptable.**

### **MEETINGS**

- 1. A minimum of 6 (six) meetings to be held in a calendar year, 1 (one) of which will include the Annual General Meeting (AGM). The frequency of the meetings can be adjusted each year. The dates of the meetings to be published on Club noticeboards.**
- 2. The AGM to be held annually in February.**
- 3. The Minutes of all meetings to be displayed on Club notice boards and then retained in a file for future reference.**

### **OFFICERS/COMMITTEE**

- 1. The Officers of the Committee shall consist of the President (Delegado), Treasurer and Secretary and any other position that the Committee decides upon. The Secretary shall be responsible for recording Minutes of each and any meeting, presenting them at the following meeting for approval by the Committee and then signed by the President and Secretary. A record of all Minutes must be retained.**

2. **Election of Officers:**
  - (a) **The President shall be elected every 4 (four) years to coincide with the election year of the FBCV President. The President may stand for re-election.**
  - (b) **The Secretary shall be appointed by the President.**
  - (c) **The Treasurer shall be elected every year and the current one may stand for re-election.**
3. **Notification for Officer positions must be notified at least 12 (twelve) weeks prior to the AGM with Nominations - Proposed & Seconded - received at least 6 (six) weeks before the AGM when Nominations will close.**
4. **The Committee shall comprise of 1 (one) Representative from each Federated Club and the Officers.**
5. **The Duties & Responsibilities of a Representative are as in the Guidelines issued in July 2011. This includes how a Representative is elected by their Club.**

## **VOTING**

1. **Any matter under discussion that requires a decision will be determined by a simple majority vote. Each Club Representative present and Officers may vote with the exception of the President who shall have the casting vote in the event of a tie.**

## **FINANCIAL**

1. **The Treasurer shall keep proper accounts and present them to the Committee when required to do so and shall give a report at each meeting. Annual audited accounts are to be prepared and submitted at the AGM. The Auditor shall not be an Officer of the Federation nor a relative of an Officer.**
2. **A bank account shall be opened on behalf of the Federation. Cheque signatories to be - President, Treasurer & Secretary, with any 2 (two) to sign.**

## **COMPLAINTS**

1. **Any licensed member of a Federated club has the right to make any complaint that they feel needs the attention of the Committee. These complaints shall be in writing and must come through the Club Representative. The complainant shall be informed in writing by the President of the outcome as soon as possible.**
2. **The Federation is not empowered to intervene in any club administrative matters.**

## **DISCIPLINARY PROCEDURE**

1. **When dealing with a Disciplinary matter a Sub Committee of 3 appointed will be appointed by the president and the fed rep will be kept informed at all stages.**
2. **The Person(s) subject to the Disciplinary hearing will be given 2 (two) weeks notice of the hearing date and may bring relevant witnesses if necessary.**
3. **The Sub Committee having heard all points of view will pass on their findings and decision to the Committee for ratification. The Person(s) will then be notified of the outcome within 2 (two) weeks of the hearing.**
4. **In the event of a dispute over the decision, an appeals Sub Committee will be formed. This Appeal Committee must meet within 7 (seven) days of the written appeal being received.**

5. **The outcome of the Appeal hearing will then be notified to the Committee for ratification and all Person(s) involved advised of the outcome within 14 (fourteen) days of the Appeal hearing.**
6. **When the Disciplinary action taken is of expulsion this must be ratified by the next AGM and then forwarded to the FBCV. An appeal can be made at the AGM.**

#### **EVENTS/ RULES**

1. **All Federated events shall be played under the "Laws of the Sport of Bowls" current edition.**
2. **Rules governing events shall be formulated by the Committee.**
3. **To participate all players must be paid up members for the current year. Persons who have given their completed licence application form together with the necessary fee to their respective Representative shall be deemed to be a licensed member from the date of such transaction.**
4. **For events that require the names to be forwarded to the Committee for consideration for selection, a suitable selection committee shall be appointed.**

#### **BYE LAWS**

1. **The Committee shall have the power to make such Bye Laws as it is deemed advisable for the management of the Federation and the conduct of play. The Bye Laws to be ratified at the next Annual General Meeting. The Committee may make provision for any contingency not provided for in the foregoing Rules.**

