

The Scottish Tenpin Bowling Association

Constitution (April 2010)

1. NAME

The Association shall be called "THE SCOTTISH TENPIN BOWLING ASSOCIATION". Hereinafter called "the Association".

2. OBJECTS

The objects of the Association shall be:

1. To promote, encourage and foster the sport of tenpin bowling in Scotland to the recognised rules of the game.
2. To have power to deal with the conduct of members and affiliated clubs, teams within Scotland whilst representing The Scottish Tenpin Bowling Association.
3. To select all the Scottish representative teams.
4. To organise the raising and collection of funds for furthering the objects of the Association, by advertisements, competitions, exhibitions, entertainment and all other means.
5. To hold, support or attend conferences and public meeting intended to advance directly or indirectly the objects of the Association.
6. To open a bank account in the name of the Association and hold on behalf of the Association any monies collected.
7. The Association will appoint outside auditors for the purpose of examining and approval of the Association Accounts.
8. To organise and run annual championships in the name of the Association.
9. To organise a programme of events, to enable representative teams to be selected.

3. AFFILIATION

The Association will be affiliated to the Federation Internationale Des Quilleurs (F.I.Q.) World Tenpin Bowling Association (W.T.B.A.), the European Tenpin Bowling Federation (E.T.B.F.) and the British Tenpin Bowling Association (B.T.B.A.) .

4. MEMBERSHIP

Membership shall be open to all persons, who are normally resident in Scotland, born in Scotland and members of other Federations, providing they are a member of good standing within their own Federation, on receipt of annual payment in categories decided by the Association's National Council.

1. The Membership categories are as follows:-

- A. Adult Members-aged 18 and over at 1st September
- B. Junior members under the age of 18 at 1st September
- C. Junior/Adult membership (upgrade of membership to Adult Membership required for juniors bowling in Adult Sanctioned Leagues and Tournaments).
- D. Gold Card Members (upgrade of membership required for bowling in International Tournaments).
- E. The cost of the membership will be reviewed annually by the Association's National Council.
- F. All membership will run for twelve (12) months from first (1st) September to thirty-first (31st) August the following year.

2. Persons who are not members of the Association and those persons unable to produce a current membership card at the time of registration for a Sanctioned tournament will be permitted to participate in such Sanctioned Tournament, on payment of a registration fee. The registration fee payable will be equivalent to or less than the annual membership fee for **Paragraph 4.1a** These persons shall not be eligible for Awards or High Score Recognition.

3. Any person desiring to become a member shall take written application to the Secretary in such form as the national council shall require and shall forward this together with appropriate subscription, as may be required by the National Council pursuant to **Paragraph 4.1** of Membership of the Association. On or before the expiration of twenty-one (21) days from the date of receipt of the application completed in proper form or (if later) on or before the expiration of twenty-one (21) days from the sanctioning by the

Secretary of the League or tournament in which the applicant proposes to take part, the Secretary at the direction of the National Council shall send to each applicant whose application has been accepted, a membership card.

4. A person shall cease to be a member regardless of membership category on first September each year or on his/her death or if he/she ceases to be a member of the Association pursuant to **Paragraph 4.11**, whichever first occurs. A member shall be entitled at any time after the 31 July in each year to apply in writing to the Secretary for their membership to be renewed for another twelve months with effect from the first (1st September), and shall forward such subscription and completed membership application as may be required by the National Council pursuant to **Paragraph 4**. If a member does not make an application as aforesaid for renewal of their membership on or before twenty-eighth (28th) September, he/she shall automatically cease to be a member with effect from that date and their name removed from the register of members.
5. Members of HM Forces and their family who participate in sanctioned leagues may at their option apply for membership to cover a period from first (1st) September to last day (31st) August each year, on payment of a subscription to be determined by the National Council. Juniors (as defined by the Scottish Association of Youth Bowling Clubs of the Scottish Tenpin Bowling Association) may defer their fee for a period of six (6) weeks from enrolment in a sanctioned league subject to non-submission of application for high score recognition in which case effective membership will revert to the original time of enrolment.
6. Any application for membership under **Paragraph 4** (whether for renewal or otherwise) shall be deemed to be acceptance of the Constitution of the Scottish Tenpin Bowling Association. In the absence of any notification from the Secretary within the period of twenty-one (21) days herein before referred to in this rule an application for membership whether for renewal or otherwise shall be deemed to have been refused.
7. The National council may in its absolute discretion refuse any application for membership or renewal of membership.
8. On any refusal or deemed refusal of an application for membership, or renewal of membership, of the Association, there shall be repaid to the applicant any subscription sent by him/her with the application pursuant to the provisions hereof.
9. The membership card furnished to members pursuant to **Paragraph 4** must be produced when required by any authorised official of the association.
10. The rights and privileges of members shall be as prescribed by the National Council. No such rights or privileges shall be transferable or transmissible and the rights and privileges of a member shall cease on their death.
11. Without prejudice to the provisions of **Paragraph 4. 10** and Leagues of the Association, a member shall without prejudice to any claims which the association may have against him/her or any liability under the Constitution of the Association cease to be a member of the Association:-

- A. If he/she resigns in writing such resignation to be submitted to the Secretary of Scottish Tenpin Bowling Association.
- B. If membership is withdrawn pursuant to the Playing Rules and Regulation of the Association for the time being in force.

5. AFFILIATION OF LEAGUES

1. All Leagues under the jurisdiction of the Association shall satisfy the National Council that they are properly constituted and playing tenpin bowling accordingly to the Rules of the Association.
2. Each Sanctioned League will hold an annual General Meeting at either the beginning of the League or at the end of a finished League. At this meeting the League will appoint League Officers and set the General and playing rules.

6 ELECTION TO NATIONAL COUNCIL OF THE ASSOCIATION

1. Proprietors, Bowl Centre Managers, and Bowling Equipment Wholesalers and Retailers are ineligible for nomination to the National Council.
2. Where a member of the National Council resigns or is removed during their term of office a replacement can be appointed to replace the member, by the chairperson, subject to approval of the National Council, to serve the remaining part of the term of office.

7 ANNUAL GENERAL MEETING AND EXTRAORDINARY GENERAL MEETINGS

1. The Association shall hold an Annual General Meeting (AGM) on a date and time determined by the Chairperson provided that the AGM is held before the thirty-first (31st) August each year.
2. Twenty-eight (28) days notice, specifying the place, the day and the time of the Annual General Meeting must be advised to all members over the age of eighteen within the guidelines set in the membership **Paragraph 4**. Notices are to be displayed in such locations as decided by the National Council.
3. Those eligible to vote at the Association AGM and General Meetings are Officers of the Association, as defined in **Paragraph 9.1 a-d** sitting National Council Members and all adult members of the Association.
4. All General Meetings other than AGM's shall be call Extraordinary General Meetings.
5.
 - a. The National Council may whenever it thinks fit to call an Extraordinary General Meeting, subject to a majority vote of a legal quorum being present.

- b. An Extraordinary General Meeting can be called at the request of the Chairperson and must be called upon receipt of a written request, by fifty (50) or more bona fide adult members of the National Association.
6. Fourteen (14) days written notice of an Extraordinary General Meeting, which must include the specific business of the meeting must be given to the all National Council Delegates and be displayed in such locations as decided by National Council.
7. No other business, other than the specific business for which the Extraordinary General Meeting was called, can be conducted.
8. The quorum for Extraordinary General Meetings and Annual General Meetings will be at least five (5) per cent of the total adult Members.
9. The accidental omission to give notice of a meeting or non receipt of such notice, by any person entitled to receive the notice, shall not invalidate any resolution passed, or proceedings held at any meeting, subject to the quorum being present.
10. Each member of the National Association shall have one (1) vote at a General Meeting.
11. The Chairperson of the Association shall preside as Chairperson at every General Meeting, but if there be no such Chairperson, or if at any meeting he/she shall not be present within fifteen (15) minutes after the time appointed for holding the same, or shall be unwilling to preside, the Vice Chairperson of the Association shall preside as Chairperson. But if there be no such Vice Chairperson or if at any meeting he shall not be present within fifteen (15) minutes after the time appointed for holding the same, or shall be unwilling to preside, the members of National Council present shall choose a member of the National Council to preside over the meeting.
12. The Chairperson may, (and shall if so directed by the meeting) adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than business which might have been transacted at the meeting from which the adjournment took place. Whenever a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given in the same manner as of the original meeting. Save as aforesaid, the members of the Council shall not be entitled to any notice of adjournment, or of the business to be transacted at an adjourned meeting.

8. ANNUAL GENERAL MEETING BUSINESS

1. The following business shall be transacted at all Annual General Meetings:

1. Roll Call
2. Receipt and approval of the minutes of the last meeting
3. Receipt and approval of the Chairperson's Report
4. Receipt and approval of the Secretary's Report
5. Receipt and approval of the Statement of Accounts and Balance Sheet
6. Election of Executive Officers where required
7. Approval of Appointee(s) to examine and approve Association Accounts
8. Changes to the Constitution

9. Any Other Competent Business.

2. The Secretary must receive changes to Constitution, duly proposed and seconded by Adult members or Council Members, in writing, at least six (6) weeks before the Annual General Meeting.
3. No person shall be a candidate for election as an executive officer of the Association under **Paragraph 6.1**. Nominations for Executive Officers either by vacancy or those seeking re-election must be received in writing, duly proposed and seconded by current adult members of the Association, by the Secretary. Acceptance of the nomination, by the Nominee's signature, must be present on proposal. Nominations must be received and in the hands of the Secretary at least (14) fourteen days before the date of the Annual General Meeting.

9. THE OFFICERS

1. The Officers of the Association shall be the following:-

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| a. The Chairperson of the Association | elected Executive Officer |
| b. The Vice Chairperson of the Association | elected Executive Officer |
| c. The Secretary | elected Executive Officer |
| d. The Treasurer | elected Executive Officer |

2. Executive Officers can only be removed during their term of office by a majority vote at an Extraordinary General Meeting, called for that specific purpose, by a petition receipted with more than fifty (50) signatures of adult members to call the Extraordinary General Meeting

3. The Chairperson's appointed officers of the Association term of office shall be for a period of one (1) year, Starting on (first) 1st September and ending on (thirty-first) 31th August, after that time the member will have to be re-approved. These members will have the same voting rights as elected National Council Members.

10. DUTIES OF THE EXECUTIVE OFFICERS

1. THE CHAIRPERSON

The Chairperson will chair all meetings of the National Council, its Executive Committee and all General Meetings of the Association.

2. THE VICE-CHAIRPERSON

In the Chairperson's absence, the Vice-Chairperson will take the chair.

3. THE SECRETARY

The Secretary shall supervise all the duties appertaining to that office and act in accordance with the instructions of the Council. She/he shall conduct all correspondence in the name of the National Council and Executive Committee, including notices of meetings, prepare a report for the Council of the Association's record of the year, and keep or arrange for the responsible keeping of an up to date register of members of the association. She/he will also be responsible for the issuing of membership cards.

4. THE TREASURER

The Treasurer shall receive and record all dues; fees and monies paid to the Association for Banking. The Treasurer shall also keep an account of all receipts and disbursements and prepare to present all the details required by the Council of the Association in order that examined and approved Statements of Accounts and a Balance Sheet can be presented at the Annual General Meeting. The Treasurer shall also maintain a record of the current financial position of the Association, and for a statement to be available when requested by the Chairperson or National Council.

11. THE NATIONAL COUNCIL

The National Council shall consist of the following persons:

- 1.** The Officers of the Association
- 2.** Positions appointed by the officers and approved by the Council.
- 3.** Chairperson of the Technical and New equipment Committee, Coaches and other Officers as decided by National Council

12. POWERS OF THE NATIONAL COUNCIL

The business of the Association shall be managed by the Council, who may pay all such expenses of, and preliminary and incidental to, the promotion, formation, establishment and registration of the Association as they think fit, and may exercise all such powers of the Association, and do on behalf of the association all such acts as may be exercised and done by the association in general Meeting, subject never the less to any regulations of these presents, to the provisions as may be prescribed by the Association in General Meeting, but no regulation made by the Association in General Meeting shall invalidate any prior act of the Council which would have been valid if such regulation had not been made.

The members at the time being of the Council may act notwithstanding any vacancy in their body.

Provided always that in case the members of the Council shall at any time be or be reduced in number to less than the minimum number prescribed by or in accordance with these present, it shall be lawful for them to act as Council for purpose of admitting persons to membership of the association, filling up vacancies in their body, or summoning a General Meeting, but not for any other purpose.

13. PROCEEDINGS OF THE NATIONAL COUNCIL

1. The council shall normally meet monthly, although special National Council meetings may be called by the chairperson, provided seven (7) day notice has been given to Council Members.
2. No meeting shall proceed unless; the ordinary Council members present can outvote the Executive members present.
3. Without prejudice to the generality of the provisions of **Paragraph 12**, the Council shall, subject to any resolution passed by the Association in General Meeting, is entitled to exercise the following powers;
 - a. Jurisdiction on all members referred to it on appeal from members
 - b. Jurisdiction on appeals from findings of the Legal Committee.
 - c. Suspend membership
 - d. Institute disciplinary proceedings
 - e. To expel any member convicted of a civil or criminal offence associated with the sport.
 - g. Approve any member, appointed by the chairperson to the National Council, for specific duties or responsibilities.
 - h. Control all funds and property belonging to or in connection with the Association.
 - i. Reject players, leagues and team applications for registration in the Association or its competitions.
 - j. To carry out the objects of the association.
 - k. Resolve any questions not covered or provided for in these rules.

For the purposes of **Paragraph 13.3 a-e** the Council may invite the parties to appear personally before the Council with witnesses and all relevant documents.

4. All the members of the National Council shall have a voice and vote on all matters placed before the Council.
5. In the case of equality of votes, the Chairperson shall in all circumstances be entitled to a Second casting vote.
6. The National Council has the power to call for the books, records and financial statements of any affiliated League at any time.

7. The National Council has the power to bring charges against any individual member, Team or league where in their opinion Rules have been broken or not adhered to and to hold disciplinary hearings.
8. The National Council has the power to ratify, reduce, increase or reject recommendations resulting from Disciplinary Procedure Hearings.
9.
 - a. The council shall on the direction of the Chairperson delegate any powers of the Council to Committees including (but without prejudice to the generality of the foregoing) the committees referred to in **Paragraph 16 to 18**.
 - b. Subject as hereinafter appears each such Committee shall consist of not less than three (3) persons and shall meet as often as necessary.
 - c. Any committee so formed shall in the exercise of powers so delegated conform to any regulations that may be imposed on it by the Council.
 - d. A committee may meet and adjourn, as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present, and in the case of an equality of votes the Chairperson thereof shall have a second and casting vote.
 - e. The Chairperson of the Association shall appoint the Chairperson and members of each such committee. They may also be removed at any time by the Chairperson of the Association but shall in any event retire on the thirty-first (31st) August in each year.

14. DISQUALIFICATION OF MEMBERS OF THE COUNCIL

An elected member or an appointed member of the Council shall automatically cease to be a member of the council:-

- a. If a receiving order is made against him/her or he/she makes any arrangement or composition with his/her creditors.
- b. If he/she becomes of unsound mind.
- c. If he/she ceases to be a member of the Association.
- d. If by notice in writing to the association he/she resigns his/her office.
- e. If he/she becomes prohibited from holding office by reason of any Court Order made under the Companies Act. 1948-1976.
- f. An appointed member of the Council shall automatically cease to be a member of the Council if he/she is removed by the Chairperson pursuant to **Paragraph 10.1** Chairperson of the association.

15. THE EXECUTIVE COMMITTEE

The Executive Committee shall consist of the officers of the Association (as defined in **Paragraph 9.1 a-d**). The Committee shall deal with the running of the routine affairs of the Association and the implementation of resolutions of the Council of the purpose of ensuring that the Association's affairs are conducted efficiently. The chairperson of the Association shall be Chairperson of the Executive Committee.

16. LEGAL COMMITTEE

The Legal Committee shall:-

- a. In cases involving Legal matters, the STBA may seek advice and guidance but remain the final arbiters on all matters relating to membership.
- b. Advise the Council of the interpretation of these presents.
- c. Institute disciplinary proceedings as directed by the Council.
- d. Review and give decisions arising from Disciplinary and reinstatement proceedings.
- e. Deal with allegations of unfair tactics.
- f. Study amendments submitted by members of the association.
- g. Make recommendations to the Council on amendments (including those referred to in subparagraph (f) as it think fit.

17. MANAGEMENT COMMITTEE OF THE SCOTTISH ASSOCIATION OF YOUTH BOWLING CLUBS

The Management Committee shall be responsible for the development and well being of all aspects of youth bowling.

18. TECHNICAL AND NEW EQUIPMENT COMMITTEE

The Technical Committee shall be responsible for the development and well being of all technical aspects of the sport.

19. COMMITTEE REPORTS

Not later than twenty-one (21) days before each Annual General Meeting of the Association each Committee will produce written reports to the Secretary for consideration by the Council.

20. MINUTES AND RESOLUTIONS

The Council shall cause proper minutes to be made of all appointments of officers made by the Council and of the proceedings of all meetings of the Association and of the Council and of committees of the Council, and all business transacted at such meetings, or by the Chairperson of the next succeeding meeting shall be sufficient evidence without any further proof of the facts therein stated.

21. THE PRESIDENT

1. There may be an Honorary President, who shall be elected by an Ordinary Resolution of the Council, and subject to **Paragraph 21.2**, shall hold office until the next following Annual General Meeting of the Association when he shall retire but shall be eligible for re-election.
2. The Council may by ordinary resolution resolve that a President may hold office for a longer period than referred to in **Paragraph 21**. Such ordinary resolution can be overturned only by a countermanding resolution by council endorsed by the Annual General Meeting.
3. At the invitation of the National Council a President may attend meetings of the Council and of the Association but shall not be entitled to vote.
4. In the event of the office of President at any time becoming vacant, it may remain vacant until such time a new President is elected under **Paragraph 21.1**.

22. ACCOUNTS

The Treasurer shall cause proper books of accounts to be kept with respect to:-

Proper books shall not be deemed to be kept if there are not kept such books of accounts as are necessary to give a true and fair view of the state of the affairs of the Association and to explain its transactions.

23. APPEALS BOARD

An Appeals Board shall be constituted, consisting of at least three (3) members of the National Council of the Association. All appeals must be lodged with the Secretary of the Association in writing, specifying the grounds of the appeal, within fourteen (14) days of the date on which notification of a decision was made. The recommendation of the Appeals Board will then be offered to the National Council for ratification.

24. ALTERATION OF RULES

No amendments shall be made to these rules except by resolution duly passed by a simple majority at the Annual General Meeting. No such resolution shall be proposed unless notice in writing of the terms of such resolution, signed by two (2) members shall have been given to the Secretary, for consideration by the Council. This should be at least six (6) weeks previous to the Annual General Meeting, at which time the same is to be proposed.

25. OBSERVANCE OF RULES

In all matters which are not specifically provided for in these Rules and in which common rules and practices of tenpin bowling are concerned the Rules, Regulations and Byelaws of the British Tenpin Bowling association shall apply. All players and members, who are affiliated to the Association, either directly or indirectly, are responsible for the observance of these Rules, Regulations and Byelaws.

