

# I.T.B.A. CONSTITUTION



**Adopted at AGM, 23<sup>rd</sup> April 2024.**

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1 **INTERPRETATION**

Throughout the Constitution and Rules of the Irish Tenpin Bowling Association:

- . Words imparting the singular number shall include the plural number, and vice versa;
- . Words imparting the masculine gender shall include the feminine gender, and vice versa;
- . “The Association” means the Irish Tenpin Bowling Association (“ITBA” in abbreviated form);
- . “A Local Bowling Association” (“LBA” in abbreviated form) means a group of ITBA members recognised by the Executive Committee to administer day-to-day affairs in a particular region;
- . “Members of the Executive Committee” (and other similar terms) refers equally to Officers and Ordinary Members;
- . “Voting Member” means a current member of the ITBA over the age of sixteen (16) years;
- . “The Group Section” means that group of members currently satisfying the eligibility requirements for group membership. These are Junior, Youth, General and Senior. (Additions to this list as deemed necessary.)
- . The National Governing Body (NGB) shall be known as the ITBA Executive Committee;
- . “Appointing Committee” means the ITBA Executive Committee.

2.

## **ITBA CONSTITUTION**

### **PREAMBLE**

We, the members of this organisation – known as the Irish Tenpin Bowling Association - assembled in Annual General Meeting on 23<sup>rd</sup> April 2024, hereby agree to be governed by the terms and conditions of this Constitution and of the appended Rules of the Association, as formally adopted at this meeting or subsequently amended in accordance with the procedure set out herein.

Article 1

### **JURISDICTION**

The Irish Tenpin Bowling Association shall have jurisdiction over all Tenpin Bowling in the Republic of Ireland.

Article 2

### **PURPOSE**

The purpose of the Association as a non-profit making organisation, shall be for the good of the sport of Tenpin Bowling in the Republic of Ireland, and to be fostered specifically by

- i) Uniting all tenpin bowlers within its jurisdiction;
- ii) Encouraging sportsmanship and fair play;
- iii) Enforcing the Playing Rules of the Association;
- iv) Conducting Annual National Championships;
- v) Selecting teams and individuals to represent Ireland and the Association in international events at home and abroad;
- vi) Generally exercising such care and supervision over all affiliated bowling organisations, associations and establishments as to foster a spirit of good fellowship, improve standards of play and increase interest in the sport throughout the country;
- vii) Maintaining the sport of Tenpin Bowling as drug-free.

Article 3

### **MEMBERSHIP**

Membership (as defined and provided for in the Rules of the Association) shall be open to:

- i) All Tenpin Bowlers in Ireland;
  - ii) All persons in Ireland who are interested in bowling
- and
- iii) Irish Nationals living abroad who are Tenpin Bowlers or who are interested in tenpin bowling.

Where provided for in the Rules of the Association, membership shall be subject to payment of an Annual Subscription, the amount of which shall be determined from time to time by the Executive Committee.

Article 4

### **ORGANISATION AND GOVERNMENT**

Section 1

The supreme governing body of the Association shall be the assembly of members in session at a General Meeting.

## Section 2

- (a) The control and management of the Association shall be vested by the members in an Executive Committee consisting of a Chairman/President, a Secretary, a Treasurer (to be known collectively as the Officers of the Association) elected for a two-year period, and five (5) Ordinary Members, elected for a one-year period as provided for in the Rules of the Association. One of these Ordinary Members will be appointed to act as Vice-President, in the absence of the President.
- (b) At least three members of the Executive Committee shall be from each gender.
- (c) Three Ordinary Member of the Executive Committee shall be members of Group Sub-committees. No Group Sub-committee shall have more than one Ordinary Member on the Executive Committee

## Section 3

- (a) The Executive Committee shall be responsible for implementing the terms and conditions of the Constitution and of the Rules of the Association, and shall (within the limits of those terms and conditions), carry out and enforce the mandates of the Association as adopted by the assembly of members in General Meeting.
- (b) The Executive Committee shall have the power to hear and determine all complaints arising from or because of a misconception of the terms and conditions of this Constitution or of the Rules of the Association and shall have appellate and final jurisdiction on all matters brought to it on appeal.

## Section 4

- (a) The Executive Committee shall be empowered to act for and on behalf of the Association in setting up policies or procedure to regulate matters not fully covered in this Constitution or in the Rules of the Association.
- (b) The Executive Committee shall be responsible to the Association in all matters of policy and procedure, and shall make a full report thereon to the assembly of members at the next Annual General Meeting.

## Article 5 DUTIES OF ASSOCIATION OFFICERS

Section 1 The Chairman/President shall represent the Association as and when required by the Executive Committee.

Section 2 The Vice-President shall, in the absence of the President, represent the Association and shall perform such other duties as may be assigned to him by the President or the Executive Committee.

Section 3 The Chairman/President shall preside at meetings of the Executive Committee and at General Meetings of the Association. He shall be responsible for the smooth and efficient functioning of the business of the Executive Committee.

Section 4 The Secretary shall be the chief administrative officer of the Association.

He shall conduct correspondence, keep records as required by the Executive Committee (including keeping minutes of its meetings), present a Report with recommendations to the Annual General Meeting, perform the duties set out in the Rules of the Association and perform such other duties as may be assigned to him by the Chairman/President, or the Executive Committee.

Section 5 The Treasurer shall receive and receipt all monies paid or donated to the Association and shall ensure that such monies are deposited in a recognised banking institution in the name of the Association. He shall maintain a statement of the current financial condition of the Association, available on request by the Chairman/President, the Executive Committee or the Finance Committee. He shall keep an account of all receipts and disbursements and present an independently audited statement of the Association's financial affairs to the Annual General Meeting. He shall compile an Annual Budget for approval by the Finance Committee on behalf of the Executive.

Article 6	<u>GENERAL MEETINGS</u>
<u>Section 1</u>	The Executive Committee shall each year convene the Annual General Meeting of the Association.  Timing, agenda, voting arrangement and other matters relating to the business conducted at the Annual General Meeting shall be as provided for in the Rules of the Association.
<u>Section 2</u>	An Extraordinary General Meeting may be convened as provided for in the Rules of the Association.
Article 7	<u>LOCAL BOWLING ASSOCIATIONS</u>
<u>Section 1</u>	The Executive Committee may (as provided for in the Rules of the Association) confer the status of Local Bowling Association upon a group of ITBA members in any geographical region.
<u>Section 2</u>	The powers, privileges and responsibilities of a Local Bowling Association shall be detailed in a standard constitution adopted or subsequently amended by the assembly of ITBA members in General Meeting.
<u>Section 3</u>	The Irish Tenpin Bowling Association shall have complete and final jurisdiction over any Local Bowling Association recognised in accordance with the terms and conditions of this Article.
Article 8	<u>RULES OF THE ASSOCIATION</u>
<u>Section 1</u>	The detailed implementation of the terms and conditions of this Constitution shall be set out in a collection of by-laws to be known as the Rules of the Association, which shall be published as an Appendix to this Constitution.
<u>Section 2</u>	The Rules of the Association may be amended by Motion adopted by a two-thirds (2/3) majority vote at any General Meeting.
Article 9	<u>AMENDMENT OF THE CONSTITUTION</u>
	This Constitution may be amended only by Motion adopted by a two-thirds (2/3) majority vote at an Annual General Meeting of the Association or at an Extraordinary General Meeting convened specifically for that purpose.
Article 10	<u>INDEMNITY</u>
<u>Section 1</u>	Every Committee member, officer or servant of the ITBA shall be indemnified by the ITBA against claim and it shall be the duty of the ITBA to pay all costs, losses and expenses which any such person shall properly incur, or become liable to, by reason of any contract properly entered into or thing done in the discharge of duties in good faith, duly authorised by the Executive Committee.
<u>Section 2</u>	The amount of which such indemnity is provided, shall, as far as funds of the ITBA allow, immediately attach as a lien on the property and assets of the Association and have priority over all other claims.
Article 11	<u>DOPING CONTROL</u>
<u>Section 1</u>	The anti-doping rules of the Irish Tenpin Bowling Association are the Irish Anti-Doping Rules as amended from time to time.
<u>Section 2</u>	All players must comply with drug testing as required by the Irish Sports Council or their agents. Failure to do so will be deemed an offence.
<u>Section 3</u>	A player refusing to submit to a drugs test or failing a drugs test shall be liable to expulsion from the ITBA or suspension for a period of time as determined by the Executive Committee.

### Code of Ethics and Good Practice for Children's Sport Policy Statement

This ITBA is fully committed to safeguarding the wellbeing of its members. Every individual in the association should, at all times, show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the principles of the association and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport.

As the organisation recognised by the international federation, as being responsible for the administration of our sport, we are responsible for overseeing the adoption and the implementation of the Code of Ethics and Good Practice for Children's Sport, by our members. To maximise compliance with the Code, as set out in Section 2.6 we shall:

- ensure that the Code of Ethics and Good Practice for Children's Sport is adopted, agreed to, implemented and signed up to by all members
- amend, as necessary, its Constitution to reflect a safe and clearly defined method of recruiting, selecting and managing
- appoint a National Children's Officer/Designated Person (See 2.8/9). S/he should be a member of the Executive Committee
- ensure that effective disciplinary, complaints and appeals procedures are in place
- have in place procedures for dealing with a concern or complaint made to the Statutory Authorities against a committee member or a Sports Leader. Regulations should stipulate that a Sports Leader who is the subject of an allegation, which has been reported to the Statutory Authorities, should stand aside while the matter is being examined. s/he should be invited to resume full duties when and if appropriate internal disciplinary procedures are completed
- ensure that all sports clubs with child members are fully affiliated and signed up to the Governing Body's constitution
- be represented by appropriate personnel at all education/training workshops dealing with the Code
- where children are involved in representative teams, designate an appropriate senior officer in the Governing Body as the person with responsibility for following the guidelines of the Code
- review its child protection procedures regularly through open discussion with its members, Sports Councils and Statutory Authorities
- promote contact with representatives of the Statutory Authorities. The building of these relationships will contribute to the creation of an environment in which education and knowledge of child protection issues and procedures are widely known
- examine and take appropriate action in response to any reports or observations of unusual incidents (high rate of transfers, dropouts) received from clubs



3. RULES OF THE ASSOCIATION

SECTION 1 MEMBERSHIP

Sub-Section 1.1 Membership Term

The membership term shall be one year, commencing on the 1<sup>st</sup> day of October.

Sub-Section 1.2 Type of Membership

1.2.1 General Membership

All members who are not Junior/Youth, Senior, Honorary or Life Members shall be termed General Members.

1.2.2 Junior/Youth Membership

To be eligible for Junior/Youth Membership an applicant must be under the age of twenty-one (21) years on the first day of September.

1.2.3 Senior Membership

When a person has reached the age of fifty (50), he shall be entitled to Senior Membership. A person who has been a member for a minimum of ten (10) consecutive years and has reached the age of sixty (60), shall be entitled to apply for free Senior Membership.

1.2.4 Honorary Membership

Honorary Membership may be conferred on persons who have rendered valuable service to the Association. It shall have an initial term of five (5) years and may be renewed by further periods of five (5) years in accordance with the conditions of Sub-Section 1.4 of these Rules.

1.2.5 Life Membership

Life Membership shall only be open to Honorary Members. It may be conferred only after the expiry of the initial term of Honorary Membership in accordance with the conditions of Sub-Section 1.4 of these Rules.

Sub-Section 1.3 Application for Membership

1.3.1 Applications for General, Junior/Youth and Senior Membership shall be required for each membership term and shall be submitted on the official Membership Application Form, signed by the Applicant and be accompanied by the appropriate Annual Subscription.

1.3.2 All new membership applications are accepted subject to ratification by the Executive Committee.

Sub-Section 1.4 Procedure for Conferring Honorary and Life Membership

1.4.1 A person may be nominated for Honorary or Life Membership or for renewal of Honorary Membership by

- (i) Proposal carried by unanimous vote at a meeting of the Executive Committee;
- (ii) Proposal carried by unanimous vote at a meeting of the Administrative Council of a Local Bowling Association;
- (iii) Written proposal signed by at least fifty (50), or ten percent (10%) of the Voting Membership, whichever is greater.

1.4.2 (a) Proposals, other than those emanating from the Executive Committee, should reach the Secretary not later than twenty-eight (28) days before the General Meeting at which they are to be considered.

(b) The Secretary shall publish details of all proposals not later than fourteen (14) days before the Meeting.

- 1.4.3 Proposals shall be voted on by secret ballot at General Meeting and shall require at least a two-thirds (2/3) majority vote to succeed.
- 1.4.4 Honorary and Life Members of the ITBA shall automatically become Honorary and Life Members of their respective Local Bowling Association.

Sub-Section 1.5 Bowlers Licence

Each member shall be issued with a licence which shall at least indicate

- . Name
- . Date of Birth
- . Type of Membership
- . Signature of Official
- . Membership Reference Number/Licence Number
- . Date of Expiry of Membership/Licence

Sub-Section 1.6 Register of Members

- . Name
- . Address
- . Phone number
- . E-Mail Address
- . Local Bowling Association
- . Sex
- . Type of Membership
- . Current Average (highest league average over 21 games)
- . Date of Joining the Association
- . Good Standing Status
- . Previous Service on the Executive Committee
- . Previous International Experience
- . Date of Birth

Sub-Section 1.7 Suspension of Membership

- (a) The Executive Committee shall specifically be empowered to suspend membership rights as a disciplinary measure, either indefinitely or for a specified period.
- (b) In the case of Honorary or Life Members, the Executive Committee's power of suspension shall at the most extend until the next Annual General Meeting.

The Executive Committee may table a proposal at the next Annual General Meeting, either for extension of the suspension or for withdrawal of Honorary or Life Membership.

The member concerned may appeal against the suspension at an Extraordinary General Meeting, if the member succeeds in canvassing the required number of signatures laid down in Rule 6.4.3.

Sub-Section 1.8 Withdrawal of Membership

Proposals for withdrawing Honorary or Life Membership shall be submitted and voted upon in accordance with the conditions of Sub-Section 1.4 of these Rules.

SECTION 2 Annual Membership

Sub-Section 2.1 Reduced Subscription

- 2.1.1 The Executive Committee may rule that a particular bowler or class of bowler shall be eligible for membership on payment of a reduced subscription. This category of member shall be known as an Associate Member and shall be entitled to apply for merit awards, etc. but shall not have voting rights at Extraordinary General Meetings or Annual General Meetings.
- 2.1.2 Senior (as defined in Section 1.2.3), Honorary and Life Members and persons currently serving on the Executive Committee shall be entitled to all privileges of the Association without payment of the Annual Subscription.

SECTION 3      FINANCIAL CONTROL

Sub-Section 3.1   Responsibility

The Executive Committee shall be accountable for the finances of the Association during the currency of their term in office.

Sub-Section 3.2   Treasurer

The Treasurer shall be accountable to the Executive Committee for the day-to-day regulations of finances.

Sub-Section 3.3   Funding

3.3.1                Monies in the Association’s bank accounts shall be available to defray expenses incurred

(i)                in the day-to-day running of the ITBA

and

(ii)                in the legitimate furtherance of the purpose of the Association.

3.3.2                Unless otherwise stated elsewhere in the Rules, withdrawals from the Association’s bank accounts shall be:

(i)                by cheque bearing the signature of the Treasurer and one or two other officers authorised by the Executive Committee

and

(ii)                only if they conform to the “Procedure for the Expenditure of Monies”.

Sub-Section 3.4   Auditor

3.4.1                The Executive Committee shall appoint an independent auditor.

3.4.2                The continuance of the appointment shall be subject to approval at the next Annual General Meeting, failing which a new auditor may be elected by the members present and voting.

3.4.3                The Financial Year for the purpose of the auditor’s signed statement shall commence on the 1<sup>st</sup> day of January in any year.

Sub-Section 3.5   Insurance

The Executive Committee shall take out adequate insurance against theft or damage to any property in the possession of the Association.

SECTION 4      THE EXECUTIVE COMMITTEE

Sub-Section 4.1   Election Procedure

4.1.1                (a)                The Chairman/President, the Secretary, the Treasurer and the Ordinary Members of the Executive Committee shall be elected at the Annual General Meeting, or an Extraordinary General Meeting convened specifically for that purpose, or appointed in accordance with the conditions of Rule 4.1.8, for the relevant period as outlined at Article 4, ORGANISATION AND GOVERNMENT, Section 2 which period will be deemed to have commenced during the Annual General Meeting or an Extraordinary General Meeting, at which they are elected to office.

(b)                Any Officer or Member of the Executive Committee appointed under Rule 4.1.8, and in accordance with the conditions of Rule 4.5.1, shall be deemed to have commenced his/her term of office at the Annual General Meeting prior to their appointment.

- 4.1.2 Except as provided for in Rule 4.1.7, written nominations shall be required for positions open for election at the Annual General Meeting.
- 4.1.3 In order to be valid, written nominations must
- (i) Be signed by two (2) Voting Members
- and
- (ii) Contain a declaration of willingness to serve, signed by the Nominee.
- 4.1.4 Unless otherwise stated elsewhere in these Rules, the following shall be eligible for nomination:
- (i) Outgoing members of the Executive Committee;
  - (ii) For the positions of Chairman/President, Secretary and Treasurer, only Voting Members who have previously served at least one full term on the Executive Committee or two years on a Sub-Committee or have three years' continuous membership in good standing;
  - (iii) For the position of Ordinary Member of the Executive Committee, all Voting Members, provided that in all cases nominees are in good standing with the Association.
- 4.1.5
- (a) Nominations should reach the Secretary not later than seventeen (17) days before the Annual General Meeting.
  - (b) The Secretary shall publish a full list of valid nominations not later than fourteen (14) days before the Annual General Meeting.
- 4.1.6
- (a) If an excess of nominations for any position is received, a secret ballot shall take place.
  - (b) To be elected, a nominee must receive in excess of fifty per cent (50%) of the votes cast. Balloting shall continue until this requirement has been achieved, the field being reduced:
    - (i) By a nominee being elected, or failing this,
    - (ii) By the lowest-polling nominee being eliminated.
- 4.1.7
- (a) If nominations do not exceed vacancies, those validly nominated shall be deemed elected and, where necessary, additional nominations shall be taken from the floor.
  - (b) Only Voting Members may nominate (or second a nomination) from the floor.
  - (c) Nominees from the floor should be present at the Meeting and shall be required
    - (i) To satisfy the eligibility requirements for nomination set out in Rule 4.1.4
 and
    - (ii) To declare to the Meeting their willingness to accept office if elected.
- 4.1.8 A position left open at the Meeting shall be filled as soon as possible in accordance with the conditions of Rule 4.5.1.

Sub-Section 4.2 Term of Office

The term of office of the Executive Committee shall be from the end of the Annual General Meeting to the end of the next Annual General Meeting.

Sub-Section 4.3 Meetings

- 4.3.1 Meetings of the Executive Committee shall be conducted in accordance with the Standing Orders, which are published as an Appendix to these Rules.

- 4.3.2 The Executive Committee shall meet at least once a month, on a day and at a time appointed by the Chairman.
- 4.3.3 The Secretary shall notify the members of the Committee of the date, time and venue of all meetings.
- 4.3.4 Notification of the dates of Executive Committee meetings shall be published by the Secretary for the information of Association members.
- 4.3.5 Association members may submit, through the Secretary, a request to attend a meeting of the Executive Committee for discussion of a specific issue and the Committee shall accede to such request if it considers the issue in question of such importance.
- 4.3.6 The quorum for a meeting of the Executive Committee shall be five (5) members.
- 4.3.7 The Chairman shall normally preside at meetings of the Executive Committee. In his absence, one of the Committee members in attendance shall be appointed temporary chairman.

#### Sub-Section 4.4 Confidentiality

- 4.4.1 Unless otherwise stated elsewhere in these Rules, certain proceedings of the Executive Committee shall by their very nature be identified and agreed by majority vote by the Executive Committee as being wholly confidential. No Committee member shall disclose any information relating to these proceedings except insofar as formally determined by the Committee. Failure to comply with this provision shall ultimately result in the removal of the offending member from the Executive unless the Executive are wholly satisfied with the explanation offered.
- 4.4.2 (a) Unless otherwise stated elsewhere in these Rules or formally determined by the Executive Committee, all records of the ITBA shall be treated as wholly confidential by persons having lawful access to them.
- (b) For the purposes of this Rule, "records" shall mean all correspondence, minutes and agenda of meetings, together with any document connected with ITBA business in the possession of the Executive Committee, whether written, photocopied, photographed or recorded either electronically or by any other means.

#### Sub-Section 4.5 Vacancies

- 4.5.1 Vacancies on the Executive Committee shall be filled in accordance with the following conditions:
- (i) The Executive Committee shall appoint a replacement to fill the vacancy for the unexpired term;
- (ii) Persons appointed to fill any vacancies shall satisfy the eligibility requirements for nominations set out in Rule 4.1.4.
- 4.5.2 (a) Any member of the Executive Committee who fails to attend three Committee meetings during the term of office shall at the discretion of the Executive be deemed to have vacated his office.
- (b) Where in the judgement of the Executive Committee, a Secretary or Treasurer is unable through disability or prolonged illness to perform the duties of his office, it may by a two-thirds (2/3) majority vote to declare the office vacated.

#### Sub-Section 4.6 Alleged Misconduct in Office

- 4.6.1 Complaints alleging misconduct in office by any member of the Executive Committee, or of a Group Sub-Committee, shall be lodged with the Secretary in accordance with the general principles set out in Appendix A to these Rules.

- 4.6.2 The Executive Committee shall hold a hearing to consider a complaint alleging misconduct in office by a member of the Executive Committee or of a Group Sub-Committee.
- 4.6.3 Following the presentation of evidence at the hearing, the Executive Committee shall, by simple majority vote in secret ballot, find the complaint proven or not and, if proven, the member in question may be removed from office.
- 4.6.4 A member of the Executive Committee shall not be entitled to vote on the question of his alleged misconduct in office or his removal from office.
- 4.6.5 A person removed from office in accordance with other Rules in this sub-section shall:
- (a) Surrender into the custody of the Executive Committee all records, documents or other materials belonging to the ITBA which may be in his possession and
  - (b) Be ineligible to serve in the future as a member of the Executive Committee unless the case is re-opened and the original verdict reversed as the result of a new hearing.

## SECTION 5 SUB-COMMITTEES

### Sub-Section 5.1 Appointment of Sub-Committees

- 5.1.1 The Executive Committee may delegate any of its functions by appointing sub-committees.
- 5.1.2 Sub-committees may co-opt additional members to their ranks, subject to ratification by the Executive Committee, except in the case of Group Sub-Committees where only one member may be a member of the Executive Committee in line with Article 4, Section 2 (c).
- 5.1.3 Wherever possible, every sub-committee shall be presided over by a member of the Executive Committee, with the exception of Group Sub-Committees except for the provision as set-out in Article 4, Section 2 (c).

### Sub-Section 5.2 Sub-Committee Regulations

- 5.2.1 The term of office of any sub-committee, with the exception of Group Sub-Committees, shall be determined by the Executive Committee, but may only extend until the next Annual General Meeting.
- 5.2.2 Any vacancy arising on a sub-committee during its term of office, shall, if necessary, be filled by the Executive Committee appointing a replacement to serve the unexpired term.
- 5.2.3 The Executive Committee may terminate sub-committee appointments at any time.
- 5.2.4 Every sub-committee shall present a report to the Executive Committee not later than twenty-eight (28) days before the Annual General Meeting, or on completion of its assignment, and shall present further reports as requested by the Executive Committee.

### Sub-Section 5.3 Standing Committees

#### 5.3.1 Group Sub-Committees

- (a) The Executive Committee shall each term recognise and govern the Group Sub-Committees who administer the affairs of the respective Group Sections (Senior, General, Junior/Youth, Team Ireland, Coaching, etc.).
- (b) The respective Sub-Committee shall consist of at least three (3) members, specifically elected to the positions of Chairman, Secretary and Treasurer in accordance with the election procedures as set out in 4.1.2, 4.1.3, 4.1.4, 4.1.5, 4.1.6, 4.1.7 and 4.1.8, and unless stated elsewhere in these Rules all voting members who are in good standing with the Association shall be eligible for nomination.
- (c) The procedure of the respective Sub-Committees shall be governed by the regulations detailed in Sub-Section 5.4 and elsewhere in these Rules.

5.3.2

Legal Committee

- (a) The Executive Committee shall each term appoint a Legal Committee consisting of at least two (2) members.
- (b) The Legal Committee shall be governed by the regulations detailed in Sub-Section 5.5 and elsewhere in these Rules.

5.3.3

Selection Committee

- (a) The Executive Committee shall each term appoint a Selection Committee for each representative group, consisting of at least three (3) and not more than five (5) members.
- (b) The procedure of the Selection Committees shall be governed by the regulations detailed in Sub-Section 5.6 of these Rules.

5.3.4

Team Managers

- (a) The Executive Committee shall each term appoint Team Managers, who shall assume complete control over any teams selected by the Selection Committee.
- (b) Only voting members shall be eligible for appointment as Team Managers.
- (c) A Team Manager shall be governed by the regulations detailed in Sub-Section 5.7.

Sub-Section 5.4 Group Sub-Committee Regulations

5.4.1

The Group Sub-Committees shall meet at least once a month, and shall maintain a written record of their meetings, which shall be made available to the Executive Committee through the ITBA Secretary.

5.4.2

The respective Sub-Committee shall be responsible for collecting and recording Annual Subscriptions from respective Group members and must be lodged in the general account.

5.4.3

Income accumulated by the Group Sub-Committee from fund-raising activities shall be lodged in a separate bank account (to be known as the respective Group Bank Account) in the name of the Association.

5.4.4

- (a) Monies in the respective Group Bank Account shall be available to defray expenses incurred exclusively in connection with the legitimate furtherance of administration of the respective section.
- (b) Withdrawals from the respective group bank accounts shall be by cheque bearing the signatures of two authorised members of the respective Sub-Committee.
- (c) Withdrawals from the respective bank account shall normally only be made if formally authorised at a meeting of the respective sub-committee.
- (d) The respective Group Sub-Committee shall, furnish a report monthly to the ITBA Executive, through the ITBA Treasurer, outlining all Income and Expenditure related to the Group Bank Account together with a copy of the bank statement.

5.4.5

Special application for financial assistance from the central funds of the Association may be made by the respective sub-committee to the Executive Committee and the respective sub-committee shall not undertake any commitment, the funding of which cannot be met from the resources of the respective section, unless and until the Executive Committee has undertaken to provide the necessary backing.

Sub-Section 5.5 Legal Committee Duties and Regulations

5.5.1

The Legal Committee shall:

- (i) Advise the Executive Committee on matters of interpretation of the Constitution and the Rules of the Association;

- (ii) Advise the Executive Committee on proposed amendments to the Constitution or to the Rules of the Association;
- (iii) Be empowered to submit to the Executive Committee its own proposals for amending the Constitution or the Rules of the Association;
- (iv) Review all papers, documents and evidence pertaining to appeals as requested by the Executive Committee;
- (v) Until such time as a structure of a Local Bowling Association is operational, fulfil the duties assigned to Local Bowling Associations in relation to complaints and disputes and report their findings to the Executive Committee.

5.5.2 The Legal Committee shall keep and maintain a written record of its recommendations concerning matters of interpretation, which shall be referred to as necessary to establish precedents and ensure consistent judgements.

#### Sub-Section 5.6 Selection Committee Regulations

5.6.1 Where selection is necessary to determine which member(s) shall represent the country or the Association in any tournaments, such selection shall be the responsibility of each particular Group Selection Committee.

- 5.6.2 (a) Each selection committee shall submit to the Executive Committee for ratification a panel of players for both men and women, sufficient in number to be well in excess of those required for any team to be chosen and such panel shall not be published until duly ratified.
- (b) The Executive Committee shall not withhold ratification of any selection without due cause, but shall particularly ensure that submitted selections are evaluated in terms of individual Association membership and good standing.

5.6.3 Members of the Group Selection Committee shall themselves be ineligible for selection for the group for which they are a selector.

- 5.6.4 (a) Panel membership shall be open to review on the basis of performance in practice sessions, leagues, tournaments and other competitive play.
- (b) i) Panellists must be current members of the ITBA and hold a current Irish Passport or  
ii) Be non-Irish passport holder, resident in Ireland at time of application for selection for a minimum of 2 years and must not have represented any other country at international level within the last 2 years.
- (c) Teams and individuals required to be selected for “top-flight” international competition shall be chosen from those players currently named as Panel members.

#### Sub-Section 5.7 Team Manager’s Duties and Regulations

5.7.1 The term of office of a Team Manager shall be determined by the appointing Committee.

5.7.2 In cases where a Team Manager is not a member of the Committee selecting a team over which he is to assume control, he shall act in an advisory capacity to the Selection Committee at the time of team selection.

- 5.7.3 (a) A Team Manager/Coach must submit a report to his appointing committee not later than 7 days after the last day of the tournament for which he has been appointed.
- (b) This report shall at least include the following:
  1. Full results of the tournament.
  2. Details of the results for the players under his supervision.



3. A review of the individual performance and behaviour of the players under his supervision, with recommendations for disciplinary action if appropriate.
4. Comments concerning the staging of the tournament.
5. Recommendations arising from participation in the tournament.

## SECTION 6      GENERAL MEETINGS

### Sub-Section 6.1   Procedure at General Meetings

All General Meetings shall be conducted in accordance with the Standing Orders which are published as an Appendix to these Rules.

### Sub-Section 6.2   Attendance and Voting at General Meetings

- 6.2.1      All current members shall be entitled to attend General Meetings.
- 6.2.2      Only Voting Members shall be entitled to vote at General Meetings.
- 6.2.3      Voting by proxy in any form shall specifically be prohibited.
- 6.2.4      A meeting referred to in Sub-Section 6.1 may be held in two or more venues at the same time using any technology that provides Voting Members, as a whole, with a reasonable opportunity to participate in the meeting. For the avoidance of doubt, the Association may provide for participation in a General Meeting by providing or facilitating, for the purpose, the use of electronic communications technology, including a mechanism for casting votes by a Voting Member, whether before or during the meeting. The mechanism for casting votes will require the Voting Member to be physically or virtually present at the General Meeting. Virtual presence will not be deemed to contravene Sub-Section 6.2.3

### Sub-Section 6.3   Annual General Meeting

- 6.3.1      The Annual General Meeting shall be held during the month of April, on a date and at a venue decided by the Executive Committee.
- 6.3.2      Members shall be given at least twenty-eight (28) days notice of the date and venue for the Annual General Meeting. Notice may be served in writing include by electronic means. Electronic means shall include without limitation publication on the Association's website or email.
- 6.3.3      The Agenda for the Annual General Meeting shall be as follows:
- .          Minutes
  - .          Secretary's Report
  - .          Treasurer's Report
  - .          Confirmation of Auditor
  - .          Group Sub-Committee Reports
  - .          Executive Committee Elections
  - .          Group Sub-Committee Elections
  - .          Motions
  - .          Honorary and Life Membership Proposals
  - .          New Business.
- 6.3.4      If the General Meeting is to be held wholly or partly by electronic communications technology, notice shall include:
- (a)      the electric platform to be used for the meeting.
  - (b)      details for access to the electronic platform.
  - (c)      the time and manner by which the attendee must confirm his intention.
  - (d)      the requirements or restrictions which the Association has put in place to identify attendees who intend to attend the meeting.
  - (e)      the procedure for attendees to communicate questions and comments during the meeting.

- (f) the procedure to be adopted for voting on resolutions proposed to be passed at the meeting.
- 6.3.5 the accidental omission to give notice of a General Meeting to or the non-receipt of notices of a General Meeting by any person entitled to receive notice shall not invalidate the proceedings at that General Meeting.
- 6.3.6 Publication on the website shall require placing the notice of the General Meeting on the Association's website throughout the period from giving of the notice to the start of the General Meeting to which the notice relates (unless the Association shall be prevented from maintaining such notice on its website by reason of matters outside its control).

Sub-Section 6.4 Extraordinary General Meeting

- 6.4.1 Members shall be given at least twenty-eight (28) days notice of an Extraordinary General Meeting convened by the Executive Committee and such notice shall include details of the business to be discussed.
- 6.4.2 The Executive may convene an Extraordinary General Meeting on its own initiative.
- 6.4.3 (a) Association members may at any time request the Executive Committee to convene an Extraordinary General Meeting.  
  
(b) Every request for an Extraordinary General Meeting shall:
  - (i) be submitted in writing to the Secretary
  - (ii) state the business required to be discussedand
  - (iii) be signed by at least fifty (50) or ten percent (10%) of the Voting Members, whichever is the greater.
- (c) The Executive Committee shall convene an Extraordinary General Meeting for a date within sixty (60) days of its receiving a valid request, failing which the members requesting it may themselves convene such a Meeting.
- 6.4.4 No business may be raised at an Extraordinary General Meeting other than the business for which it is convened.

Sub-Section 6.5 Motions

- 6.5.1 A Motion may be tabled for inclusion on the Agenda at the Annual General Meeting.
- 6.5.2 (a) The Executive Committee may table a Motion, provided the text has been formally approved at a Committee meeting.  
  
(b) The Administrative Council of a Local Bowling Association may table a Motion, provided the text has been approved at a General Meeting.  
  
(c) Other Motions shall be submitted in writing, signed by three (3) Voting Members.
- 6.5.3 Unless otherwise provided elsewhere in these Rules, Motions, other than those emanating from the Executive Committee, should reach the Secretary not later than twenty-one (21) days before the Annual General Meeting.
- 6.5.4 The Secretary shall publish details of all Motions not later than seventeen (17) days before the Annual General Meeting.
- 6.5.5 (a) The Executive Committee may table an amendment to a Motion.  
  
(b) Other amendments shall be submitted in writing, signed by three (3) Voting Members, and should reach the Secretary not later than fourteen (14) days before the Annual General Meeting.

- 6.5.6 The Secretary shall publish details of all amendments not later than seven (7) days before the Annual General Meeting.
- 6.5.7 In the case of extreme urgency, a Motion or an amendment of a Motion which has not been submitted in advance may be discussed and acted upon, if agreed by a two-thirds (2/3) majority vote.
- 6.5.8 Unless otherwise provided in the Constitution, elsewhere in these Rules, or in the Standing Orders, a Motion or an amendment to a Motion shall be adopted by a simple majority vote.

Sub-Section 6.6 Amendments to the Constitution

- 6.6.1 A Motion proposing an amendment to the Constitution may be tabled
- (i) by the Executive Committee following consultation with the Legal Committee;
  - (ii) by the Administrative Council of a Local Bowling Association;
- or
- (iii) by a submission in writing signed by twenty-five (25) Voting Members.
- 6.6.2 Motions other than those emanating from the Executive Committee
- (i) should reach the Secretary not later than 21 days prior to the General Meeting called for this purpose
  - (ii) shall be referred to the Legal Committee for preliminary study and possible elimination of those which, in its judgement, do not merit consideration by the Executive and the Annual General Meeting.
- 6.6.3
- (a) Eliminated Motions shall be returned to the proposers.
  - (b) A returned Motion may be submitted the following year if supported by a petition signed by at least fifty (50) or ten percent (10%) of the Voting Members, whichever is the greater.
  - (c) Re-submitted Motions shall be considered at the Annual General Meeting without further referral to the Legal Committee.
- 6.6.4 Having considered the views of the Legal Committee on Motions which have not been eliminated, the Executive Committee shall report to the General Meeting its conclusions and recommendations.
- 6.6.5
- (a) Each proposed Constitutional amendment considered at a General Meeting shall be:
    - (i) adopted as submitted or amended;
    - (ii) rejected;or
    - (iii) deferred for one year for further study.
  - (b) Motions to table or postpone indefinitely shall be out of order.

Sub-Section 6.7 Date for Enforcement of Amendments to the Constitution and to the Rules of the Association

- (a) An amendment to the Constitution or to the Rules of the Association shall not normally become effective until three (3) months have elapsed from the date of adoption.
- (b) In the case of extreme urgency, a motion proposing amendment to the Constitution or to the Rules of the Association may include a provision for immediate enforcement.

## SECTION 7      RULES OF THE EXECUTIVE

### Sub-Section 7.1   Executive Procedure and Legislative Operation

The Executive Committee may make rules to regulate its own procedure and to facilitate the operation of the Constitution and the Rules of the Association.

### Sub-Section 7.2   Provisional Rules of the Association

7.2.1            The Executive Committee may make provisional Rules which shall be valid as such until presented for ratification at the Annual General Meeting.

7.2.2            The Executive Committee shall table such provisional Rules for ratification in the form of Motions at the latest at the next Annual General Meeting.

### Sub-Section 7.3   Sanctioning

(a)            The Executive Committee may make rules regulating the sanctioning of leagues and tournaments, the sanctioning of bowling establishments, and the granting of bowling lane certificates.

(b)            Unless the Executive Committee formulates its own rules under the terms of this Sub-Section, it shall be guided by the appropriate rules and regulations of F.I.Q.

## SECTION 8      PLAYING RULES AND EQUIPMENT SPECIFICATIONS

### Sub-Section 8.1   Playing Rules

(a)            The Association shall, by simple majority vote at a General Meeting, adopt Playing Rules to regulate the playing of the sport of tenpin bowling and the running of leagues and tournaments.

(b)            Until such times as the Association formulates its own rules under the terms of this Sub-Section, the relevant playing rules of F.I.Q. shall be adopted by the Irish Tenpin Bowling Association.

### Sub-Section 8.2   Equipment Specifications

(a)            The Association shall, by simple majority vote at a General Meeting, adopt specifications regulating the equipment necessary for the sport of tenpin bowling.

(b)            Until such time as the Association formulates its own specifications under the terms of this Sub-Section, the equipment specifications as laid down by F.I.Q. shall be adopted by the Irish Tenpin Bowling Association.

## SECTION 9      INTERNATIONAL DUTY

(a)            While representing the Association in International competition, members are expected to behave in a manner which will not reflect adversely on the country or the Association.

(b)            Permission to wear "IRELAND" shirts in non-representative competition may be withheld by the Executive Committee.

## SECTION 10     COMPLAINTS AND APPEALS

### Sub-Section 10.1   Lodgements and Hearing of Complaints

10.1.1           Any member may lodge a complaint alleging violation of the Constitution or of the Rules of the Association.

10.1.2 The procedure for the lodgement and hearing of complaints shall be detailed in an Appendix to these Rules.

Sub-Section 10.2 Appeals to the Executive Committee

10.2.1 Any member may lodge an appeal with the Executive Committee against:

- (i) a ruling by a Group Sub-Committee or a Local Bowling Association
- (ii) a ruling by the Legal Committee.

10.2.2 An appeal shall:

- (i) be submitted in writing to the Secretary;
- (ii) be signed by the Appellant;
- (iii) specify the ruling being appealed;
- (iv) detail the circumstances relating to the ruling;
- (v) specify the names and addresses of any witnesses;

and

- (vi) state the grounds for appeal.

10.2.3 (a) If considered necessary by the Executive Committee, the Secretary shall instruct the parties concerned in a dispute to appear before the Committee.

- (b) Appearance before the Committee shall be arranged for a date within twenty-eight (28) days of its considering an appeal.

10.2.4 The Secretary shall give at least seven (7) days notice in writing of arrangements for appearance before the Committee to the parties concerned.

10.2.5 The Executive Committee may direct that pertinent documentary material be produced, and shall retain copies of such documents as may be deemed necessary.

10.2.6 The parties to the dispute shall be notified in writing of the decision of the Executive Committee.

SECTION 11 LOCAL BOWLING ASSOCIATIONS

Sub-Section 11.1 Applications for Recognition

11.1.1 A group of ITBA members may apply to the Executive Committee for recognition as a Local Bowling Association, provided that, at a meeting of the members concerned:

- (i) such application has been formally approved;
- (ii) the standard Constitution for a Local Bowling Association has been formally adopted;

and

- (iii) officers have been elected and a collection of by-laws adopted, as provided for in that Constitution.

11.1.2 Applications shall be submitted in writing to the Secretary, accompanied by the following:

- . A statement of the date of foundation
- . A copy of the by-laws
- . A list of names and addresses of officers
- . A list of names and addresses of members present at the inaugural meeting

A copy of the minutes of the inaugural meeting.

Sub-Section 11.2 Name

A Local Bowling Association shall be named after a city or town, except that an area name may be used when it is more practical. Such areas shall have well-defined boundaries and local associations established on this basis shall be given names which clearly indicate the areas represented.

Sub-Section 11.3 Constitution and By-Laws

- 11.3.1 Each Local Bowling Association shall adopt the standard Constitution as laid down by the ITBA, which is published as an Appendix to these Rules.
- 11.3.2 The by-laws adopted by a Local Bowling Association shall in no respect be in conflict with the Constitution or Rules of the ITBA.

Sub-Section 11.4 Withdrawals of Recognition

Failure of a Local Bowling Association to comply with the conditions laid down by the ITBA may result in the Executive Committee withdrawing recognition.

SECTION 12 DISPUTE RESOLUTION

- (a) Subject to all internal avenues of appeal having been exhausted, this section shall apply to any dispute or difference arising out of, in connection with or under the Constitution or any rules, bye-laws, codes, policies or equivalent of the ITBA. This shall include without limitation any dispute arising out of, under or in connection with the legality of any decision made or procedure used by the ITBA or any part of it.
- (b) Each such dispute or difference shall be referred to Just Sport Ireland (JSI) for final and binding arbitration by a single arbitrator in accordance with the JSI Arbitration Rules and in accordance with the Arbitration Act 2010 as amended.
- (c) This section shall also apply to every participant and member of every Unit (as defined below). Each such participant or member is bound to refer any dispute or difference which remains unresolved after all internal avenues of appeal have been exhausted to JSI arbitration in accordance with sub-regulation (b) above.
- (d) The provisions of this section shall apply notwithstanding any other provision to the contrary contained within the Constitution and/or any other rules, bye-laws, codes, policies or equivalent of the ITBA and/or any Unit from time to time. This section applies notwithstanding the level within the ITBA that any such dispute or difference occurs in the first instance.
- (e) The effect of this section is to prohibit any party to such dispute or difference from commencing legal proceedings before the Courts.
- (f) For the purpose of this section, "Unit" means any team, association, club or committee or sub committee or other grouping, association or entity of any type which is in turn a member, part of, affiliated to or governed by the ITBA.

PROCEDURE FOR THE LODGEMENT AND HEARING OF COMPLAINTS

SECTION 1      LODGEMENT OF COMPLAINTS

A complaint shall:

- (i) Be submitted in writing to the secretary of the Executive Committee;
- (ii) Be signed by the Complainant;
- (iii) Make specific reference to the Rule of the Association or provision of the Constitution allegedly violated;
- (iv) Detail the circumstances concerned;
- (v) Specify the names and addresses of any witnesses who may be able to provide substantiating evidence;

and

- (vi) Request a ruling from the ITBA Executive.

SECTION 2      EXAMINATION AND HEARING OF COMPLAINTS

- (i) If a hearing is deemed necessary by the Executive it shall be arranged for a date within twenty-eight (28) days of consideration of the complaint.
- (ii) (a) Any person (hereinafter referred to as the Defendant) against whom an allegation has been made, shall be informed in writing of a hearing arranged by the Executive and shall be given at least seven (7) days notice of the date, time and venue.  
  
(b) The notice issued by the ITBA secretary shall:
  - (i) state the purpose of the hearing;
  - (ii) inform the Defendant of any specific charge against him;
  - (iii) request the attendance of the Defendant;and
  - (iv) state the Defendant's right to produce witnesses, to be accompanied by an advisor, and to nominate a representative to appear on his behalf.
- (c) Where circumstances permit, such notice shall be dispatched by registered mail.
  - (i) Where possible, a synopsis of the evidence against the Defendant shall be furnished to him at least five (5) days prior to the hearing.
  - (ii) The ITBA secretary shall give the Complainant at least seven (7) days notice of the date, time and venue of the hearing, and request his attendance and that of any witnesses he wishes to call.
  - (iii) The Executive may request the attendance at the hearing of other persons whose evidence may be relevant.
  - (iv) If notification of a hearing has been duly issued in accordance with the conditions of paragraphs (ii) and (iv) of this Section, the hearing may proceed even in the absence of the Defendant and/or the Complainant,

provided a witness for the Complainant is present, if this minimum attendance requirement is not met the complaint shall be dismissed.

- (v) If it appears at the hearing that further evidence is available, an adjournment may be called.

SECTION 3      PROCEDURE AT HEARINGS AND ACTION THEREAFTER

- (i) Adequate minutes must be taken.
- (ii) A quorum of the Executive must be present, and the names of those present recorded.
- (iii) On conclusion of the hearing the following must be made know to all parties within seven (7) days:
  - (a) The ruling of the Executive, unless decision is deferred pending gathering of additional facts;
  - (b) That the Defendant may appeal against the ruling of the Executive by filing a brief with the ITBA Secretary within fourteen (14) days after being notified of the ruling. (This brief shall be submitted in accordance with the conditions detailed in Sub-Section 10.2 of the Rules of the Association.)
  - (c) That in cases where a ruling involves a suspension of membership and an appeal is lodged, the Defendant's status shall remain unchanged until a decision is made by the ITBA Executive Committee.
- (iv) In conclusion of the hearing, the following must be filed by the ITBA Secretary:
  - (a) Copies of the original complaint and all other correspondence pertaining to the case;
  - (b) Copies of notices to the Defendant and the Complainant, with proof established that proper notification was given or an adequate attempt made at notifying the Defendant, both of the charge against him and of the ruling of the Executive;
  - (c) A copy of the minutes of the hearing;
  - (d) A brief, summing up the reasons for the Executive's ruling, including the Executive's interpretation of the alleged violation;and
  - (e) A list naming all those present at the hearing together with the names of absent Executive officers, if appropriate.



PROCEDURE FOR THE LODGEMENT AND HEARING OF COMPLAINTS FOR LOCAL BOWLING ASSOCIATIONS

SECTION 1      LODGEMENT OF COMPLAINTS

A complaint shall:

- (i) Be submitted in writing to the secretary of the appropriate Local Bowling Association;
- (ii) Be signed by the Complainant;
- (iii) Make specific reference to the Rule of the Association or provision of the Constitution allegedly violated;
- (iv) Detail the circumstances concerned;
- (v) Specify the names and addresses of any witnesses who may be able to provide substantiating evidence;

and

- (vi) Request a ruling from the Administrative Council.

SECTION 2      EXAMINATION AND HEARING OF COMPLAINTS

- (i) If a hearing is deemed necessary by the Administrative Council it shall be arranged for a date within twenty-eight (28) days of consideration of the complaint.
- (ii) (a) Any person (hereinafter referred to as the Defendant) against whom an allegation has been made, shall be informed in writing of a hearing arranged by the Administrative Council and shall be given at least seven (7) days notice of the date, time and venue.  
  
(b) The notice issued by the LBA secretary shall:
  - (i) state the purpose of the hearing;
  - (ii) inform the Defendant of any specific charge against him;
  - (iii) request the attendance of the Defendant;and
  - (iv) state the Defendant's right to produce witnesses, to be accompanied by an advisor, and to nominate a representative to appear on his behalf.
- (c) Where circumstances permit, such notice shall be dispatched by registered mail.
  - (i) Where possible, a synopsis of the evidence against the Defendant shall be furnished to him at least five (5) days prior to the hearing.
  - (ii) The LBA secretary shall give the Complainant at least seven (7) days notice of the date, time and venue of the hearing, and request his attendance and that of any witnesses he wishes to call.
  - (iii) The Administrative Council may request the attendance at the hearing of other persons whose evidence may be relevant.
  - (iv) If notification of a hearing has been duly issued in accordance with the conditions of paragraphs (ii) and (iv) of this Section, the hearing may

proceed even in the absence of the Defendant and/or the Complainant, provided a witness for the Complainant is present, if this minimum attendance requirement is not met the complaint shall be dismissed.

- (v) If it appears at the hearing that further evidence is available, an adjournment may be called.

SECTION 3      PROCEDURE AT HEARINGS AND ACTION THEREAFTER

- (i) Adequate minutes must be taken.
- (ii) A quorum of the Administrative Council must be present, and the names of those present recorded.
- (iii) On conclusion of the hearing the following must be made know to all parties within seven (7) days:
  - (a) The ruling of the Administrative Council, unless decision is deferred pending gathering of additional facts;
  - (b) That the LBA is filing a complete report with the ITBA Secretary, together with its ruling;
  - (c) That the Defendant may appeal against the ruling of the LBA by filing a brief with the ITBA Secretary within fourteen (14) days after being notified of the ruling. (This brief shall be submitted in accordance with the conditions detailed in Sub-Section 10.2 of the Rules of the Association, and a copy must also be filed with the LBA Administrative Council at the same time.)
  - (d) That in cases where a ruling involves a suspension of membership and an appeal is lodged, the Defendant's status shall remain unchanged until a decision is made by the ITBA Executive Committee.
- (iv) In conclusion of the hearing, the following must be filed with the ITBA Secretary by the LBA Administrative Council:
  - (a) Copies of the original complaint and all other correspondence pertaining to the case;
  - (b) Copies of notices to the Defendant and the Complainant, with proof established that proper notification was given or an adequate attempt made at notifying the Defendant, both of the charge against him and of the ruling of the Administrative Council;
  - (c) A copy of the minutes of the hearing;
  - (d) A brief, summing up the reasons for the Administrative Council's ruling, including the Council's interpretation of the alleged violation;and
  - (e) A list naming all those present at the hearing together with the names of absent LBA officers, if appropriate.

## APPENDIX B

### STANDARD CONSTITUTION FOR LOCAL BOWLING ASSOCIATIONS

#### PREAMBLE

We, the members of a Local Bowling Association of the Irish Tenpin Bowling Association, hereby submit ourselves to be governed by the Constitution, Rules and Regulations of the ITBA, the following Constitution and the appended by-laws (not in conflict with those of the ITBA) adopted for our local government.

#### Article 1            NAME

This organisation shall be known as the ..... Bowling Association of the ITBA.

#### Article 2            PURPOSE

It shall be the purpose of this association to promote the sport of tenpin bowling with the assistance, guidance and direction of the ITBA by:

- (i)        Uniting all tenpin bowlers within its jurisdiction;
  - (ii)       Encouraging sportsmanship and fair play;
  - (iii)      Enforcing the ITBA Playing Rules;
- and
- (iv)      Conducting annual Local Association Championships.

#### Article 3            MEMBERSHIP

Section 1            Membership in this association shall be open to all ITBA members with the jurisdiction defined by the ITBA Executive Committee.

Section 2            Honorary Membership may be conferred on persons who have rendered valuable service to the association. It shall have an initial term of five (5) years, and may be renewed by further periods of five (5) years.

Section 3            Life Membership shall only be open to Honorary Members. It may be conferred only after the expiry of the initial term of Honorary Membership.

Section 4            Persons may be nominated for Honorary or Life Membership or for renewal of Honorary Membership either by proposal carried by unanimous vote at a meeting of the Administrative Council or by written proposal signed by at least fifteen (15) or fifty percent (50%) of the Voting Membership, whichever is the greater.

Written proposals should reach the Secretary not later than the 30<sup>th</sup> day of June in any year.

Proposals shall be voted on by secret ballot at the Annual General Meeting, and shall require at least a two-thirds (2/3) majority vote to succeed.

Section 5            The membership term shall be concurrent with the ITBA membership term.

Section 6            The association shall keep and maintain a register of all members (including the names and addresses of its officers) which shall be available to the ITBA Executive Committee upon request.

Section 7            A member, on becoming a member of the Irish Tenpin Bowling Association, will automatically come under the jurisdiction of F.I.Q. – W.T.B.A.

#### Article 4            ANNUAL SUBSCRIPTION

Section 1            The Administrative Council shall from time to time determine the amount of the Annual Subscription.

Section 2            (a)        Persons continuing their membership and those renewing their membership

following a lapse of less than two previous terms, shall be liable for payment of the Annual Subscription by the 31<sup>st</sup> day of October in any year.

- (b) If persons covered by the conditions of the previous paragraph have not paid their Annual Subscription by the specified date, they shall be deemed to have forfeited their membership, unless the Administrative Council permits late payment in special circumstances.

Article 5                    ORGANISATION AND GOVERNMENT

Section 1                    The ultimate control and management of this association shall rest with the assembly of members in session at a General Meeting, and the purpose and function of such assembly shall be to enforce and implement the terms and conditions of this Constitution, as provided therein and specified in the by-laws.

- Section 2                    (a)            The control and management of the association shall be vested by the members in an Administrative Council, the members of which shall be elected or appointed as Provided for hereafter.
- (b)            The Administrative Council shall consist, as a minimum, of a President, a Vice-President, a Secretary/Treasurer (or a Secretary and a Treasurer) to be known collectively as the Officers of the association, and two Ordinary Members. At its discretion the association may elect additional Officers and Ordinary Members provided these are specified in the by-laws and subject to a maximum total of nine (9) voting members on the Council.

Section 3                    The Administrative Council shall carry out the purposes and objectives of the association by transacting its business and enforcing its rules and regulations under the direction and with the approval of the assembly of association members in session in General Meeting.

Article 6                    ELECTIONS, TERMS, VACANCIES AND REMOVALS

Section 1                    Members of the Administrative Council shall normally be elected at the Annual General Meeting of the Association. The by-laws shall specify whether

- (i)            Nominees shall be elected to specific offices for which they are nominated,
- or
- (ii)           Required numbers shall be elected to complete the Administrative Council with the Officers specified in the by-laws then appointed by the Council from among its own members.

Section 2                    The by-laws may provide for the Council to appoint the Secretary (or Secretary/Treasurer when these offices are combined) at their inaugural meeting.

Section 3                    The by-laws shall specify the procedure to be followed for submitting nominations, subject to the following eligibility requirements:

Nominees must:

- (i)            Be members of the association;
- and
- (ii)           Be in good standing with the ITBA.

Section 4                    The term of office of the Administrative Council (with the exception of the Secretary or Secretary/Treasurer) shall be from the end of the Annual General Meeting to the end of the next AGM.

Section 5                    Unless otherwise provided in the by-laws, the members of the Administrative Council shall be eligible for re-election, either to the office previously held or to any other office. By-laws provide

for appointment of the Secretary (or Secretary/Treasurer when these offices are combined). He shall be eligible for re-appointment.

Section 6 Vacancies in office shall be filled by the Administrative Council for the unexpired term.

Section 7 (a) When a member of the Administrative Council is accused in writing of failure in the proper performance of his duties by any member of the association, the Council shall conduct a hearing within two (2) weeks and then make an appropriate decision and inform the ITBA Executive Committee.

(b) If the Administrative Council fails to act, or if irregularities are reported to the ITBA, the ITBA Executive Committee shall appoint a committee from among its own members to conduct a hearing within the association and, after a review of the facts, make a report and recommendations for action by the ITBA Executive Committee.

Section 8 (a) A member of the Administrative Council who fails to attend three (3) consecutive meetings without reasonable cause shall be deemed to have vacated his office.

(b) Wherein the judgement of the Administrative Council, Secretary or Treasurer is unable through disability or prolonged illness to perform the duties of his office it may by a two-thirds (2/3) vote declare the office vacated.

Article 7 DUTIES OF THE ASSOCIATION OFFICERS

Section 1 The President shall be the chief executive officer of the association, performing all duties normally pertaining to this office, including specifically:

(i) Presiding at meetings of the Administrative Council and General Meetings of the Association;

(ii) Seeing to the enforcement of the objects, provisions and purposes of this Constitution;

and

(iii) Arranging for an annual audit of association finances.

Section 2 In the absence of the President, the Vice-President shall perform the duties of the President.

Section 3 The Secretary shall perform those duties assigned to him by the President, the Administrative Council and the assembly of members in session in General Meeting, including specifically:

(i) Keeping for permanent record an account of the proceedings at all General Meetings of the association and meetings of the Administrative Council, which shall at all times be available to and the property of the association;

(ii) Conducting the correspondence of the Administrative Council including notices to members of General Meetings and meeting of the Administrative Council;

(iii) Keeping a record for at least one year of all scores made in tournaments conducted by the association, which shall be provided to the ITBA Secretary;

and

(iv) Being responsible for the upkeep of the membership register for the association and for processing applications for membership.

Section 4 The Treasurer shall keep an account of all receipts and disbursements and be prepared to present a report of all financial transactions of the association at the Annual General Meeting. He shall maintain a statement of the current financial condition of the association available on request by the President, the Administrative Council or the assembly of members in session in General Meeting. He shall make regular deposits of all monies received in a recognised banking institution in the name of the association, subject to withdrawal on his signature and that of one other designated association officer following authorisation at a meeting of the Administrative Council.

Article 8                    DUTIES AND POWERS OF THE ADMINISTRATIVE COUNCIL

Section 1                    The Administrative Council shall hold no less than six (6) meetings in any term on a bi-monthly basis. It shall further meet at the call of the President or upon request of three (3) members. Five (5) days notice of all meetings shall be given to all members, and a majority of these shall constitute a quorum.

Section 2                    The Administrative Council shall have full power to suspend membership and to render decision on all protests and disputes arising within the jurisdiction of the association, subject only to appeal to the ITBA Executive Committee. To this end it shall have full power to bring before it any person or to inspect any pertinent records or papers to the extent that these may assist in giving all a fair and full hearing.

- Section 3
- (a)        The Administrative Council may delegate any of its functions by appointing sub-committees.
  - (b)        Sub-committees may co-opt additional members to their rank, subject to ratification by the Administrative Council.
  - (c)        Wherever possible, every sub-committee shall be presided over by a member of the Administrative Council.
  - (d)        The association by-laws may incorporate provisions to facilitate the detailed implementation of the terms of this section.

Section 4                    Within the rules of the ITBA and in so far as local funds permit, the Administrative Council may effect improvements in procedure and provide additional services to association members, the continuance of which shall be subject to approval at the next Annual General Meeting of the association.

Article 9                    GENERAL MEETINGS

- Section 1
- (a)        The Annual General Meeting of the association shall be held during the month of July each year, the date, time and venue being determined by the Administrative Council.
  - (b)        Extraordinary General Meetings may be called by the President, and must be called by him on receipt of a written request signed by at least fifteen (15) or fifty percent (50%) of the Voting Membership, whichever the greater.
  - (c)        No business may be raised at an Extraordinary General Meeting other than the business for which is is convened.

Section 2                    Association members must be given at least twenty-eight (28) days notice of any General Meeting, and in the case of an Extraordinary General Meeting this notice must specify the business to be transacted.

Section 3                    All association members shall be entitled to attend General Meetings. Only Voting Members shall be entitled to vote. Voting by proxy in any form shall specifically be prohibited. Only votes cast by members present shall be counted.

Section 4                    The Agenda for the Annual General Meeting shall be as follows:

- (i)        Reading of minutes and action thereon
- (ii)       Report of Administrative Council
- (iii)       Reports of standing committee
- (iv)       Reports of special committees
- (v)        Administrative Council elections
- (vi)       Motions
- (vii)      New business.

Section 5                    The association by-laws may incorporate provisions to facilitate the detailed implementation of the terms of this Article.

Article 10      PROCEDURE

The Standing Orders of the Irish Tenpin Bowling Association shall govern the conduct of all meetings of this association.

Article 11      AMENDMENTS

Section 1      This Constitution may be amended only by Motion adopted by a two-thirds (2/3) majority vote at an Annual General Meeting of the ITBA.

Section 2

- (a)      The association by-laws may be amended or repealed by Motion adopted by a two-Thirds (2/3) majority vote at any General Meeting of the association.
- (b)      Any proposal to amend or repeal the by-laws must be submitted in writing to the association secretary, signed by two (2) Voting Members, at least twenty-eight (28) days prior to a Meeting.
- (c)      Details of all amendments must be published at least fourteen (14) days prior to a Meeting.
- (d)      The Administrative Council shall consider all amendments and report conclusions and recommendations to the Meeting at which they are to be considered.

Article 12      INDEMNITY

12.1      Every Committee member, officer or servant of the ITBA shall be indemnified by the ITBA against claim, and it shall be the duty of the ITBA to pay all costs, losses and expenses which any such person shall properly incur, or become liable to, by reason of any contract properly entered into or thing done in the discharge of duties in good faith duly authorised by the Executive Committee.

12.2      The amount of which such indemnity is provided, shall, as far as funds of the ITBA allow, immediately attach as a lien on the property and assets of the Association and have priority over all other claims.

## APPENDIX C

### STANDING ORDERS

#### Order 1            QUORUM

Where a quorum is specified for any meeting, such meeting shall be dissolved if the required quorum is not present within half an hour of the appointed time for the meeting to commence.

#### Order 2            ORDER OF BUSINESS

- (i) An Agenda shall be prepared by the chairman and the secretary, and, unless circulated beforehand, shall be read by the chairman at the opening of each meeting. Items thereon shall take precedence over all other business.
- (ii) A member may introduce other business for the consideration of the meeting after the business on the Agenda has been completed, but should produce same in writing, or give notice of the motion to be discussed at a further meeting.

#### Order 3            SUSPENSION OF STANDING ORDERS

- (i) In the event of any matter of urgency, the chairman may accept a motion for the suspension of Standing Orders, provided such option is not moved while any member is speaking on a Point of Order or during the act of Voting.
- (ii) The member moving such motion shall clearly state the nature and urgency of his business, the number(s) of the Standing Order(s) affected, and the length of time (not exceeding thirty minutes) he desires the suspension to last.
- (iii) Such a motion shall always require a seconder, shall be put simply to a vote without discussion, and may be passed by a simple majority of members present and voting.
- (iv) An extension may be allowed to the period of suspension at the discretion of the meeting.

#### Order 4            MINUTES

- (i) Minutes shall, as a minimum, contain the following information concerning the proceedings at meetings:
  - (a) All motions in the exact form as put by the chairman, irrespective of their fate;
  - (b) The names of the movers of such motions;
  - (c) The names of the seconds of such motions where applicable;
  - (d) The numbers of those voting for and against, and of those abstaining from voting on such motions;
  - (e) The chairman's ruling on matters of order;
  - (f) The date of the next meeting.
- (ii) At the discretion of the chairman and the secretary, an outline of discussion on questions before the meeting may also be included in the minutes.
- (iii) Unless circulated beforehand, the secretary shall read the minutes of the previous meeting. No motion or discussion shall be allowed on the minutes except in regard to their accuracy.
- (vi) Following confirmation of the minutes they shall be signed by the chairman, and the members may then ask questions in regard to matters arising there from. Such questions shall be allowed for purposes of information only, and no debate shall take place on the policy outlined in the minutes.



Order 5

SELECTION OF SPEAKERS

- (i) At the beginning of debate on any question, the chairman shall ask all those who desire to speak to send their names up to him in writing. These names shall be entered on the chairman's list of speakers in the order in which they are handed in. The chairman shall periodically announce the names of the forthcoming speakers, and the order in which they are to be heard.
- (ii) No speaker shall commence speaking until called on by the chairman, except in the case of those rising on a Point of Order or a Point of Information.

Order 6

SPEECHES

- (i) Except in committee, a speaker shall be required to stand while he holds the floor, and shall address his remarks through the Chair only.
- (ii) The chairman shall have general responsibility for ensuring that discussion is conducted in an orderly manner and that speakers are not interrupted except as provided for in these Standing Orders.  
  
(Note: The terms of this provision may be relaxed in committee at the chairman's discretion.)
- (iii) No member shall be allowed to speak more than once upon any question before the meeting, unless in committee, or on a Point of Order or a Point of Information, except the mover of the Original Motion. But if an amendment is moved, any member, even though he has spoken on the Original Motion, may speak again on the amendment.
- (iv) The mover of the Original Motion shall be allowed five (5) minutes to speak. All subsequent speakers shall be allowed three (3) minutes, including the mover of the Original Motion if exercising his right to reply.
- (v) A member wishing to raise a Point of Order or a Point of Information must first obtain the chairman's permission, and must rise immediately.
- (vi) A member may formally second a motion or an amendment and reserve his speech until later in the debate.
- (vii) The mover of a motion shall be entitled to make his speech first and conclude with the motion.

Order 7

INTERRUPTION

If any member interrupts another while addressing the meeting, or uses abusive or profane language, or causes disturbance at any meeting and refuses to obey the chairman when called to order, he shall be named by the chairman. He shall thereupon be expelled from the room and shall not be allowed to enter again until an apology satisfactory to the meeting is given.

Order 8

MOTIONS AND AMENDMENTS

- (i) The first proposition on any subject shall be known as the Original Motion and all succeeding propositions on that subject shall be called amendments.
- (ii) No motion or amendment shall be discussed unless and until it has been seconded, except in committee, seconder shall not be deemed essential.
- (iii) When not already on the Agenda, every motion or amendment must be moved and seconded by members actually present before they can be discussed, and, where possible, shall be set forth in writing.
- (vi) Only one motion or amendment may be before the meeting at any one time, and when an amendment is moved no further amendment shall be discussed until the first amendment is disposed of. Notice of further amendments must be given before the first amendment is put to a vote.

Order 9

SUBSTANTIVE MOTIONS

- (i) If an amendment is carried, it displaces the Original Motion and itself becomes the Substantive Motion, whereupon any further amendment relating to any portion of the Substantive Motion may be moved, provided it is consistent with the business and had not been covered by an amendment or motion which has previously been rejected.

Order 10

RIGHT OF REPLY

- (i) The mover of the Original Motion shall, if no amendment is moved, have the right to reply at the close of debate upon such motion.
- (ii) When an amendment is moved, the mover of the Original Motion shall be entitled to speak thereon in accordance with Standing Order 6 (ii) and 6 (iv), and may reply to the discussion at the close of debate on such amendment, but shall not introduce any new matter.
- (iii) The question shall be put to a vote immediately following the reply by the mover of the Original Motion, and under no circumstances shall any further discussion be allowed once the question has been put from the Chair.
- (iv) The mover of an amendment shall not be entitled to a reply.

Order 11

WITHDRAWALS OR ADDITIONS

No motion or amendment which has been accepted by the Chair shall be withdrawn without the unanimous consent of the meeting nor shall addendum or rider be added to such motion without similar consent. If any member dissents, the addendum must be proposed and seconded, and treated as an ordinary amendment.

Order 12

VOTING

- (i) Voting shall be by show of hands, unless a motion that a question be decided by a secret ballot is moved and carried or the Rules of the Association specify a secret ballot.
- (ii) A motion that a question be decided by secret ballot shall be carried if supported by a simple majority of the members present and voting.
- (iii) When a motion is to be decided by secret ballot, the chairman shall appoint members to act as scrutineers. These members shall distribute, collect and count the ballot papers. They shall inform the chairman of the result, and he shall announce it to the meeting.
- (iv) If a motion is not opposed, the chairman may declare it carried without a vote.
- (v) The chairman shall not vote on motions before the meeting except in the case of equality of votes for and against, in which case he shall be entitled to a deciding vote. If the chairman decides not to exercise his deciding vote the motion before the meeting shall be deemed "not carried".
- (vi) When a vote is taken in committee, the names of those voting for and against, and of those abstaining from voting, shall be stated in the minutes.

Order 13

PROCEDURAL MOTIONS

- (i) The following Procedural Motions may be moved in accordance with the conditions detailed elsewhere in these Standing Orders:
  - (a) that a question be now put;
  - (b) that a question be not put;
  - (c) that a meeting proceed to the next business;
  - (d) that a question be adjourned to a later time or meeting which shall be

specified;

- (e) that the meeting be adjourned for a period not longer than fifteen (15) minutes;
  - (f) that a question be referred, or referred back, to the Executive Committee, the Administrative Council of a Local Bowling Association, or a specified sub-committee;
  - (g) that the meeting has no confidence in the chairman;
  - (h) that a ruling of the chairman is challenged.
- (ii) Procedural Motions may only be moved and seconded by a member who has not previously spoken at any time during the debate on the question concerned.
  - (iii) No Procedural Motions may be moved while a member is speaking on a Point of Order or during the act of voting.
  - (iv) The chairman may refuse to accept Procedural Motions of types (a), (b), (c) or (d) if one of similar effect and related to the same question has been defeated within the previous fifteen (15) minutes.
  - (v) If a Procedural Motion of type (a) is carried, or one of type (b) is defeated, the mover of the Original Motion shall have a right to reply in accordance with the conditions of Standing Orders 6 (ii) and 6 (iv), following which the chairman shall put the question To a vote without further discussion.
  - (vi) A Procedural Motion of type (b) may not be moved in committee, or while an amendment is under discussion.
  - (vii) A member moving a Procedural Motion of type (d) or (e) must confine his remarks to the question of the adjournment, and must not discuss any other matter.
  - (viii) When a Procedural Motion of type (d) is moved, the mover of the motion upon which the adjournment is moved shall be allowed the right of reply on the question of the adjournment, which reply shall not prejudice his right of reply on his own motion.
  - (ix) Where discussion on a Procedural Motion is permitted under these Standing Orders, such discussion shall be limited to three (3) minutes from one speaker in favour of the motion, followed by one speaker against for a similar period, except when the mover of a motion exercises his right of reply.
  - (x) If a Procedural Motion of type (g) or (h) is moved, the chairman shall vacate the Chair until the question is debated, a temporary chairman being elected by the meeting in the interim.
  - (xi) If a Procedural Motion of type (g) is carried, the chairman shall not take the Chair for the remainder of the meeting. The members shall decide whether the temporary chairman shall continue in the Chair, or a new chairman shall be elected.
  - (xii) If a Procedural Motion of type (h) is carried, the chairman shall resume his Chair, but shall give a ruling in accordance with the Procedural Motion.

#### Order 14

#### POINTS OF ORDER

- (i) A Point of Order shall relate only to the procedure adopted or to the conduct of the meeting and may be raised by a member rising “on a Point of Order”.
- (ii) A Point of Order shall take precedence over all other business except the act of voting, unless it relates to the actual conduct of the vote.
- (iii) The chairman shall rule on all Points of Order.

Order 15

POINTS OF INFORMATION

- (i) A Point of Information may be raised by any member provided he rises “on a Point of Information”.
- (ii) The speaker holding the floor may accept or refuse a Point of Information and, if the speaker refuses, the member rising on a Point of Information shall immediately cease speaking.
- (iii) A Point of Information shall consist only of brief and relevant information offered to, or asked of, the speaker.

Order 16

RESCINDING RESOLUTIONS

- (i) No resolution shall be rescinded or amended at the same meeting at which it is passed. Twenty-eight (28) days notice of the proposed rescission or amendment of any resolution must be given, and no recession or amendment shall be effective unless approved by two-thirds (2/3) of the members present and voting at the meeting when it is considered.
- (ii) No resolution involving important issues of finance or policy shall be rescinded at any meeting unless every member eligible to attend such meeting has been duly notified.

Order 17

AMENDMENT OF STANDING ORDERS

Amendment of these Standing Orders shall require approval of two-thirds (2/3) of the members Present and voting at a General Meeting of the ITBA.