

Tenpin Ireland Constitution



Adopted at AGM, 27th May 2025.

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1 INTERPRETATION

Throughout the Constitution and Rules of -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;
- ‘TI’ means Tenpin Ireland in abbreviated form;
- “A Local Bowling Association” (“LBA” in abbreviated form) means a group of TI members recognised by the Executive Board to administer day-to-day affairs in a particular region;
- .“Members of the Executive Board” (and other similar terms) refers equally to Officers and Ordinary Members;
- “Voting Member” means a current member of the TI over the age of eighteen (18) 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 Tenpin Ireland Executive Board;
- “Appointing Committee” means the Tenpin Ireland Executive Board.

2. TENPIN IRELAND CONSTITUTION

PREAMBLE

We, the members of this organisation – known as Tenpin Ireland - assembled at an Annual General Meeting on 27th May 2025, 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.

Tenpin Ireland, formally known as 'Irish Tenpin Bowling Association' becomes the National Governing Body for tenpin bowling for the island of Ireland, to implement and reflect the decisions made by the Irish Tenpin Bowling Association (ITBA) and Northern Ireland Tenpin Bowling Federation (NITBF), at their respective 2024 Annual General Meetings (AGMs), to have one National Governing Body for the island of Ireland.

Tenpin Ireland has the full support of Sport Ireland, Sport NI, European Bowling Federation (EBF) and International Bowling Federation (IBF).

Article 1 JURISDICTION

Tenpin Ireland shall have jurisdiction over all Tenpin Bowling on the island of Ireland (32 counties of Ireland).

Article 2 PURPOSE

The purpose of the TI as a non-profit making organisation, shall be for the good of the sport of Tenpin Bowling on the island 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 European Bowling Federation (EBF);
- iv) Conducting tournaments and Annual National Championships;
- v) Selecting teams and individuals to represent Ireland and TI 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) Anyone interested in Tenpin Bowling, regardless of gender, age, disability, ethnicity, nationality, sexual orientation, religion or political opinion.
- (ii) Members will be subject to regulations of the Constitution and by joining accept the Rules of Association that the TI has adopted.
- (iii) Categories are: General, Senior, Junior, Honorary, and Life.

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 Board

Article 4 ORGANISATION AND GOVERNMENT

Section 1 The supreme governing body of TI shall be the assembly of members in session at a General Meeting.

Section 2

- (a) The control and management of TI shall be vested by the members in an Executive Board consisting of nine (9) members as follows:
 - President,
 - Secretary,
 - Treasurer,
 - Vice President,
 - Junior Representative,
 - Senior Representative,
 - Team Ireland Representative,
 - Coaches Representative, and
 - Event Administration Representative
- (b) The President, Secretary, Treasurer, and Vice President shall be known as the Executive Officers.
- (c) All Executive Board members must be members of TI and be in good standing.
- (d) The term of office of the Executive Board Officers will be two years, as provided for in the Rules of the Association. The term of office of the Executive Ordinary members will be one year.
- (e) At least four (4) members of the Executive Board shall be from each gender.
- (f) At least one (1) of the Executive Officers shall be resident in Northern Ireland and at least one (1) resident in Ireland, and the Executive Board shall have at least two (2) representatives resident in Northern Ireland and at least two (2) representatives' resident in Ireland.
- (g) The Junior Representative, Senior Representative, Team Ireland Representative, Coaches Representative, and Event Administration Representative of the Executive Board shall be an Executive Officer of the respective Group Sub-committee. No Group Sub-committee shall have more than one (1) member on the Executive Board.

Section 3

- (a) The Executive Board shall be responsible for implementing the terms and conditions of the Constitution and of the Rules of TI, and shall (within the limits of those terms and conditions), carry out and enforce the mandates of TI as adopted by the assembly of members in General Meeting.
- (b) The Executive Board 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. (Refer to Rules of Association for more information on complaints and appeals).

Section 4

- (a) The Executive Board shall be empowered to act for and on behalf of TI 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 Board shall be responsible to TI 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 TI OFFICERS

Section 1

The President shall:

- represent TI as and when required by the Executive Board.
- Preside at meetings of the Executive Board and at General Meetings of TI and where required Extraordinary General Meetings.
- Be responsible for the smooth and efficient running of TI.
- Liaise with all Governing Bodies and Sport Bodies.
- Perform the duties set out in the Rules of Association.

Section 2

The Vice-President shall, in the absence of the President, represent TI and shall perform such other duties as may be assigned by the President or the Executive Board, and perform the duties set out in Rules of Association. The Vice President will preside at meetings of the Executive Board and at general meetings of TI, and where required Extraordinary General Meetings, in the absence of the President.

Section 3

The Secretary shall:

- be the Chief Administrative Officer of TI.
- In the absence of the Secretary at an Executive Board meeting, the Executive Board shall appoint an Executive Member to act as Secretary for the meeting.
- Be the contact point for TI.
- Be responsible for Record Management as required by the Executive Board.
- Complete forms for EBF and IBF Championships.
- Present Secretary's Report at Annual General Meeting.
- Perform the duties set out in the Rules of the Association
- Perform such other duties as may be assigned by the President, or the Executive Board

Section 4

The Treasurer shall:

- be accountable to the Executive Board for the day-to-day regulation of finances.
- receive and receipt all monies paid or donated to TI and shall ensure that such monies are deposited in a recognised banking institution in the name of TI.
- maintain a statement of the current financial condition of TI, available on request by the President, or the Executive Board.
- keep an account of all receipts and disbursements.
- present an independently audited statement of TI's financial affairs to the Annual General Meeting.
- compile an Annual Budget for approval by the Executive Board.
- Be the Liaison for all sponsorship and funding opportunities upon receipt to the Treasurer and discussion by the Executive Board.

Article 6

GENERAL MEETINGS AND EXTRAORDINARY GENERAL MEETINGS

Section 1

The Executive Board shall each year convene the Annual General Meeting of TI-

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.

Section 2

An Extraordinary General Meeting may be convened as provided for in the Rules of the Association.

Article 7

LOCAL BOWLING ASSOCIATIONS

Section 1

The Executive Board may (as provided for in the Rules of the Association) confer the status of Local Bowling Association upon a group of Tenpin Ireland members in any geographical region.

Section 2

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 Tenpin Ireland members in General Meeting.

<u>Section 3</u>	Tenpin Ireland 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 annual/extraordinary 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 TI 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 TI shall be indemnified by TI against claim and it shall be the duty of TI 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 Board.
<u>Section 2</u>	The amount of which such indemnity is provided, shall, as far as funds of TI allow, immediately attach as a lien on the property and assets of TI and have priority over all other claims.
Article 11	<u>DOPING CONTROL</u>
<u>Section 1</u>	The anti-doping rules of TI are the Irish Anti-Doping Rules and the UK Anti Doping Rules published by the Drug Free Sport Directorate of UK Sport (or its successor), as amended from time to time. Such rules shall take effect and be construed as rules of TI.
<u>Section 2</u>	All players must comply with drug testing as required by Sport Ireland and Sport Northern Ireland 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 TI or suspension for a period of time as determined by the Executive Board.
<u>Section 4</u>	It is a player's responsibility, if taking prescribed medication, that it is on the approved World Anti-Doping Agency (WADA) approved list. This list can be found on their web site, www.wada-ama.org
Article 12	<u>POLICY STATEMENT</u>

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

TI is fully committed to safeguarding the wellbeing of its members. Every individual in TI 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 TI is recognised by the international Bowling 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

ARTICLE 13 Child Safeguarding Statement:

Child Safeguarding Statement is available on the TI website and as required, will be updated.

ARTICLE 14 Tenpin Ireland Roles in addition to Executive and Sub Committees:

- Section 1 In addition to the roles on the Executive Board and Sub Committees, the following roles must also be filled within TI:
- (a) National Children's Officer
 - (b) Anti Doping Officer
 - (c) Press Relations Officer
 - (d) Membership Secretary
 - (e) Data Protection Officer
 - (f) Webmaster
 - (g) Garda Vetting and Enhanced Access NI Checks
 - (h) Technical Committee: Lane Sanctioning
- Section 2 The above roles must confirm to the TI Executive Secretary each January that they are willing to continue in their role for another 12 months.
- Section 3 These roles will be appointed by the Executive, along with any vacancies which arise in these roles.
- Section 4 A Member can hold one (1) of the above roles and one (1) role on the Executive Board (inclusive of representing Sub Committee on Executive Board) or on a Sub Committee.

ARTICLE 15 Equality Statement:

TI is committed to ensuring that equality is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following definition of sports equality:

- (a) (TI respects the rights, dignity, and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- (b) TI is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- (c) TI members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- (d) TI will deal with any incidence of discriminatory behaviour seriously, according to disciplinary procedures.

ARTICLE 16 Dissolution:

- (a) A resolution to dissolve TI can only be passed at an AGM or EGM through a majority vote of members.
- (b) In the event of dissolution all debts should be cleared with any funds. Any assets (see rules of association), that remain following this will become the property of another club with similar objectives that are recognised by the governing bodies of tenpin bowling.

ARTICLE 17 Assets:

- (a) The purchase and disposal of assets of TI is in the remit of the Executive Board. Any proposal brought forward by the Executive Board will be subject to a majority vote of the whole Executive Board.

APPENDIX – RULES OF THE ASSOCIATION

SECTION 1 MEMBERSHIP

Sub-Section 1.1 Membership Term

The membership term shall be one year, commencing on the 1st day of October to 30th September of the following year, regardless of when Membership was taken out, on receipt of an annual payment decided by the TI Executive Board. Online Membership application form is available from the TI web site www.tenpinbowling.ie

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 eighteen (18) years on the first day of September.

1.2.3 Senior Membership

When a person has reached the age of forty-nine (49), 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, and Senior Membership shall be required for each membership term and shall be submitted on the official Membership Application Form/ online form, signed by the Applicant (where hard copy completed) and be accompanied by the appropriate Annual Subscription.

1.3.2 All new and renewed membership applications are accepted subject to ratification by the Executive Board.

Sub-Section 1.4 Procedure for Conferring Honorary and Life Membership

1.4.1 A person may be nominated for Honorary and Life Membership by:

- (i) Proposal carried by unanimous vote at a meeting of the Executive Board;
- (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-ten percent (10%) of the Voting Membership-

1.4.2

- (a) Proposals, other than those emanating from the Executive Board, 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 TI 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
- . Sex
- . Type of Membership
- . Date of Joining the Association
- . Good Standing Status
- . Previous Service on the Executive Committee
- . Date of Birth
- . Right or Left-Handed
- . One- or Two-Handed Bowler

Sub Section 1.7 Data Protection and GDPR:

- (a) All personal data acquired by TI shall be used for the purpose of TI and shall not be disclosed to third parties. All data will be retained by the Membership Secretary and TI Executive unless otherwise stated in the TI GDPR Privacy Policy on the TI website.

Sub-Section 1.8 Suspension of Membership

- (a) The Executive Board 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 and Life Members, the Executive Board's power of suspension shall at the most extend until the next Annual General Meeting.

The Executive Board may table a proposal at the next Annual General Meeting, either for extension of the suspension or for withdrawal of Honorary and 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 1.9 Withdrawal of Membership

Proposals for withdrawing Honorary and Life Membership shall be submitted and voted upon in accordance with the conditions of Sub-Section 1.8 of these Rules.

SECTION 2 Annual Membership

Sub-Section 2.1 Reduced Subscription

- 2.1.1 The Executive Board 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, persons currently serving on the Executive Board, serving on a Sub Committee, and/or fulfilling one of the roles in Article 14 Section 1 shall be entitled to all privileges of TI without payment of the Annual Subscription.

SECTION 3 FINANCIAL CONTROL

Sub-Section 3.1 Responsibility

The Executive Board 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 Board for the day-to-day regulations of finances. The President has the right to periodically check the accounts.

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 TI
- and
- (ii) in the legitimate furtherance of the purpose of the Association.
- 3.3.2 Unless otherwise stated elsewhere in the Rules, withdrawals from TI bank accounts shall be:
- (i) by cheque bearing the signature of the Treasurer and one or two other officers authorised by the Executive Board
- (ii) only if they conform to the "Financial Policies and Procedures as approved from time to time by the Executive Board".
- (iii) only if formally authorised at a meeting of the Executive Board.
- In exceptional circumstances withdrawals may be made when authorised by the Treasurer, an authorised signatory and an Executive Officer and reported at the next meeting of the Executive Board by the officers concerned.

Sub-Section 3.4 Auditor

- 3.4.1 The Executive Board shall appoint an independent auditor from outside of their own Membership.
- 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 1st day of January in any year.

Sub-Section 3.5 Insurance

The Executive Board shall take out adequate insurance against identified insurable risks, theft or damage to any property in the possession of the Association.

SECTION 4 THE EXECUTIVE BOARD

Sub-Section 4.1 Election Procedure

4.1.1

- (a) The President, Vice President, Secretary, Treasurer, Junior Representative, Team Ireland Representative, Senior Representative, Coaches Representative, and Event Administration Representative of the Executive Board 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 and Sub Section 4.2 Term of Office, 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 Board appointed under Rule 4.1.8, and in accordance with the conditions of Rule 4.5.1, shall be deemed to have commenced their 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 along with their membership number (who are defined as Members who are in good standing with TI, over the age of 18).
- and
- (ii) Contain a declaration of willingness to serve, signed by the Nominee along with their membership number. Nominee must be a current TI member and in good standing.

4.1.4 Unless otherwise stated elsewhere in these Rules, the following shall be eligible for nomination:

- (i) Outgoing members of the Executive Board;
- (ii) For the positions of President, Vice President, Secretary and Treasurer, only Voting Members who have previously served at least one full term on the Irish Tenpin Bowling Association Executive Board or two years on a Irish Tenpin Bowling Association Sub-Committee, or at least one full term on the Northern Ireland Tenpin Bowling Federation or have three years' continuous membership in good standing of either the Irish Tenpin Bowling Association or Northern Ireland Tenpin Bowling Federation;
- (iii) For the position of Ordinary Member of the Executive Board, 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 4.6.1.

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 Board shall be conducted in accordance with this Section (4.3) Meetings.
- 4.3.2 The Executive Board shall meet at least once a month, on a day and at a time appointed by the President.
- 4.3.3 The Secretary shall notify the members of the Board of the date, time and venue of all meetings.
- 4.3.4 Notification of the dates of Executive Board 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 Board for discussion of a specific issue and the Board 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 Board shall be five (5) members of which two (2) must be Executive Officers.
- 4.3.7 The President shall normally preside at meetings of the Executive Board. In President's absence, the Vice President shall temporarily preside the meeting.
- 4.3.8 The Secretary will issue the agenda of the Executive Board meeting prior to the meeting. Any documents of importance which require detailed reading/analysis will also be distributed prior to the meeting by the Secretary for discussion at the meeting.
- 4.3.9 The Secretary shall record the minutes of all Executive Board meetings. In the absence of the Secretary someone will be appointed to act as secretary of the meeting.

Sub Section 4.4 Non-Constitutional proposals raised at Executive Board meetings:

- 4.4.1 All Executive Board Members have the right to one vote on each proposal at Executive Board meetings.

Proposals can only be voted by Members attending the meeting, unless Members agree to withhold vote until more Members are present.

- 4.4.2 Each submission made at Executive Board must be proposed and seconded. The proposal with the most votes will be passed.
- 4.4.3 Voting will take place in Executive Board meetings by a raising of the hand, however for important issues the Executive Board may decide that a secret ballot should take place.
- 4.4.4 The date of upcoming Executive Board meetings should be posted on official TI Social Media accounts and on the TI web site.
- 4.4.5 If something is of extreme importance and the Executive Board have only met previous, the Secretary will inform the Executive Board to meet and discuss and also provide a report to the next Executive Board meeting, if it needs an immediate response the Secretary will contact Executive Board Members for a vote.

Sub-Section 4.5 Confidentiality

- 4.5.1 Unless otherwise stated elsewhere in these Rules, certain proceedings of the Executive Board shall by their very nature be identified and agreed by majority vote by the Executive Board as being wholly confidential. No Board member shall disclose any information relating to these proceedings except insofar as formally determined by the Board. 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.
- 4.5.2
 - (a) Unless otherwise stated elsewhere in these Rules or formally determined by the Executive Board, all records of TI 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 TI business in the possession of the Executive Board, whether written, photocopied, photographed or recorded either electronically or by any other means.
 - (c) TI will never promise to keep secrets. However, information of a confidential nature will only be communicated on a “need to know” basis, with the welfare of the child/individual paramount. Considerations of confidentiality will not be allowed to override the rights of children or young/individuals Members to be protected from harm.

Sub-Section 4.6 Vacancies

- 4.6.1 Vacancies on the Executive Board shall be filled in accordance with the following conditions:
 - (i) The Executive Board 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.
- 4.6.2
 - (a) Any member of the Executive Board 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 Board, 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 4.7 Resignations.

- 4.7.1
 - a) Resignations from Executive Board or any Sub Committee must be made to the Secretary in writing.

- b) Where an individual resigns the Secretary is responsible for ensuring that they are removed from all mailing lists and correspondence to do with the Executive Board, and the applicable Sub-committee Secretary is responsible for ensuring that they are removed from all mailing lists and correspondence to do with the Sub Committee.
- c) The Individual must return all TI records, documents or other materials belonging to the TI.

Sub-Section 4.8 Alleged Misconduct in Office

- 4.8.1 Complaints alleging misconduct in office by any member of the Executive Board, 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.
- 4.8.2 The Executive Board 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.
- 4.8.3 Following the presentation of evidence at the hearing, the Executive Board 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. The member has a right to reply as per Section 13 Dispute Resolution.
- 4.8.4 A member of the Executive Board shall not be entitled to vote on the question of their alleged misconduct in office or their removal from office.
- 4.8.5 A person removed from office in accordance with other Rules in this sub-section shall:
 - (a) Surrender into the custody of the Executive Board all records, documents or other materials belonging to TI which may be in their possession and
 - (b) Be ineligible to serve in the future as a member of the Executive Board 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 Board 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 Board, except in the case of Group Sub-Committees where only one member may be a member of the Executive Board 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 Board 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 Board, 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 Board 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 Board 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, Event Administrator 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.
- (b) 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

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) At least one (1) Member of the Selection Committee must be a certified Tenpin Ireland European Bowling Federation Level 1 or 2 coach.
- (c) The procedure of the Selection Committees shall be governed by the regulations detailed in Sub-Section 5.6 of these Rules.

5.3.3

Team Managers

- (a) The Executive Board 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 Board through the TI Secretary.

5.4.2

The TI Secretary, with the assistance of the Membership Secretary, shall be responsible for collecting and recording Annual Subscriptions from respective Group Sub-committee 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 into applicable Group Sub-Committee bank account.

5.4.4

- (a) Monies in the respective Group Sub-Committee 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 Sub-Committee 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 TI Executive, through the TI Treasurer, outlining all Income and Expenditure related to the Group Sub-Committee 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 Board 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 Board has undertaken to provide the necessary backing.

Sub-Section 5.5 Selection Committee Regulations

5.5.1 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.

5.5.2

- (a) At the end of each Ranking Tour season, the selection committee shall submit to the Executive Board for ratification the squad of players for both men and women, in line with the 'Ranking Tour Rules and Selection Criteria', and such squad/s shall not be published until duly ratified.
- (b) The Executive Board 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.

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

5.5.4

- (a) A place on the squad shall be open to review on the basis of performance in practice sessions, leagues, tournaments and other competitive play.
- (b)
 - i) Squad Members must be current members of TI and hold a current Irish Passport
or
 - ii) Be non-Irish passport holder, resident in Ireland or Northern 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 Squad members.

5.5.5 If a Squad Member is selected to represent Ireland the applicable Sub Committee Secretary will send/ email a selection letter to the Squad Member, the Selection Committee will decide the deadline on reply to accept or reject place.

Sub-Section 5.6 Team Manager's and Coach/es Duties and Regulations

5.6.1 The term of office of a Team Manager and Coach/es shall be determined by the appointing Committee.

5.6.2 (a) A Team Manager and Coach/es must submit a report to their appointing committee and to the TI Secretary 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 Sub Section 4.3.

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 May, on a date and at a venue decided by the Executive Board.
- 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 their 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 Board 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 discussed
 - and
 - (iii) be signed by-at least-ten percent (10%) of the Voting Members-
 - (c) The Executive Board 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 Board may table a Motion, provided the text has been formally approved at a Board 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 Board, 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 Board 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 Board;
 - (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 Board:
- (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 Executive Officers 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.
- 6.6.4 Having considered the views of the Executive Officers on Motions which have not been eliminated, the Executive Board 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 TI may include a provision for immediate enforcement.

SECTION 7 RULES OF THE EXECUTIVE

Sub-Section 7.1 Executive Procedure and Legislative Operation

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

7.2.2 The Executive Board 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 Board 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 Board formulates its own rules under the terms of this Sub-Section, it shall be guided by the appropriate rules and regulations of the European Bowling Federation (EBF).

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 TI formulates its own rules under the terms of this Sub-Section, the relevant playing rules of the European Bowling Federation (EBF) shall be adopted by Tenpin Ireland.

Sub-Section 8.2 Equipment Specifications

(a) Tenpin Ireland shall adopt and enforce the IBF, EBF, and USBC specifications regulating the equipment necessary for the sport of tenpin bowling. All bowling balls must be on the USBC approved list www.bowl.com/approvedballlist.com

(b) Tenpin Ireland shall enforce the rules of the International Bowling Federation, European Bowling Federation, and United States Bowling Congress regulating the sanctioning of leagues and tournaments, and the sanctioning of bowling establishments and the granting of bowling lane certificates.

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 TI.

(b) Respect for the honour of representing Ireland dictates that team uniforms (such as shirts etc) for international duty should only be used when so engaged. This provision allows for such uniforms to be worn during team training, exhibition matches as well as formal international events. Uniforms which are similar in appearance to, or could be readily mistaken for official uniforms are likewise restricted. This does not apply to superseded shirts approved by the Executive Board.

- (c) Permission to wear “IRELAND” shirts in non-representative competition may be withheld by the Executive Board.
- (d) International uniforms must be approved for use by the TI Executive Board.

SECTION 10 Use of Tenpin Ireland Seal, Crest or Logo.

The Seal, Crest, Initials or Logo of Tenpin Ireland cannot be used without the permission of the Executive Board.

SECTION 11 COMPLAINTS AND APPEALS

Sub-Section 11.1 Lodgements and Hearing of Complaints

- 11.1.1 Any member may lodge a complaint alleging violation of the Constitution or of the Rules of the Association.
- 11.1.2 The procedure for the lodgement and hearing of complaints shall be detailed in an Appendix to these Rules.

Sub-Section 11.2 Appeals to the Executive Board

- 11.2.1 Any member may lodge an appeal with the Executive Board against:
 - (i) a ruling by a Group Sub-Committee or a Local Bowling Association
 - (ii) a ruling by the Executive Board.
- 11.2.2 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.
- 11.2.3
 - (a) If considered necessary by the Executive Board, 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.
- 11.2.4 The Secretary shall give at least seven (7) days notice in writing of arrangements for appearance before the Committee to the parties concerned.
- 11.2.5 The Executive Board may direct that pertinent documentary material be produced and shall retain copies of such documents as may be deemed necessary.
- 11.2.6 The parties to the dispute shall be notified in writing of the decision of the Executive Board.

SECTION 12 LOCAL BOWLING ASSOCIATIONS

Sub-Section 12.1 Applications for Recognition

- 12.1.1 A group of TI members may apply to the Executive Board 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.
- 12.1.2 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 12.2 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 12.3 Constitution and By-Laws

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

Sub-Section 12.4 Withdrawals of Recognition

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

SECTION 13 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 TI. 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 TI 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 TI and/or any Unit from time to time. This section applies notwithstanding the level within TI 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 TI.

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 Board;
- (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 TI 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 TI Secretary shall:
 - (i) state the purpose of the hearing;
 - (ii) inform the Defendant of any specific charge against them;
 - (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 their 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 them at least five (5) days prior to the hearing.
 - (ii) TI Secretary shall give the Complainant at least seven (7) days notice of the date, time and venue of the hearing, and request their 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 Board 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 Board, unless decision is deferred pending gathering of additional facts;
 - (b) That the Defendant may appeal against the ruling of the Executive Board by filing a brief with TI 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 Executive Board.
- (iv) In conclusion of the hearing, the following must be filed by TI 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 them 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 Board's ruling, including the Executive Board'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 them;
 - (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 their 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 them 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 their attendance and that of any witnesses they 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 TI 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 TI Executive Board.
- (iv) In conclusion of the hearing, the following must be filed with TI 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 them 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 TI, hereby submit ourselves to be governed by the Constitution, Rules and Regulations of TI, the following Constitution and the appended by-laws (not in conflict with those of TI adopted for our local government).

Article 1 NAME

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

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 TI by:

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

Article 3 MEMBERSHIP

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

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 fifty percent (50%) of the Voting Membership.

Written proposals should reach the Secretary not later than the 30th 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 TI 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 TI Executive Board upon request.

Section 7 A member, on becoming a member of Tenpin Ireland, will automatically come under the jurisdiction of International Bowling Federation (IBF).

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 31st 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 TI;
- and
- (ii) Be in good standing with TI.

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 their 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 TI, TI Executive Board shall appoint a committee from among its own members to conduct a hearing within TI and, after a review of the facts, make a report and recommendations for action by TI Executive Board.

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 their office.

(b) Wherein the judgement of the Administrative Council, Secretary or Treasurer is unable through disability or prolonged illness to perform the duties of their 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 them 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 TI 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. They 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. They shall make regular deposits of all monies received in a recognised banking institution in the name of the association, subject to withdrawal on their 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 TI and in so far as local funds permit, the Administrative Council may affect 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 them on receipt of a written request signed by at least fifty percent (50%) of the Voting Membership-
 - (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.

<u>Section 5</u>	The association by-laws may incorporate provisions to facilitate the detailed implementation of the terms of this Article.
<u>Article 10</u>	<u>PROCEDURE</u> The Standing Orders of Tenpin Ireland shall govern the conduct of all meetings of this association.
<u>Article 11</u>	<u>AMENDMENTS</u>
<u>Section 1</u>	This Constitution may be amended only by Motion adopted by a two-thirds (2/3) majority vote at an Annual General Meeting of TI.
<u>Section 2</u>	<ul style="list-style-type: none"> (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.
<u>Article 12</u>	<u>INDEMNITY</u>
12.1	Every Committee member, officer or servant of TI shall be indemnified by TI against claim, and it shall be the duty of TI 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 Board.
12.2	The amount of which such indemnity is provided, shall, as far as funds of TI allow, immediately attach as a lien on the property and assets of the Association and have priority over all other claims.