## CLUB BOWLING BRITANICO ALICANTE y PROVINCIA

## Known as LEVANTE LAWN BOWLS (LLB)

The Club Bowling Britanico Alicante \& Provincia (CBBA) is officially registered at Calle Edf. El Cid s/n. Benidoleig, 03759 Alicante.

## 1. PURPOSE AND AIMS

a) Assisting to maintain in every bowling area of Spain a single Federation with a view to effective organisation of the game under the Laws of the Sport adopted by the World Bowls Board.
b) To work closely with the Lawn Bowls Directorate under the Chairmanship of the Lawn Bowls Director.
c) The internal rules are to run alongside, but not against, the articles of the FEB and Spanish Constitution by which we are bound.
d) Selecting representative teams for inter regional matches.
e) Holding annual inter club league competitions.
f) Holding annual regional Championships.
g) Holding any other tournaments considered desirable.
h) Deciding, when called on to do so by any other club, questions of Law and Practice and acting as Arbitrator in all differences which may arise.
i) Making, adopting, varying and publishing laws, bye-laws and conditions for the regulation of bowls on the Costa Blanca and taking all such steps as shall be deemed advisable for the enforcing of such laws, bye-laws and conditions.

## 2. MEMBERSHIP

a) All clubs must pay an annual affiliation fee to the FEB. This fee is for the Calendar year starting January $1^{\text {st }}$ and must be paid to the LLB account by January $31^{\text {st }}$. If it is not paid by the due date the offending club will not be allowed to play in any events after this date.
b) Membership consists of all bowls clubs on the Levante region who apply to join the LLB and on being accepted pay on demand whatever fees are stipulated. All member clubs are bound to comply with all LLB rules and regulations. Application for membership shall be considered at any LLB Committee meeting and approved by a simple majority.
c) A club at the time of being initially accepted as a member of the LLB, must have its own premises on which to play inter club events, tournaments, leagues etc. Should, during a season, the Club's premises not be available they may with the consent of the LLB Committee approach another club(s) to use their premises to fulfil their outstanding fixtures. They may commit themselves to future inter club activities provided assurances can be given that alternative premises are available.
d) Individuals - (a) must be a member of an affiliated club having paid the due fee to the owner and if appropriate the annual membership to the club. (b) Must have paid the relevant annual Federation fee. (c) To then participate in ANY LLB event must be (a) and (b) and pay any subsequent fee required to enter said event.

## 3. DRESS STANDARDS

a) Participants in all matches, tournaments and competitions under the patronage of the LLB must observe the LLB dress code at all times. Failure to do so will result in that player being unable to play in that match/tournament/league/competition whilst incorrectly dressed.
b) Club coloured shirts may be worn at all LLB sponsored events as per the LLB dress code. Players selected to play in provincial matches will be excluded from doing so.
c) Where a club elects to wear other coloured upper body clothing (other than their registered club shirts) it is at the club's discretion and their control.
d) Clubs may adopt to wear coloured lower body clothing (in accordance with the LLB dress code) which must be registered with the LLB and worn by the whole side.

## 4. FOOTWEAR

a) Footwear designed for playing bowls is to be worn. If footwear not designed for bowling is purchased, then they MUST have a flat smooth heel-less sole added. Sandals and other open shoes MUST have a back strap.

## 5. ANNUAL GENERAL MEETING

a) The LLB shall hold an Annual General Meeting normally in March/April, at which the election of Officers will take place and proposals voted on.
b) Notice of this meeting shall be given to all member clubs by the LLB Secretary at least 13 weeks prior to the date of the AGM. At the same time the LLB Secretary will issue each club separate nomination and proposal forms. This will give each clubs Committee time to hold meetings to consider their nominations and proposals for the AGM.
c) All proposals for consideration at the AGM shall be submitted to the LLB Secretary at least 6 weeks prior to the date of the AGM. No new proposals will be accepted at the AGM.
d) Nominations for Officers must have a proposer and Seconder and be signed by the nominee and the completed nomination form must be countersigned by the club Secretary or a Senior Club Officer who may not be one of the original proposers or Seconders. The Form will then be returned to the LLB Secretary at least 6 weeks prior to the date of the AGM when nominations for Officers will close.
e) The Secretary must ensure that the categorised list of proposals is issued to clubs prior to the February meeting. The Categorised list of Nominations will be issued within 7 days of (d). The clubs will then have 14 days to amend any of their own proposals if they wish. Any such amendments must be sent to the Secretary. The Secretary will then send out an amended list to the clubs not less than 14 days before the AGM.

## 6. VACANCIES

a) In the event of any Officer positions being left vacant after voting has taken place at the AGM nominations may be accepted and voted for at the meeting.

## 7. OFFICERS

a) The Officers will comprise of:

President (Delegado)
Vice President (Chair)
Secretary
Treasurer
Membership Secretary
Membership Treasurer
Winter League Co-ordinator Northern League Co-ordinator Southern League Co-ordinator South Alicante Co-ordinator Winter

South Alicante Co-ordinator Summer
Associate Co-ordinator
Tour Co-ordinator North and South.

Hereinafter referred to as the Officers with NO voting rights
They must have paid the annual club membership fee (if applicable).
a) The President (Delegado) shall be elected every 4 years to coincide with the election year of the FBVC President. The President (Delegado) may stand for re-election.
b) All Officers elected shall serve for a period of one year only but are eligible for re-election.
c) Any person may be nominated for more than one of the Officer positions but may only be elected to one office always providing they have signed a nomination acceptance.
d) In the event there should only be one candidate for a position they shall be elected with no voting process. Where there is more than one nomination for an Office there will be a paper vote and the candidate with the most votes will be duly elected. In the event of a tie a second, and if necessary further, votes to take place until a majority vote is reached.
e) Elected Officers shall not, by reason of their position, receive any pecuniary gain or have any paid position within the LLB.
f) Any Officer who receives any form of payment as a result of their LLB duties other than from the Treasurer will hand all such payments to the Treasurer who will keep an account of those payments. Any Officer who incurs personal expense whilst carrying out LLB duties may claim these back by submitting an itemised claim to the Treasurer at LLB each meeting following the event in which the expenses occurred. This is to include the continued practice of paying travel expenses, amount as agreed by the Committee, to attend any LLB meeting.

## 8. EXTRAORDINARY GENERAL MEETING.

An Extraordinary General Meeting can be called, (An EGM is usually appended to the nearest Committee Meeting).
a) At the direction of the LLB Committee
b) By any 3 Member Clubs giving notice to the LLB Secretary in writing setting forth clearly the specific business for such a meeting.
c) Where proposals are to be submitted, thereby requiring a vote, these must be sent to the LLB Secretary to issue them to all the Clubs, for them to discuss with their members, at least 5 weeks before the date of the EGM.

## 9. LLB COMMITTEE

a) The Committee shall comprise the Officers, who have no voting rights, plus 2 representatives from each member club but with only 1 voting right per club. The representatives from each club are responsible for:
i. Attending LLB Meetings
ii. Reporting back to their Club Committee and Members the outcome of such meetings
iii. Ensuring a copy of any Minutes from these meetings is placed on their club noticeboard.
iv. Ensuring that any other notices etc are placed on their club notice board, i.e. Calendar of events, Contact Lists, Generic Rules etc. and that they are up to date.
b) The Committee shall meet at whatever frequency it deems necessary with no less than 6 meetings per year with at least $40 \%$ of member clubs forming a quorum. At any such meeting the Chairperson shall have the casting vote in the event of any tied decision on any matter not related to that position.
c) Officers failing to attend at least four meetings within their year of office shall be deemed to have resigned their position unless a valid reason for such absence is given to and accepted by the Committee. The Committee shall have the power to co-opt replacements for such resigned Officers without calling an EGM.
d) The Committee shall have the powers to form sub-Committees as and when necessary for a period of up to 11 months and sub-Committees may co-opt such persons that they consider have special skills to serve on such sub-Committees providing that the number of such coopted members do not form a majority. All resolutions of the subCommittee shall be referred to the LLB Committee for ratification unless the LLB Committee has given the sub-Committee delegated powers to do otherwise.
e) At meeting of the Committee a proposal or an amendment to a proposal must be put forward by a member Club and seconded by another member club or by an LLB Officer and seconded by another

LLB Officer before final voting takes place. Once the vote has taken place at the meeting and the proposal has been endorsed by the membership the proposal shall be written into the Rules of the LLB.
f) On matters relating to Southern and South Alicante Leagues Northern Clubs may not submit a proposal relating to these. Nor may they second any proposal submitted by a Southern club or at any meeting vote on these matters. On matters relating to Northern Leagues Southern clubs may not submit a proposal relating to this nor may they second any proposal submitted by a Northern club at any meeting vote on these matters.

## 10. ACCOUNTS

The Treasurers shall keep proper accounts and present them at the AGM. The Annual Accounts shall be prepared to the last day of February and submitted to the auditor. Treasurers' reports shall be given at each LLB meeting. Bank accounts shall be maintained in the name of the CBBA and all cheques or withdrawals are to be authorised by any two of the three signatories authorised by the LLB Committee. The LLB cheque books should be available at all times and in the possession of one of these persons.

## 11. AUDITOR

An Auditor shall be appointed at the AGM for each Fiscal Year. Such auditor shall not be an Officer of the LLB nor a relative of an Officer. The Auditor if possible shall attend the AGM or if unable to be present should provide the Secretary with a written report to be read out at the AGM.

## 12. DISCIPLINE

a) Initially any complaints or allegations against a club or its member(s) made by another club or its member(s) should be made in writing by the Club Secretary of the complainant to the Secretary of the club involved. It is hoped that the Clubs involved, through their own complaints/disciplinary procedures can resolve the matter satisfactorily. If not then.....
b) Any Member Club or any individual member of any Member Club may make a complaint to the LLB against another member club or any
of its members that alleges misconduct or conduct likely to bring the game or the LLB into disrepute. Such complaint must be in writing and be delivered to the Secretary of the LLB 2 weeks prior to any Committee meeting. The complainant shall also send a copy of the written complaint to the Club Secretary or the Member about whom the complaint is made. If this ruling is not complied with the LLB Committee will not consider the matter.
c) If the LLB Committee considers the complaint both merits and is suitable for consideration by the LLB as a possible infringement of the disciplinary code as opposed to a matter for Arbitration under item 1(b) of the opening section of this constitution a sub-Committee shall be appointed to meet within 14 days of appointment to consider the matter. Thereafter the sub-Committee may adjourn to further dates where necessary to complete its enquiries, but shall act as expeditiously as possible. The Sub-Committee shall notify the parties involved of all meetings of the sub-Committee when evidence and argument is to be heard, and of their right to be present, make representations and call witnesses. Once the sub-Committee decision is made it will be communicated to all parties involved.
d) Any party against whom the complaint is proved in whole or in part, or who considers the disciplinary penalty imposed is unreasonable, may appeal in writing against the decision to the Secretary of the LLB within 14 days. The appeal will then be considered by an appeals Committee consisting of the President, Chairperson and Secretary. In the event of those Officers having an interest a neutral third member will be appointed by the other two Officers.
e) Any club or individual club member can be reprimanded or otherwise disciplined as determined by the sub-Committee, or Appeals Committee. The penalties that may be imposed under this code shall be, Admonishment, Reprimand, or Suspension from playing for a fixed period in any competition sponsored or organised by the LLB. Any such Penalty shall be made known at the next meeting of the Committee.

## 13. RULES OF THE GAME

1. All play and competitions shall be in accordance with the Laws of the Game currently in force in Spain unless amended by the Controlling Body of that competition and shall be binding on all participants at all times.
2. Any Club hosting a competition will not be included in the draw for that competition the following year unless no club volunteers or that club is needed due to the fact it has 8 Rinks.

## 14. BYE LAWS

a) The LLB Committee shall have the power to make such bye-laws as it is deemed advisable for the management of the LLB and the conduct of play, these bye-laws to be ratified etc at the next AGM or EGM whichever is soonest. The Committee may make provision for any contingency not provided for in the foregoing rules. These provisions and bye-laws shall be posted in a prominent place on the notice boards of member clubs and shall be binding until ratified at the aforementioned meeting.

NOTE: It should be appreciated that no code of laws governing a game has yet achieved such perfection as to cope with every situation. The code of Laws governing bowls is no exception. Unusual incidents not definitely provided for in the Laws frequently occur. $t$ is well therefore to remember that the laws have been framed in the belief that true sportsmanship will prevail, that in the absence of any express rules, common sense will find a way to complete a happy solution to a knotty problem.

20/06/2023

