

BRITISH TENPIN BOWLING ASSOCIATION



MR Admin
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Introduction

This document is produced as a guide to the rules of the B.T.B.A and to assist Area Associations in the efficient running of their area. The information contained in this document is only part of the rules and in cases of doubt, formal direction should be obtained from Head Office.

This is particularly true in legal cases which should always be formally recorded in writing even if guidance is given over the telephone. If in any circumstances this document is in conflict with the Memorandum and Articles of Association of the BTBA the Memorandum and Articles of Association will take precedence's.

The document is split into various sections covering the major areas of concern that an area association will have to deal with.

It is recommended that all Area Secretaries should develop a good working knowledge of this document.

For ease of reading it has been written in masculine format but when relevant can be read in a feminine format.



Section 1

Charter

The Memorandum and Articles of Association are the bylaws that allowed the formation of the British Tenpin Bowling Association and it is under these bylaws that the BTBA is registered with Companies House.

The Memorandum and Articles of Association allows, after consent of the National Council has been obtained, the formation of Local Area Associations based on County boundaries.

A Charter will be granted to legitimately organised and recognised area associations and they shall be part of the BTBA and recognition by the BTBA and shall be known as “of the BTBA.”

The Charter will only be issued when the area concerned has lodged with Head Office a copy of its local constitution. Area Secretaries should note that any change in this constitution must be agreed in writing by Head Office.

No other association, who may designate its organisation within the County as a County Area Bowling Association or Tournament, will be recognised by the BTBA.

Subject to the consent of the Council, Local Associations may be formed in countries outside Great Britain for the benefit of BTBA Members living outside of Great Britain.



Section 2

Membership

Membership of any Area Association shall be deemed to be those Members who have named that Local Association in their application form for membership of the BTBA.

Area Association membership will be granted to those members who join the BTBA directly via Head Office who have named the said Area Association on their application form.

Note: all members of the BTBA must also be a member of an Area Association.



Section 3

Constitution

Mandatory Constitution

Each area association must have a constitution and the format is shown below, any Area wishing to change the format of this constitution must obtain written authority from the BTBA

Article 1 Name

This organisation shall be known as the
Bowling Association of the BTBA Ltd

Article 2 Purpose

It shall be the purpose of this association to promote and foster the game of Tenpin Bowling with the assistance, guidance and direction of the BTBA by:

- i. Uniting the members of leagues, teams and individuals within its jurisdiction.
- ii. Encouraging sportsmanship and fair play.
- iii. Conducting an annual Local Association Tournament to determine the Junior Adult and Senior Champions for the members of the area within its jurisdiction where feasible this should include a team event.
- iv. Enforcing the playing rules and regulations of the BTBA.
- v. Encouraging the creation and development of leagues and tournaments within its jurisdiction.
- vi. Perform any other duties required by the National Council of the BTBA.

Article 3 Membership

All members of the BTBA must be, and continue to be members of a Local Association, and shall be a member of the Local Association that they designate in their application for membership.

A member may not become or be a member of more than one Local Association at any one time.



Section 1

No person may be, or continue to be, a member of a Local Association, or be entitled to exercise any right to vote at a meeting of a Local Association, unless they are a member of the BTBA.

Section 2

The members of a Local Association shall be those members, who have named such Local Association on their application form for membership of the BTBA.

Article 4 Dues

Dues for affiliation to Local Association cannot be made mandatory.

Local Association Councils shall be responsible for finding ways and means to finance the Area Association.

The Local Council is specifically empowered to make recommendations to the Delegates concerning methods of raising funds.

Article 5 Organisation and Government

Management

The control and management of the Local Association is vested in its Board of Directors consisting of the Council, and the registered Delegates who are entitled to vote at General Meetings of the Local Association.

Delegates

Delegates to General Meetings shall be based on the number of members registered in the Local Association from the previous season. Listed below is the method used to show the required number of delegates based on the size of the Local Association membership.

- i. When the Local Association Membership is 250 members or less, the delegates shall consist of each individual member.
- ii. When the Local Association Membership is 251 to 750 members, the delegates shall be one delegate for each five persons.(i.e. Leagues should elect one delegate for each five people registered with the league)
- iii. When the Local Association Membership is 751 or more members, the delegates shall be one delegate from each league.



No delegate may represent more than one league and each delegate will only have one vote.

Normally the Quorum for any general meeting of the Local Association will be 25% of the delegates or 30 whichever is the least.

When the local association believes that it would need to hold a meeting without a quorum the following should have happen to allow the meeting to take place:

A notice of the AGM is to be placed in all of the bowling centers of the County, and all league secretaries advised of the meeting.

The Local Association Chairman is to decide if a realist representation of the area membership is in attendance.

If both of the above have been completed, decisions taken by the meeting will be binding on the Local Association, subject to appeal to the BTBA.

No proxy votes will be allowed.

Postal votes will only be allowed on a single question after prior written authority has been obtained from the Head Office of the BTBA.

Executive Officers

The Executive Officers of a Local Association shall consist of a Chairman, Vice Chairman, Secretary and Treasurer, (Secretary and Treasurer may be combined into one office), and at least two Local Council Members serving as Sub-Committee Chairman.

The Local Association may elect an Assistant Secretary or an Assistant Secretary Treasurer, when these offices are combined. He shall be an Executive Officer.

All Local Association Officers must be members of the BTBA in good standing.

A Local Association Secretary may be removed from office by ordinary resolution of the members of the National Council of the BTBA Ltd.

The Local Council

The Local Association Council shall consist of members of the Association sufficient in number to be able to cast more votes at a council meeting than the Executive Officers but at no time may this figure exceed more than 30 in total.

In Associations where there is more than one centre, equal representation of nominees to serve on the Local Council should be nominated by each Centre.



Should any centre fail to nominate the requisite number, vacancies may be filled by the Local Association Chairman from any other Centre, subject to continuance at the next AGM.

Board of Directors

The ultimate control and management of the Local Association is vested in the Board of Directors and it shall be its function to enforce and carry out the provisions of the Constitution as provided and specified in its bye laws.

Article 6 Elections Terms and Vacancies

Representatives from the leagues shall be elected at the Annual General Meeting of each league, and shall serve as the delegate to all general meetings called by the Local Association Chairman. Changes in the league delegates shall be registered with the Local Association Secretary.

To be eligible to participate in the Annual General and Extra Ordinary meetings, as a delegate, all dues must have been paid at least 30 days prior to such meetings.

Members of the Local Association Council shall be elected at the Annual General Meeting of the Board of Directors.

Nominees must attend the AGM of the Local Association unless due notice has been given (in writing) seven (7) days prior to the meeting, stating the reason for non-attendance.

All nominations shall be signed by the proposer and seconder; the candidate shall also sign in acceptance of the nomination. All nominations shall be sent to the Local Association Secretary by the date set by the Local Area Council prior to the Annual General Meeting.

The election at the Annual General Meeting shall be conducted by the Chairman.

When the number of candidates seeking election exceeds the number allowed by the Area Constitution, a vote for each candidate should be taken by show of the delegates vote card. The vacant posts will be filled by those candidates, who receive the greatest number of votes, If the required number of candidates is not received, a majority vote will be necessary for election.

A member of the Local Council must continue to bowl and/or reside within the jurisdiction of the Association during their term of office. A member of the Local Council who does not qualify for continuing in office under this provision shall be notified in writing upon the authority of the Local Council to the effect, and a replacement selected under "Vacancies."

After the election of the Local Council, the Executive Committee shall be nominated and elected by the Delegates at the Local Associations Annual General Meeting.



Term of Office

All members of the Executive Committee and Local Association Council will be nominated and elected annually.

Officers of any Local Association Council and its Executive Committee may be re-elected to the same office previously held, or to any other office.

The term of office shall begin on the day of election at the conclusion of the Annual General Meeting.

Vacancies

Vacancies will be filled as provided below:

Vacancies in office will be filled by the Chairman with the approval of the Executive Committee for the unexpired term until the next annual meeting.

Vacancies in the office of Chairman will be filled by a member appointed by the Executive Committee. Vacancies in the offices of the Executive Directors will be members appointed by the Chairman.

Removals from Office

When an officer is accused in writing of failure in the proper performance of his duties, by any member of the Association, the Local Council of his Association shall make a report to the Head Office of the BTBA for action by that office.

If the Local Association fails to act, or any irregularities are reported to the BTBA the Chairman of the BTBA shall appoint a committee, emanating from the BTBA National Council, to conduct a hearing, and after a review of the facts make a report and recommendations to the National Council for action.

When an officer, or other member of the Local Council fails to be present for duties more than twice, without justifiable cause, the Chairman with the consent of the Local Association Council, will be empowered to remove the individual from office.

Where in the judgment of the Local Association Council, a Secretary or Assistant secretary is unable through disability or prolonged illness, to perform the duties of his office, it may by two thirds vote, declare the office vacant.

Article 7 Duties of Officers

The duties of the officers of the Local Association shall be those specified below:



Chairman

The Chairman shall be the Chief Executive of the Local Association, performing all duties usually pertaining to this office, specifically, he will preside at all meetings of the Board of Directors, Local Association Council and its Executive Committee and he will sign/endorse all cheques and warrants when instructed by the Local Association Council.

The Chairman shall make a monthly check on the amount of funds on deposit in the bank, to the credit of the Local Association, to verify the correctness of the balance.

Vice Chairman

In the absence of the Chairman, the Vice Chairman shall perform the duties of the Chairman.

Secretary

The Secretary shall perform those duties assigned by the Chairman, Executive Committee, Local Association Council and Board of Directors, specifically: He shall keep for the permanent record an account of all the proceedings of all meetings of the Local Association Council and its Executive which shall at all times be available to, and the property of the Local Association, and shall file a copy of such minutes of these meeting with the Head Office of the BTBA within 14 days.

The Secretary shall conduct all correspondence of the Association, including notices of meetings, of the Local Council, its Executive Committee, and General Meetings of the Board of Directors such notices being served to all persons entitled to attend. He shall submit the names of the BTBA Delegates and Substitutes of his Local Association to the Head Office of the BTBA as provided in the Memorandum and Articles of Association of the BTBA.

The Secretary shall receive, receipt, record, and report all dues, fees, monies or property donated or paid to the Local Association and remit to the Treasurer within five days of receipt.

He shall keep a record of all scores made in all Tournaments conducted by the Local Association for at least two years.

The compensation, if any, of the Area Secretary shall be determined by the Executive Committee by agreement with the Local Association Council.

Treasurer

The Treasurer shall keep an account of all receipts and disbursements, and be prepared to present a report of all financial transactions of the Local Association for the previous or current season, at the Annual Meeting of the Board of Directors.



The Treasurer shall maintain a record of the current financial condition of the Local Association, for this statement to be available when requested by the Chairman, Executive Committee, Local Association Council or Board of Directors.

Local Association Council

The Local Association Council shall carry out the purposes and the objects of the Local County Association, by transacting its business and enforcing, its rules and regulations, under the direction and with the approval of the Board of Directors.

Local Council Powers

Except in those instances where an appeal, as provided in the Constitution may be made to the BTBA the Local Council shall have full power to render final decisions in all protests and disputes arising within the jurisdiction of the Local Association. To this end it will have full power to bring before it any person, or to inspect any pertinent record, to the extent that these may assist in giving all a fair and full hearing.

Services

Within the rules of the BTBA and in so far as the Local Association Funds permit, the Local Council may effect improvements in procedure and provide additional services to the members, subject for continuance and approval at the next Delegate meeting.

Article 8 Meetings

The Local Council, its Executive Committee and Council members **shall hold** no less than four meeting a year, on a quarterly basis; it shall also meet at the call of the Chairman or upon the request of at least 25% or three whichever is the greater, of the Local Council Members.

Minimum of ten days written notice of all meetings must be given to each local councilor, delegate and all persons entitled to vote at such meetings. In the case of Extra Ordinary meetings, the notice must specify the business to be transacted. ALL NOTICES TO SPECIFY THE PLACE, THE DAY AND THE HOUR OF ALL MEETINGS

Extraordinary meetings of the Delegates may be called by the Chairman and must be called by him upon receipt of a written request signed by (10) ten or more registered delegates of the Local Association.



The accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any person entitled to receive the notice thereof, shall not invalidate any resolution passed or proceedings had at any meeting.

Order of Business for Meetings of the Council

1. Roll Call (to assess quorum).
2. Reading of Minutes and action thereon.
3. Reports of Officers.
4. Reports of Sub—Committee.
5. Any other business.

Order of Business for the Annual General Meeting

1. Chairman address.
2. Roll Call
3. Reading of minutes and action thereon
4. Local Association Secretary's Report
5. Reports of Committees.
6. Elections.
7. Any Other Business.



Section 4

BTBA Delegates and Substitutes

The members of each Area Association are entitled to be represented at each General Meeting of the National Association by a delegate or their substitute who is a Member of their Area Association.

In cases where membership of an Area Association exceeds 250 persons, such Area Association shall be entitled to be represented by one delegate or one substitute for each delegate for every 250 members or major fraction thereof.

Such delegates and substitutes must be elected by an ordinary resolution passed at a separate (not the Annual) general meeting of the members of the Area Association, which they represent. It may be completed on the same day as the Annual General meeting.

Such elections shall take place not later than 31st March in each year. Delegates and substitutes so elected shall hold office with effect from the conclusion of the next following National Annual General Meeting (normally May) until the conclusion, of the next National Annual General Meeting thereafter.

Notification of the names and addresses of the delegates and substitutes so elected must be registered with the Council via Head Office by each Area Association Secretary before 30th April in each year. The qualifying number of members of an Area Association for determining the number of delegates and substitutes shall be the number members of the relevant Area Association as at the preceding 31st August.

Note: Substitutes may be named by an Area Association to replace the appointed delegate if the delegate is unable to attend the AGM when the date is known.



Section 5

Procedure for Disciplinary Action and Reinstatement

Occasionally there will be a requirement to hold an inquiry to establish the facts after a written complaint has been made about a BTBA member with respect to the rules of the Sport.

The procedure outlined below was established by the BTBA Legal Committee to ensure a fair hearing for anyone whose right to membership in the organisation is being challenged or who is seeking reinstatement of membership.

On receiving a written complaint that a member has violated any of the BTBA rules the Area Association shall immediately notify in writing their Regional Officer.

The Regional Officer will then notify in writing:

The person(s) who are alleged to have violated BTBA rules

The complainant, to acknowledge that the complaint is receiving attention

When instructed to by the Regional Officer, the Area Association shall then conduct a review to establish the facts and produce a report for the Legal Committee of the BTBA. The Local Association Committee is a fact-finding committee whose only powers are of recommendation; they have no powers of sanction.

The report of this inquiry with their recommendations shall be submitted to the Regional Officer who will pass it to by the BTBA Legal Committee, acting for and on behalf of the National Council of the BTBA for a decision

The Council has the right to suspend membership pending a hearing, in all cases relating to mishandling or misappropriation of funds.

Any individual convicted by a civil or criminal court for any act associated with the sport of Tenpin Bowling will be expelled from the Association, and any individual not a member may be banned from membership without any further action.

Disciplinary Proceedings

Disciplinary proceedings must be started after an Association has been notified by the Regional Officer with a written statement of charges occurring within the jurisdiction of the Area Association or as requested by the Regional Officer to hold an inquiry in place of another Area Association.

In all cases involving a possible suspension of membership or expulsion, the Area Association Chairman shall convene a fact finding meeting consisting of not less than five nor more than nine members in good standing from his Area Association



giving at least five day's written notice which shall include the time, the place and the purpose for holding such a meeting.

He shall further request the defendant(s) and the complainant(s) to appear at the meeting, as well as others whose testimony may be appropriate.

Each defendant must be sent a separate notification. This must be in the form of a registered, recorded or special delivery letter, which shall be part of the file as proof that the defendant was duly notified of the hearing. Notice must be given at least ten (10) days in advance of the meeting

The defendant shall be informed of specific charges against him, and his right to produce witnesses to give evidence on his behalf. In the interest of fairness, he must be given copies of the written complaint but it is not always necessary to inform him of the complainant's name.

If the hearing is to be held by a Local Association other than the one the defendant belongs to, they must be given the reason that the hearing is being held, out of their Area.

SPECIAL NOTES: *Special Delivery, recorded delivery or registered post must be used in informing all parties of the meeting date. The "Trace and Track" service provided by the Royal Mail must be used to ensure that delivery has been made. Details of this service are given on the Royal Mail web site, www.royalmail.com or from your post office.*

Procedure at the Hearing

1. Adequate minutes must be taken.
2. Roster of those present recorded.
3. On conclusion of hearing, the **following must** be made known to all parties: This is normally done by letter
 - i. The recommendation of the Area Association unless decision is withheld pending gathering of additional facts.
 - ii. The Local Association is filing a complete report with the BTBA Council, together with its recommendation.
 - iii. The status of the defendant(s) remains unchanged until the BTBA Council or the Legal Committee notifies the defendant(s) of the final verdict.
 - iv. The defendant(s) may appeal against the recommendation of the Area Association by filing a brief containing their objections to same with the Council of the BTBA within fifteen days after being notified of the Area



Association's recommendation. A copy of said brief must also be filed with the Area Association holding the hearing within the same length of time.

If either party's testimony is based on a condition which cannot be studied at the hearing, the Chairman shall appoint a committee to investigate such conditions and report back to a subsequent meeting of the committee.

In Absentia Proceedings

A case may be tried in absentia when the defendant(s) cannot be located, or if the right to appear at the meeting is not exercised. Proof must be established, however, that proper notification was given or an adequate attempt at notifying the accused had been made. **A registered or recorded delivery letter** notifying him of the recommendation of the Association must be sent to his last known address after which he has fifteen days in which to file an appeal.

Area Association Procedure upon Conclusion of Hearing

Notify defendant(s) **in writing** of Area Association's recommendation pointing out:

- i. The decision will be announced by BTBA Council after review by the BTBA Legal Committee.
- ii. Status of defendant(s) remains unchanged until the verdict is announced by the BTBA Council.
- iii. The defendant(s) has a right to appeal against the recommendation of the Area Association by filing a brief with the BTBA Council within fifteen days of recommendation, copy of which must be sent to the Area Association holding the hearing.
- iv. Each defendant must be sent a separate letter regarding recommendation.

File with BTBA Council:

- i. Copies of original complaint and all other correspondence pertaining to the case.
- ii. Copies of registered letters to defendant(s).
- iii. Copies of minutes of meeting.



- iv. A brief, summing up the reasons for the recommendation of the Area Association's Committee including committee's opinion of rule violation.
- v. Complete roster of those present at the meeting.

Reinstatement Proceedings

The following procedure will govern all applications for reinstatement to BTBA membership.

1. An application for reinstatement must be filed in writing with the relevant Regional Officer
2. The application with any other relevant information with the Area Association having original jurisdiction.
3. Each request for reinstatement must be considered at a regular or special meeting of the Area Association's committee.
4. The applicant for reinstatement must be given at least ten days written notice that he has the right to appear at the meeting at which his application for reinstatement is to be considered. He shall also be notified that he may bring any witnesses required.
5. The Area Association shall file the following information with the Council of the BTBA for review by the Legal Committee.
 - i. Copy of letter requesting reinstatement.
 - ii. Committee's recommendation and a brief summing up the reasons for its recommendation.
 - iii. Roster of the Committee's members indicating those present and absent.
6. The status of the applicant for reinstatement remains unchanged until he is notified in writing from the relevant Regional Officer that the Legal Committee has approved the request for reinstatement.



Sample Letter of Notice to Appear at a Hearing of an Area Association

(Date)

REGISTERED MAIL
(SPECIAL OR RECORDED DELIVERY)

Mr John Smith
High Street

Dear Sir,

You are required to appear before a Fact Finding meeting of this Association to answer charges that
..... (list specific charges)

The meeting is to be held
..... (give location, date and time)

You may bring witnesses to give evidence on your behalf.

To provide evidence in your own defence is your right. However, if you decide not to do so, the Committee will consider and judge your case in the light of such testimony and information (relevant to the charges outlined above), that is available to it at the time of the Hearing.

Yours truly,

.....Association
Joe Bloggs, Secretary

cc: B.T.B.A. Regional Officer



Sample Letter of Notification of Area Association Recommendation

(Date).....

REGISTERED MAIL
(SPECIAL OR RECORDED DELIVERY)

Mr John Smith
High Street

Dear Sir,

At a meeting on (Date)..... the Committee of the
.....Association considered charges that
(list specific charges).....
.....

The Committee recommends that:
(List specific recommendations).....
.....

You have the right to appeal against this recommendation by submitting a brief,
within fifteen days of this letter, to the office of,
British Tenpin Bowling Association

Address is found on Contact page of the BTBA website.

http://www.btba.org.uk/index.php?option=com_content&view=article&id=67&Itemid=24

A copy of this appeal must be filed with this Association. Your BTBA Membership status remains unchanged until the Legal Committee has reviewed your case and announced a decision.

Yours truly,

.....Association

Joe Bloggs, Secretary
cc: B.T.B.A. Regional Officer

SPECIAL NOTE:



This letter should be kept exactly to this format; the Local Association should not go into the details of its recommendations.

Sample Letter of Notification to Appear at Reinstatement Hearing

(Date).....

REGISTERED MAIL
(SPECIAL OR RECORDED DELIVERY)

Mr John Smith
High Street

Dear Mr Smith,

The Committee of theAssociation will consider your application for reinstatement to membership in the B.T.B.A. at a meeting to be held at:

(Venue).....

(Date and time).....

You are invited to appear before the Committee at the meeting and present any evidence or witnesses on your behalf. If you do not attend this meeting, the recommendation of the Committee will be based on the facts at its disposal.

Your suspension from B.T.B.A. Membership remains unchanged until the B.T.B.A. Legal Committee has reviewed your case and announced a decision.

Yours truly,

.....Association

Joe Bloggs, Secretary

cc: B.T.B.A .Regional Officer