



WELSH BOWLS UMPIRES ASSOCIATION

Constitution



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CONSTITUTION

AMENDED AND ADOPTED MAY 2025

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This Constitution must be read in conjunction with the following policies.

1. Code of Conduct for Officers & Committee Members.
2. Anti Bullying Policy.
3. Members Disciplinary Policy.
4. Members Appeal Policy.
5. Alcohol Awareness & Use of Banned Substance Statement.
6. Safeguarding Policy.
7. Equality, Diversity & Inclusion Policy.
8. Data Protection Policy.
9. Social Media Policy.
10. Financial Management Policy.
11. Reserve Policy; Operating Reserve.
12. Hospitality & Gift Policy.
13. Environmental Sustainability Policy.
14. Volunteer Management Policy.
15. Welsh Language Policy.
16. Health and Wellbeing Policy.
17. Roles and Responsibilities.

CONSTITUTION

1. TITLE

The Association shall be known as the “Welsh Bowls Umpires Association (W.B.U.A.) hereafter referred to as the Association.

The Association is a “not for profit” organisation.

The registered office shall be that of the Secretary in post.

2. OBJECTIVES

The objectives of the Association shall be:

- 2.1 To provide trained Umpires and Markers for the sport of Flat Green Bowls played under the Laws of the Sport of Bowls as laid down by World Bowls.
- 2.2 To consult and liaise with National Governing Bodies on the Laws of the Sport of Bowls including amendments and Domestic Regulations
- 2.3 To give guidance on the laws of the sport and encourage interest in such laws, and where practicable arrange courses for prospective Umpires and Markers.
- 2.4 To protect and safeguard the welfare of children, and adults at risk, entrusted to its care in accordance with adopted Safeguarding Policies.
- 2.5 To act as arbiter in any disputes between members.
- 2.6 To maintain and foster good working relationships with BowlsWales which is recognised as the co-ordinating body for Bowls in Wales.

3. MEMBERSHIP

- 3.1 Membership of the Association shall be open to Umpires & Markers qualified by passing an examination organised by the Association and those Umpires who qualified by examination under our predecessors prior to unification, Welsh Ladies Umpires Association, Welsh Bowls Umpires Association, or under the Welsh Indoor Bowls Association panel in 1976 & 1977.

- 3.2 Membership: Full and Associate

Umpires; Full Membership

- (i) Umpires who regularly make themselves available for umpiring duties and who attend a refresher seminar at least once every two years will be recognised as an Active umpire.
- (ii) All umpires who have not been active i.e. temporarily Inactive or retired umpires will be placed on the Inactive list, therefore, will not be recommended for umpiring appointments by the Association.

Markers; Associate Membership

- (i) Associate membership will be open to all Markers, but they will not be eligible to become elected Officers of the Association.
- (ii) All Markers who regularly make themselves available for marking duties and attend a refresher seminar at least once every two years will be placed on the active Markers List and will be recommended for marking duties by the Association

- 3.3 An inactive umpire can obtain active status by being assessed by the Umpire Panel members; to be assessed apply to the WBUA secretary to attend the Level 1 umpires' practical session, you have an option to attend the day 1 training session as a refresher before attending the final assessment on day 2.
- 3.4 All active umpires must complete their activity sheet annually and return them to the umpire WBUA secretary, non-conformity could lead to the umpire being placed on the inactive list.
- 3.5 Every member shall pay the Association an annual subscription, the amount of which shall be decided at the Annual General Meeting (AGM), on the recommendation of the Management Committee, for Implementation from 1st January in the year following the AGM.
- 3.6 The subscription year for membership purposes shall run from 1st January to 31st December.
- 3.7 Life Membership may be awarded to a member to acknowledge the substantial and outstanding contribution they have made to the ongoing success of the Association or its predecessor Associations
- 3.8 Upon receipt of any nomination(s) for Life Membership the Management Committee will consider them and may recommend to the AGM that they be awarded.
- 3.9 Life Members are not required to pay an annual membership subscription but retain all membership rights and privileges as though they had paid the membership subscription.
- 3.10 Membership of the Association will be deemed to constitute acceptance of the Association's constitution, codes and policies.
- 3.11 All members of the Association may attend the AGM and any Special General Meetings (SGM) that may be convened with full voting rights.

4. ADMINISTRATION

- 4.1 The affairs of the Association shall be conducted by the Management Committee which shall have full authority in all decision making except constitutional changes.
- 4.2 The Management Committee shall hold meetings not less than twice a year. Seven members, two of which must be Officers, shall constitute a quorum.
- 4.3 Should other Management Committee meeting be deemed necessary the Secretary shall notify all Management Committee members of the date, time, and venue.
- 4.4 Emergency Management Committee meetings may be called by the Chair of the Association, or by any two management committee members other than the Chair, if there are circumstances that could not have been reasonably foreseen, and which requires immediate attention and possible action and which of necessity make it impracticable to provide prior notice.

- 4.5 The Association Chair acting with at least two Management Committee members, or, in the absence of the Chair, three members of the Management Committee shall be empowered to take such action as they think fit on behalf of the Management Committee on matters deemed to be impending or urgent.
- 4.6 After such action, a report detailing the reason for the action taken shall be sent to each member of the Management Committee for minuting at the next full meeting.
- 4.7 If a vacancy occurs within the Management Committee, the Management Committee shall be authorised to co-opt to fill such a vacancy pending the next Annual General Meeting.
- 4.8 The Management Committee shall recommend to the AGM the appointment, for a three year term, of an Umpires Panel of four members, who shall have sole responsibility for the setting of examinations and final assessment of candidates. Membership of the Umpires Panel will be subject to ratification by the AGM.
- 4.9 Any conflict of interest shall be declared prior to the start of any meeting. The person chairing the meeting will determine if the member may remain in the meeting and vote when an item is discussed.

5. OFFICERS

- 5.1 The Officers of the Association shall be:

Chair
Secretary
Assistant Secretary
Treasurer
Development & Recruitment Officer
Safeguarding Officer
GDPR/Data Protection Officer

The roles and responsibilities of the above positions are contained in the Association Roles and Responsibilities Document.

- 5.2 All Officers shall be elected at the Annual General Meeting and shall be eligible to stand for election again at the end of their term.
- 5.3 Nominations for office shall be submitted in writing (duly proposed and seconded) to the Secretary by 1st March in each year.

6. UMPIRES PANEL

- 6.1 An Umpires Panel consisting of four members elected at the Annual General Meeting, shall have sole responsibility for the setting of examinations and final assessment of candidates.

- 6.2 The term of office shall be three years and they shall be eligible to stand for election again at the end of their term.
- 6.3 Members of the Umpires Panel will form part of the Management Committee with full voting rights.

7. MANAGEMENT COMMITTEE

- 7.1 The Management Committee shall consist of the Officers, Umpires Panel Members (4), one representative from each of the National Governing Bodies as follows, Welsh Lawn Bowls & Welsh Indoor Bowls and coordinators from area's corresponding with those Counties affiliated to the Welsh Lawn Bowls (5).
- 7.2 The Management Committee shall meet at least twice a year to deal with the affairs of the Association and shall have the power to fill any vacancy. A quorum shall consist of 7
- 7.3 The Management Committee shall have the power to co-opt additional members with specialist skills to attend meetings but will not be members of the Management Committee.
- 7.4 The Management shall be empowered by the authority of this Constitution to establish sub-committees. The Secretary or a nominated Officer shall be an ex-officio member of all sub - committees. The Management Committee shall formulate the Terms Reference for any sub - committees.

8. AREAS WITHIN THE ASSOCIATION

- 8.1 The Country shall be divided into 5 areas each having an Area Representative, proposed by the members of each area, and confirmed at the Annual General Meeting. The Area Representatives shall be full members of the Management Committee.

9. ANNUAL GENERAL MEETING

- 9.1 The Annual General Meeting shall be held in April or May of each year.
- 9.2 All members of the Association may attend the Annual General Meeting and shall have full voting rights.
- 9.3 At least 30 days' notice must be given of the Annual General Meeting.
- 9.3 All notices of motion shall be submitted in writing to the Secretary no later than 28 days prior to the AGM.

- 9.4 A quorum shall be not less than 10% of the membership at the date of the AGM. If a period of 30 minutes from the scheduled start time of the meeting has elapsed and the quorum has not been reached, the Officers and Members in attendance shall decide if the meeting shall proceed to deal with urgent matters only.
- 9.5 Unless otherwise stated in this constitution, all issues, matters or motions shall be decided by a simple majority of the votes cast. Only members present at the meeting will be eligible to vote. The Chair of the meeting shall only have the casting vote.
- 9.6 Any alteration of, or addition to, the Constitution may only be made at the AGM, or a Special General Meeting (SGM) called for that purpose. Notice shall be given in writing to the Secretary setting out in full any such alterations or additions which must be included in the notice of business of the meeting no later than 28 days prior to the meeting.
- 9.7 All motions to vary, modify or replace the Constitution shall require a two-thirds majority of votes cast.
- 9.8 Notices convening an AGM, together with an Agenda and the full text of any motion(s) to be voted upon, shall be distributed to members at least 21 days prior to the meeting.
- 9.9 The business of the meeting shall be to:
- 9.9.1 Attendees/apologies
 - 9.9.2 receive and adopt the minutes of the previous AGM.
 - 9.9.3 receive and adopt reports from Chair
 - 9.9.4 receive and adopt reports from Secretary
 - 9.9.5 receive and adopt the annual accounts from the Treasurer.
 - 9.9.6 agree membership fees for the following year.
 - 9.9.7 agree the amount of allowance (if any) to be paid to Officers and Area Representatives.
 - 9.9.8 elect the Auditor for the following year.
 - 9.9.9 receive and adopt reports from Umpires Panel.
 - 9.9.10 election of Officers.
 - 9.9.11 election of Panel Members.
 - 9.9.12 confirmation of Area Representatives
 - 9.9.13 receive and vote on notices of motion.
 - 9.9.14 A.O.B.

10. SPECIAL GENERAL MEETING (SGM)

- 10.1 A SGM may be called by notice of the Management Committee, or by notice signed by 10% of the membership of the Association, such notice to state the business for which the meeting is called, which shall be the only business discussed at the meeting.
- 10.2 The SGM shall be convened as either a physical meeting or an online meeting.
- 10.3 The Secretary shall give at least 14 days' notice to members of an SGM.
- 10.4 All members of the Association may attend any SGM and shall have full voting right.
- 10.5 A quorum at a SGM shall be the same as an AGM
- 10.6 The voting process for an SGM will be the same as an AGM

11. SAFEGUARDING

- 11.1 The Association shall adhere to the Safeguarding Policy regarding children and adults at risk and ensure that the contents are communicated to members.
- 11.2 A Safeguarding Officer shall be appointed at the AGM and shall be responsible for issues relating to the wellbeing of members.
- 11.3 The content of the Safeguarding Policy shall be regularly reviewed to ensure it meets any changing requirements of the safeguarding policies of the National Governing Bodies in Wales and Bowls Wales.

12. CODE OF CONDUCT

All members shall abide by the Associations Code of Conduct.

13. DATA PROTECTION

The Association shall adhere to the requirements of the Data Protection Act 2018 including the requirements of the General Data Protection Regulation (GDPR), or any subsequent Act, regarding the handling of members' personal data.

14. HEALTH AND SAFETY

Members of the Association should abide by the Health and Safety Policies and regulations as laid out by the Controlling Bodies.

15. EQUALITY, DIVERSITY & INCLUSION

The Association will ensure that its practices and policies comply with the Equality, Diversity & Inclusion Policy of the National Governing Bodies of Sport of Bowls in Wales and those of BowlsWales. The Association is committed to ensuring there is equality, diversity and inclusion and that no Association members receive less favourable treatment on the grounds of their age, gender, sexual orientation, race, disability, religion, or socio-economic status thus ensuring that the activities of umpiring and marking are truly accessible to everyone.

16. FINANCE

- 16.1 The Associations financial year is the 1st January to the 31st December.
- 16.2 The accounts shall be examined by an Auditor who shall be appointed at each Annual General Meeting.
- 16.3 The Annual Accounts for the year must be presented at the Annual General Meeting.
- 16.4 The Treasurer shall be responsible for all receipts and payments in respect of the Association.
- 16.5 Expense allowances and rates are set and agreed by the Annual General Meeting.
- 16.6 No one shall, without the express authority of the Management Committee, enter into contracts, borrow money or incur debts on behalf of the Association or its membership.

17. INDEMNIFICATION.

Through authority vested in the Management Committee by members of the Association, members of the Management Committee, or any person or sub-committee delegated by the Management Committee, are entitled to be indemnified against any liabilities properly incurred by them, or any one of them, on behalf of the Association. The indemnity is limited to any contract (purchase, lease, licence etc) which is entered into on behalf of the Association, and is expressly authorised, or could be assumed to be expressly authorised, by the Management Committee. The indemnification shall be limited to the amount of assets held by the Association.

18. DISSOLUTION OF THE ASSOCIATION

- 18.1 If, at any General Meeting of the Association or the Management Committee, a resolution be passed calling for the dissolution of the Association, the Secretary shall immediately convene a Special General Meeting to be held within a month of the original resolution to discuss and vote on the resolution.
- 18.2 If, at that Special General Meeting, the resolution is carried by at least two-thirds of the Members who vote, the Management Committee shall then (or at such date that was specified in the resolution) proceed to realise the assets of the Association and discharge all debts and liabilities.
- 18.3 After dissolution of the Association, the Management Committee should transfer any remaining assets as follows.
 - 18.3.1 To a successor organisation that will be performing a similar role to the WBUA, or
 - 18.3.2 Repayment of Grants made in the year of dissolution. (e.g. to National Governing Bodies and BowlsWales) prorated in amounts received less what has been spent as decided by the Management Committee, and

18.3.3 Remaining assets to be distributed to Life Members and fully paid-up members of the Association.

19. MEMBERS ACCEPTANCE

The Members acknowledge this document constitutes a legally binding contract to regulate the relationship of the members with each other and the Association

20. DECLARATION

The Welsh Bowls Umpires Association adopts and accepts this Constitution as the current operating guide regulating the actions of members.

Chair: John Jenkins: Dated:

Secretary Jon Morris: Dated: