SCOTTISH INDOOR BOWLING ASSOCIATION – CONSTITUTION

1. TITLE

The administrative body in Scotland for Indoor Bowling played on flat greens shall be called the Scottish Indoor Bowling Association, herein styled as the SIBA.

2. OBJECTS

The objects of the SIBA shall be as follows:

a) To promote and foster Indoor Bowling in Scotland
b) To act in the best interests of its member clubs.
c) To enforce the Laws of the Sport of Bowls – Current Edition
d) To approve by-laws to suit special local conditions, providing such by laws are not inconsistent with the Laws of the Sport of Bowls – Current Edition
e) To resolve where necessary and particularly on appeal from any party involved in any dispute arising in relation to the Laws of the Sport – Current Edition
f) To conduct and control all National Competitions and Championships, and to licence all Open Competitions conducted by member clubs of the SIBA
g) To promote the health and welfare of children and vulnerable adults by providing the opportunity for them to take part in Indoor Bowls safely and to respect and promote their rights, wishes and feelings.

3. MEMBERSHIP

Membership of the SIBA is available in one of three categories:

a) FULL MEMBERSHIP

Full Membership is available to clubs whose constitution has been approved by the SIBA and who control and play on a level indoor green, which has at least four rinks, and complies with the Code of Practice as applicable in Scotland. Clubs applying to compete in any form of League Play must submit a written application to the Secretary not later than 1st of January of year in which the club hopes to compete. This applies equally to new clubs and to existing clubs, which do not compete in one or more of the league structures. Any club submitting an application under these conditions will be guaranteed entry in the appropriate league format within twelve months of the date of application, or at the commencement of the appropriate league structures in the following indoor season.

b) RESTRICTED MEMBERSHIP

Restricted Membership is available to clubs whose constitution has been approved by the SIBA and control and play on a level indoor green having two or three rinks. The dimensions of the green will comply with: Length of Green: Not less than 34 metres and not more than 40 metres. Minimum width of two rink green 10.06 metres. Minimum width of three rink green is 14.36 metres. In addition, end and side ditches must be provided to comply with the Code of Practice as applicable in Scotland. The SIBA reserve the right to limit a club, which satisfies the criteria for full membership to restricted membership if the geographical location of the club is such that other clubs in full membership of the SIBA could not be expected to travel to and compete at the club. The SIBA Council shall be the sole arbiter, and the decision of the SIBA shall be binding on the club applying for membership. Clubs admitted to Restricted Membership of the SIBA shall be entitled to enter such competitions as are decided at the Annual General Meeting. Any club falling into this category will be responsible for the cost involved by their competitors in travelling to mainland Scotland.

Clubs admitted to Full or Restricted Membership of the SIBA after 31st March will not participate, in the competitions under the control of the SIBA, in the indoor season commencing in the autumn of the same year.

If any club in Full or Restricted Membership of the SIBA is deprived of the use of its playing facilities, it may apply to re tain its rights of membership for one year and play in such competitions as agreed by the SIBA.

c) ASSOCIATE MEMBERSHIP

Associate Membership is available to any properly constituted body, which has a direct involvement in level Indoor Green Bowling in Scotland. This may involve Sports Associations or similar types of bodies. The SIBA reserve the right to refuse any application for membership, if it is felt that acceptance of the application would be to the detriment of Indoor Bowlers in Scotland. Clubs in Restricted or Associate Membership of the SIBA are entitled to be represented by one delegate at meetings of the

SIBA. The appointed delegate from clubs in Restricted or Associate Membership, shall have no vote, and cannot hold office within the SIBA. Bodies in Associate membership will not be subject to the provisions relating to Capitation Fees as details in section 4 of the Constitution.

4. FEES – CAPITATION AND COMPETITION

A Capitation Fee is applicable to all members of Clubs in Full and Restricted Membership of the SIBA and shall be agreed at the Annual General Meeting.

Clubs intending to resign from the SIBA must do so in writing to the Honorary Secretary at least three months in advance
of the date of the Annual General Meeting.

Within two weeks after the date of the Annual General Meeting the treasurer will notify all clubs of the Capitation Fee agreed. Clubs failing to have made payment to the SIBA by the 30th October in the playing season shall forfeit their rights and privileges until the arrears have been paid in full to the SIBA. The Capitation Fee will be based on the highest number of members of the club during the year prior to the date of payment.

In the case of new clubs in their first year, the Capitation Fee will be based on the highest number of members up to the
date of payment.

Competition Entry Fees are applicable to Clubs participating in National Competitions and shall be agreed at the Annual General Meeting.

5. HONORARY LIFE MEMBERS

The SIBA shall have the power to elect as an Honorary Life Member any person whose position amongst bowlers or whose services in the interest of the game are worthy of this distinction. Honorary Life Members may attend Council and General Meetings but only vote when they are accredited representatives of their club.

The SIBA reserves the right to appoint an Honorary President, and an Honorary Vice President, and to appoint a Patron to the game of Indoor Bowls.

6. SIBA COUNCIL

The SIBA shall be governed by a Council, made up of one male delegate and one female delegate from each club in Full Membership of the SIBA. The Council shall meet in full at the Annual General Meeting, and if required at any Special General Meeting. The Chairman shall ensure that only clubs in Full Membership of the SIBA shall be entitled to vote at the Annual General Meetings and Special General Meetings. The Clubs in Membership of the SIBA will be split into four geographical groupings. The details of geographical groupings are as follows:-

East Area	West Area	North Area	South Area
Abbeyview	Coatbridge	Aberdeen	Ardrossan
Bainfield	Cowal	Arbroath	Auchinleck
Berwickshire	Dumbarton	Buchan	Ayr
East Fife	Falkirk	Dundee	Blantyre
East Lothian	Fintry	Elgin	Cumbernauld
Headwell	Glasgow	Fraserburgh	East Kilbride
Midlothian	Lanarkshire	Garioch	Galleon
Stirling	West of Scotland	Inverness	Inverclyde
Teviotdale	Whiteinch	Stonehaven	Paisley
Tweedbank		Turriff	
West Lothian			

7. SIBA PRESIDENT'S

The SIBA will appoint a President who is male, and a President who is female, in each season. Both the Male and Female President will be referred to as SIBA President. The President will be elected in an order based on the longest service on Council. The person who has served longest on Council and who has not been President will be the next person in line to become President of the SIBA. In the event of Council Members having equal seniority, preference will be given to the Council Member representing the club with the longest time spent since having a President of the SIBA

[Delete: The order of election of Presidents will be as follows:
Male President - North, South, East; West Female President - East, West, North, South.]

The person with the next longest service on Council, who has not been President will hold the office of Senior Vice President, and likewise the position of Junior Vice President will be filled by the person with the next longest service on Council.

The person who was President in the preceding season will hold the office of Immediate Past President and will attend events as and when required.

The positions of President, Senior Vice President, Junior Vice President and Immediate Past President will be collectively known as the Office Bearers of the SIBA. [Delete - This guarantees each Geographical Grouping is represented by an Office Bearer in every Indoor Season.]
Delegates who drop out will be replaced, and all existing delegates will move up the appropriate list of Delegates with the longest service to Council. In the event that an Office Bearer drops out, the Executive Committee will decide on a replacement for the remainder of the season. The Council will confirm this temporary appointment.
Past Presidents of the SIBA holding office in either the WIBC or the BIIBC, may remain on Council, but a position will be reserved for the next club delegate from clubs in this category. Other clubs whose delegates are Past Presidents would not be offered a reserved position.
If a President during their year in office is a member of the selection Sub-Committee, then they can retain their membership of the selection Sub-Committee, providing that it does not interfere with their Presidential duties.

8. OFFICERS OF THE SIBA
The Council shall appoint a person to fulfil the role of Secretary to the SIBA, herein styled as the Secretariat; a Treasurer and a Competition Secretary. The Council shall determine the Honoraria for these posts. The holders of these posts will be collectively known as the Officers of the SIBA. The Officers of the SIBA will determine the split in their roles. The Officers of the SIBA shall be a representative member of Council, but shall have no vote.

9. SECRETARIAT
The Secretariat will keep a record of all business transacted by the SIBA, Council and Executive Committee. A report will also be produced for adoption by the Council, and will be presented at the Annual General Meeting. The role of the Secretariat will, under the direction and control of the Council, conduct the business affairs of the SIBA. The office of the Secretariat shall be the chosen residence, office or indoor club [Delete - of one] of the Secretariat.

10. TREASURER
The Treasurer shall receive all monies of the SIBA and pay all monies into the SIBA Banking Account. All Accounts shall be paid by cheque signed by the Treasurer and counter signed or by online payment. The Finance Convenor or appointed Delegate will monitor all online payments.

11. COMPETITION SECRETARY
The Competition Secretary will service the work of the Competition Sub-Committee, will prepare the Calendar of Events and organize all SIBA Competitions and Finals Events. The Competition Secretary will also be responsible for obtaining all results for SIBA League and Knockout Competitions.

12. OTHER OFFICERS OF THE SIBA
The Council shall appoint a Safeguarding Officer who will conduct all business on this subject on behalf of the Council. The appointed person will report to the Executive Committee on all aspects of work on this issue. The Council shall also appoint a Male and Female Team Manager, who will be appointed at and serve for the same period, as their respective Selection Committee. The Executive may also appoint separate Team Managers to work other teams that will represent the SIBA. A Publicity Officer will be appointed to promote the work of the SIBA. The Council will also appoint an Honorary Architect who will work on behalf of the SIBA to help new clubs provide the best facility that they possibly can. All appointed Officers of the SIBA shall have no vote but shall be entitled to attend all Council meetings.

13. EXECUTIVE COMMITTEE
The day-to-day administration of the SIBA will be controlled by an Executive Committee. The composition of the Executive Committee is as follows:-

(i) The Male President and Female President, The Male Senior Vice President and Female Senior Vice President.
(ii) One Council Member for each Geographical Grouping elected by the representatives in their respective Geographical Grouping
(iii) Convenors of the Finance, Competitions, International and Development Sub Committees
(iv) The Secretariat, Treasurer and Competition Secretary
(v) A Chairperson to the Executive Committee can be appointed from within, or otherwise, as the Executive Committee deem fit.

The SIBA will reimburse approved out of pocket expenses of Officers and members of Council who are deemed to be on duty at an event.

14. ANNUAL GENERAL MEETINGS

a) The Annual General Meeting of the SIBA shall be held on a Sunday between the months of June and August. The Secretary shall give written notice of the date, time and venue at least 14 days in advance. Each Club in Full Membership of the SIBA shall be entitled to send one Delegate to the meeting in addition to the Male and Female Council Member, but voting is restricted to two votes per club. This shall be split as one vote to be cast by the Male Council Member and one vote to be cast by the Female Council Member. The Officers of the SIBA are expected to attend the Annual General Meeting but shall have no vote. Clubs in Restricted Membership, and representatives of Associate Members, will be entitled to send one representative to the Annual General Meeting but shall have no vote.

Notices of Motion for the Annual General Meeting must be in the hands of the Secretary not less than 28 days before the date of the Annual General Meeting. Officials shall have no voting rights. Two votes shall be available to all clubs in full membership of the SIBA, and in attendance at the Annual General Meeting, or any Special General Meeting called.

b) The business of the Annual General Meeting shall consist of:
   (i) Secretariat Report
   (ii) Treasurer's Report
   (iii) Determination of Subscriptions for ensuing year
   (iv) Notices of Motion duly received in advance
   (v) Election of Officials and representatives to other organisations for ensuing year.
   (vi) Election of Office Bearers and business accepted by the chair as competent.

c) Twenty Clubs in full membership of the SIBA must be in attendance to form a quorum for all Council Meetings.

d) The Council in Annual General Meeting shall appoint the following Sub-Committees:
   (i) Finance
   (ii) Competitions
   (iii) International
   (iv) Development
   (v) Gents Selection Committee
   (vi) Ladies Selection Committee

e) Should an official club representative be unavailable to attend any Council Meeting, a proxy may be sent in his/her place, providing due notice in writing is sent by the club concerned to the Secretary of the SIBA, to be with him not later than the appointed time for the start of the meeting. A proxy may vote, but may not accept any office on the Council.

f) The Executive Sub-Committee can agree to hold the Annual General Meeting "virtually" and will do everything possible to make sure that all member clubs are able to participate as fully as they can in said meetings.

g) The Chairperson may convene a Council or Executive Sub-Committee meeting whenever circumstances warrant such action. Similar powers are available to the convenors of Sub-Committees.

h) If the Council or Executive Committee deem fit then a postal ballot can be held to make a decision with regard to any aspect of the work of the SIBA. This ballot should be held with clear defined statements of the time when ballots should be submitted by and shall be held in accordance with the voting rights as laid down in the constitution.

15. OTHER ORGANISATIONS

a) The SIBA shall be in membership of:
   (i) The International Indoor Bowls Council
   (ii) The British Isles Indoor Bowls Council

Delegates, as appropriate, will be appointed at the Annual General Meeting or when Council is able to form a decision.

b) The SIBA will also be represented on the following bodies:
   (i) The Scottish Bowls Umpiring Committee
   (ii) The Coaching Development Group
   (iii) The Scottish Sports Association
   (iv) Any other organisation which the SIBA Council believe has a contribution to make towards the further development of bowls.

Delegates, as appropriate, will be appointed at the Annual General Meeting or when Council is able to form a decision.

c) The SIBA shall work in close co-operation with Bowls Scotland but shall be an independent body.

16. SPECIAL GENERAL MEETINGS

a) Any club may send a requisition to the secretary to call a Special General Meeting of the SIBA. Such requisition shall state the nature of the business to be brought forward and, upon its receipt, the secretary shall lay the same before the members of the Executive Sub-Committee who shall, if they deem the matter of sufficient importance, instruct the Secretary to call a Special General Meeting. The notice of the meeting shall state the business for which it has been called, and no other business shall be transacted at such Special Meeting.

b) Fourteen days written notice shall be given to all members when a Special General Meeting has been called.

c) The Executive Sub-Committee in discussion with those requesting the meeting can agree to hold the Special General Meeting "virtually" and will do everything possible to make sure that all member clubs are able to participate as fully as they can in said meetings.

17. AREA MEETINGS

a) The SIBA shall have the right to hold specific meetings of its geographical groupings. These will be known as Area Meetings. The Male and Female Council Members from each club will be entitled to be present at the Area Meeting as will Officers, Office Bearers and Honorary Members of the Association. Any business transacted at the Area Meetings can be brought to the Executive Committee for adoption.

b) Other Area Meetings can be held either "virtually" or in person to specifically discuss certain areas of work. The attendance at these meetings will be agreed by the Executive Sub-Committee.

18. SUB-COMMITTEES

a) Each Sub-committee will have set objects and will report to the Executive Committee, the President will be an ex- officio member of all Sub Committees.

b) The Finance Sub-Committee will maintain the finances of the SIBA; try to attract sponsorship to the SIBA; and prepare and maintain a budget for the current and future seasons. The Finance Sub-Committee will be formed by the Treasurer, Four Elected Male Council Members and Four Elected Female Council Members. There will be One Male vacancies and One Female vacancies to be filled annually. Retiring members will be able to se ek re- election. Should a vacancy occur, this vacancy will be filled by the first unsuccessful candidate. If there is no unsuccessful candidate then the Executive Committee will be able to fill this vacancy. Anyone being asked to fill a vacancy will have to seek election at the next Annual General Meeting. The members of the Finance Sub- Committee shall form from within their members elect a convenor who will chair all Meetings.

c) The Competitions Sub-Committee will prepare and run the National Competitions; assess the need for change to National Competitions; and to select appropriate venues for all National Competitions. The Competitions Sub- Committee will be formed by the Competitions Secretary, Four Elected Male and Four Elected Female Council Members. Two other members may be elected to the Competitions Committee to assist with the effective running of the Committee should Council deem fit. There will be One Male vacancy and One Female vacancy to be filled annually. Retiring members will be able to seek re-election. Should a vacancy occur, this vacancy will be filled by the first unsuccessful candidate. If there is no unsuccessful candidate then the Executive Committee will be able to fill this vacancy. Anyone being asked to fill a vacancy will have to seek election at the next Annual General Meeting. The members of the Competitions Sub-Committee shall, from within their members, elect a convenor who will chair all Meetings.

d) The International Sub Committee will bring together the SIBAs work at British Isles and World level; liaise with the Selection Committee; and monitor all needs and issues from the Umpiring Committee. The International Sub- Committee will be formed by the Secretary, Treasurer, BIIBC Representative, BIWIBC Representative, WIBC Representative, Gents Selection Committee Convenor, Ladies Section Committee Convenor, and a representative from the Umpiring Committee. The members of the International Sub-Committee shall, from within their members, elect a convenor who will chair all Meetings.

e) The Development Sub Committee will be tasked with focussing on the needs of the member clubs of the SIBA; to promote the game of indoor bowls in Scotland and through its work with other agencies to generally develop the sport in Scotland. The Development Sub Committee will be formed by the Secretary, Treasurer, Male Coaching Representative, Female Coaching Representative, an appointed Publicity Officer and one representative from each Geographical Grouping. Each area representative will be appointed to serve on this committee for a four year period. Each year one area will demit office providing a rotation of members on this

committee. The rotation of areas will be as follows – North, East, West and South. Retiring members will be able to seek re-election. Should a vacancy occur, this vacancy will be filled by the first unsuccessful candidate. If there is no unsuccessful candidate then the Executive Committee will be able to fill this vacancy. Anyone being asked to fill a vacancy will have to seek election at the next Annual General Meeting. The members of the Development Sub-Committee shall, from within their members, elect a convenor who will chair all Meetings.

f) The Gents Selection Committee will select all teams to represent Scotland in International events and one off Test Matches. The Selection Sub-Committee will comprise five members plus the appointed Team Manager and will serve for three years. The five candidates who receive the highest number of votes will be declared to have been elected. Should a vacancy occur, the vacancy will be filled at the next Annual General Meeting by ballot if necessary. In the Tri-Annual Election retiring members will be eligible to seek re-election. The members of the Selection Sub-Committee shall, from within their members, elect a convenor who will chair all Selection Meetings.

g) The Ladies Selection Committee will select all teams to represent Scotland in International events and one off Test Matches. The Selection Sub-Committee will comprise five members plus the appointed Team Manager and will serve for three years. The five candidates who receive the highest number of votes wil l be declared to have been elected. Should a vacancy occur, the vacancy will be filled at the next Annual General Meeting by ballot if necessary. In the Tri-Annual Election retiring members will be eligible to seek re-election. The members of the Selection Sub-Committee shall, from within their members, elect a convenor who will chair all Selection Meetings. The Ladies selection committee will be able to use people who are not Council Members but have a knowledge of International bowls.

19. PROFESSIONAL ADVISERS

The SIBA reserve the right to appoint professional advisers to assist the council.

20. ALTERATION TO CONSTITUTION

No alterations or additions to the constitution may be made except at the Annual General Meeting or at a Special General Meeting called for this purpose. Not less than 28 days notice of proposed alteration must be given to the Secretary in writing, setting forth in full such alteration or addition, and this shall be stated in the notice calling the meeting. Alterations to the constitution will be by a simple majority.

21a). SIBA DISCIPLINARY AND APPEALS COMMITTEE

A panel of five elected members will be appointed by the SIBA Council to deal with Disciplinary issues and to form an Appeals Committee to hear cases raised by Individual members or Member Clubs. This panel will be appointed for a three year period with all members retiring after this three year period. Retiring members will be able to seek reelection. Should a vacancy occur, this vacancy will be filled by the first unsuccessful candidate. If there is no unsuccessful candidate then the Executive Committee will be able to fill this vacancy. Anyone being asked to fill a vacancy will have to seek election at the next Annual General Meeting. The members of the Disciplinary and Appeals Committee shall from within their members elect a convenor who will chair all meetings.

No member of the SIBA Executive Committee can hold a place on this committee. The chairman may convene a meeting whenever circumstances warrant such action. The committee will meet as follows -

DISCIPLINARY COMMITIEE

With regard to disciplinary matters two members of the committee, along with Secretariat support, will be nominated to prepare a report for the Executive Committee to discuss. The Executive Committee will then make a ruling on the matter. The other three members of the committee will then form an Appeals panel should the matter require to be further considered.

APPEALS COMMITIEE

If a member of the SIBA or a member club feel unsatisfied with a decision made by the SIBA Executive Committee then an Appeal Panel will be formed. This panel will be made up of three members of the committee.

The SIBA Secretariat will give support to the Disciplinary and Appeals Committee and the committee will be able to co-opt individuals to deal with specific issues should the need arise.

21b) THE COUNCIL IN APPEAL

All disputes arising between or among any class or classes of SIBA members whether Full members, Restricted Members or Associate Members, or between or among individual members of Clubs which are in membership of the SIBA, as to the meaning or interpretation of the Laws of the Sport governing Indoor Bowls, or any of the rules, by-laws regulations and conditions, or any matter of practice, policy, discipline, or a complaint which the Council shall hold to be within its jurisdiction, shall be submitted to

the Council for adjudication by it.
The subject of reference or appeal by either party must be stated in writing to the Secretary, who shall refer the matter to the SIBA Disciplinary and Appeals Committee to deal with the matter or postpone its consideration until the next Council Meeting. Parties may be heard on each side and the decision of Council shall be final.

22. INDEMNITY

The Council and each and every member or Officer thereof shall be sufficiently indemnified by and out of the funds of the Council against any loss, damage, expenses or liability incurred by reason of or in connection with any legal proceedings instituted against them or any of them for any act done, omitted or suffered in relation to the performance of their official duties.

23. WINDING UP

In the event of the winding up of Council in accordance with the Incorporated Societies Act 1908 of which section 24 requires a simple majority of votes, the funds and assets of Council remaining after payment and satisfaction of its debts and liabilities, and the costs and expenses of winding up shall be distributed by the Council in General Meetings to such sporting body which is established substantially or primarily for the purpose of promoting any game or sport provided that game or sport is conducted for the recreation or benefit of the general public and no part of the income or other funds of that Society or SIBA as used or as available for the private pecuniary profit of any proprietor, member or shareholder thereof PROVIDED ALWAYS HOWEVER that any such assets or facilities, remaining as aforesaid which shall have been purchased or developed by the Council with any Government Recreation and Sport Subsidy Scheme, shall be transferred to the local authority, which provided such aid to be used by the local authority to continued public recreation.
The SIBA is a non-profit making organisation. All profits and surpluses will be used to foster and promote bowling. No profit or surplus will be distributed other than to another non-profit making body or to members on winding up or dissolution of the SIBA.

As approved at the 2024 Annual General Meeting

REGULATIONS REGARDING LICENCES
(Abridged Version)

At the 2011 Annual General Meeting the process to apply for a Licence to run an Open or Sponsored Event was altered. The system now allows the following –

a) A Club can apply for a one-off licence that will cover them to run as many Open of Licenced events during the year. This payment of £25 will be sent along with the Capitation Fee and Competition Entry Fees for each club at the start of each season. It is still the responsibility of each club to inform the Secretariat when they plan to hold an Open or Licenced event and it should be noted that clubs should avoid holding events during major National Finals weekends.
b) Clubs can also apply for a Licence to cover them for a specific event. This licence will also cost £25 but will only be relevant for the specific event asked for in the form. Forms can be downloaded from the SIBA website and a cheque should be sent alongside this form to the SIBA Treasurer who will then authorise the Licence.
c) Any licence applied for where all proceeds from the event are allocated to an approved charity will be issued free of charge.

APPLICATION FOR LICENCE

The licence application form shall be obtained from the SIBA Secretariat. The completed form accompanied by the appropriate licence fee, shall be returned to the SIBA Treasurer at least sixty (60) days in advance of the date of the commencement of the event.

INVITATION EVENTS

Any club, organiser or promoter intending to stage an invitation bowling event, to be played indoors on flat green within Scotland MUST notify the Scottish Indoor Bowling Association, through its secretary, of the names of the competitors who are being invited to compete in any such event at the time of the submission of the licence application form. The Scottish Indoor Bowling Association reserve the right to nominate players to take part in any invitation competition due to be televised or tele-recorded for later transmission, or any competition where the players will play under the name Scotland.

All Players invited to take part in an invitation competition to be played indoors on a flat green must obtain permission from the Scottish Indoor Bowling Association in advance of them agreeing to compete in any such competition.