



**CORAL BAY BOWLS ASSOCIATION**

**ARTICLES OF ASSOCIATION**



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**NOVEMBER 2020**

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# **CORAL BAY BOWLS ASSOCIATION ARTICLES**

## **ARTICLE 1. NAME**

*1a) The name of the Association shall be – Coral Bay Bowls Association, from herein after “the Association”.*

*1b) For the purposes of recognition by Sporting Bodies, the General Public, and also for administrative purposes, Coral Bay Bowls Association will be referred to as “Coral Bay Bowls Club (CBBC)”*

*1c) The Emblem of the Association shall consist of “Coral Bay Bowls Club, Neo's” in English, with a depiction of a bowler in the act of bowling; Association colours shall be orange, blue and white.*

## **ARTICLE 2. ADDRESS**

*The address of the Association is 38 Panayias Agritiotissas, Peyia, 8560, Paphos.*

## **ARTICLE 3. AIMS**

*3a) The Aims of the Association shall be to promote, foster and encourage the game of Bowls in Cyprus, in a convivial and friendly environment, and to support Bowls Cyprus, KOA and World Bowls Ltd.*

*3b) In pursuing the aims of the Association, its Members and Officials will abide by the laws of the Republic of Cyprus at all times.*

*3c) It is intended that these Articles of Association are compliant with the Association and Institutions and Other Related Matters Act of 2017 (Republic of Cyprus) and any subsequent additions and amendments to it.*

*3d) The Association operates as a non-commercial, non-political and not-for-profit organisation.*

## **ARTICLE 4. MEMBERSHIP**

*The Association is open to all people, irrespective of gender, race, nationality,*

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*religion, age, political opinions, disability, sexual orientation or identity, social marital status, or health status. The Membership Year commences on 01 June and ends on 31 May the following year.*

***4a) Terms of Admission - Membership for Residents in Cyprus***

***4a i) The Facility Owner has decreed that Permanent Residents\* in Cyprus may be Full Annual Members only. \*(resident for 182 days per year)***

***4a ii) New Full Members should be proposed by, and seconded by, an Association Member and approved at the next Members Monthly Meeting.***

***4a iii) Once approved at the monthly meeting, all new members will be required to complete a three month probationary period. At the end of the three months the Working Group will review the application and will recommend at the next monthly meeting whether the member should be granted permanent membership, or not.***

***4a iv) There shall be a one off Joining Fee of 10 Euros. The Membership Fee shall be 30 Euros per annum, or any other amount as decided by the Membership at a properly convened Meeting, to be paid to the Association Treasurer annually. Green Fees may be paid only by annual subscription, or pro-rata if agreed by the facility owner, in consultation with the Association. Annual subscription allows 7 day access subject to rink availability.***

*Any person wishing to join the Association who has had little or no bowling experience will attend training sessions carried out by a BC qualified coach until such time as they are deemed experienced enough to join in a roll up, at which point they will be eligible to submit an application to join CBBA. An experienced bowler will be assessed by a CBBA Senior Coach and if their standard of play is acceptable they will be able to apply for membership, if not acceptable then they will attend training sessions as above.*

***4a iv) Any Member wishing to resign from the Association should notify the Secretary in writing. No refund of Association subscriptions will be made, and it is up to the facility owner how they deal with any refund of green fees.***

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**4a v)** *Members of CBBA may not simultaneously belong to any other Cyprus Bowls Club or Association.*

### **4b) Terms of Admission – Affiliate Membership for non-residents of Cyprus**

**4b i)** *Affiliate Membership may be for 6 months, 3 months or 1 month.*

**4b ii) Fees:-** *6 months - €30 or €15(see below) 3 months - €7.50 1 month - €2.50*

*There shall be a one-off joining fee, pro rata, in addition to the Membership Fee.*

### **4c) Expulsion of Members**

**4c i)** *Should any Members have a complaint or grievance, in the first instance it should be raised with the Chairman, who will investigate the matter with the Vice Chairman plus two independently co-opted Members, forming a Disciplinary Committee. If the matter cannot be resolved, it will be referred to the next Members Monthly Meeting. Disciplinary matters will be dealt with by the same process.*

**4c ii)** *A Disciplinary Committee has the right to expel a Member who acts in a way that is prejudicial to the Association, subject to the individual's right to appeal.*

**4c iii)** *Members will have the right to appeal.*

### **4d) Members' Rights**

**Any FULL Member of the Association shall have the right:-**

**4 d i)** *To elect and be elected,*

**4d ii)** *To attend the Monthly Meetings, the Annual General meeting, and any Extraordinary General Meeting and take the floor on every item on the Agenda and vote,*

**4d iii)** *To request information for the administration and decisions of the administrative bodies and to submit proposals and suggestions to the relevant institutions of the Association,*

**4d iv)** *To request a copy of the Annual Accounts,*

**4d v)** *To depart freely from the Association, giving written notice to the Association Secretary. Members who leave can be re-registered.*

**4d vi) Affiliate Membership for 6 months:-**

*Affiliate Members for 6 months have the option to pay the full Membership Fee or the pro rata Fee.*

**4d vii) All Affiliate Members, who have provided proof of payment of Green Fees to Neo's Sports Club, have the right to:-**

*Access the green 7 days a week for the duration of their Membership.*

*Attend Association Meetings for the duration of their Membership.*

*Attend any Association Social Functions*

**4d viii) In addition:-Affiliate Members for 6 months who pay the Full Membership Fee have the right to:-**

*Vote on issues raised at Association meetings, but may not elect or be elected to any "Office" within the Association Management or within the Bowls Cyprus Organisation.*

*Enter the National Leagues.*

*Enter Association and National Competitions with the exception of all Singles Competitions and the Association Mr and Mrs Competition.*

*Represent the Association in all Friendly Matches.*

**4d ix) Affiliate Members for 3 months and 1 month have the right to:-**

*Represent the Association in all Friendly Matches*

**4d x) An Affiliate Member for 6 months who does not pay the Full Membership Fee, and No Affiliate Member for 3 months or 1 month has the right to vote on any issue raised at the Meetings, or elect or be elected to any "Office" within the Association Management, or within the Bowls Cyprus Organisation.**

**4e) Members' Obligations**

**4e i) The payment of the Membership Fee as set out in Article 4a iii above, upon approval of the application for Membership.**

**4e ii) The Association Members, on a daily basis, are responsible for**

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*ensuring Visitors have paid green fees, have the regulation footwear and are suitably attired.*

*4e iii) Association Members are responsible for securing the green at close of play.*

*4e iv) All members must fulfil the requirement to carry out Steward Duties as laid out in each monthly schedule.*

*4e v) The facility owner, on a monthly basis, must be notified of pre-arranged matches or events to be held at Neo's.*

*4e vi) Members will be expected to play with any other Association member.*

### **4f Dress Code:-**

*4f i) Regulation flat-soled footwear should be worn at all times on the green.*

*4f ii) Association Days Apparel shall be white tops/smart white casual shirts worn with shorts, trousers or skirts. Jeans, beachwear and running shorts are not acceptable.*

*4f iii) Matches and Competitions apparel shall be all white or Association colours (as described in Article 1c) as designated.*

## **ARTICLE 5. THE RESOURCES OF THE ASSOCIATION**

*The Association shall be funded by the Membership Fees and any profit arising from various activities held in pursuit of the aims of the Association.*

## **ARTICLE 6. THE MODE OF REPRESENTATION OF THE ASSOCIATION IN COURT AND OUT OF COURT**

*The Association is represented in court and out of court by the Association Chairperson and Secretary, assisted by a duly appointed lawyer if necessary.*

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### **ARTICLE 7. ADMINISTRATION OF THE ASSOCIATION**

*The Association has the following administrative structure:-*

*Officers to be elected at the A.G.M. and shall remain in office for a period of one year to provide continuity:- Chairperson, Vice Chairperson, Treasurer, Association Secretary, Greenkeeper, Fixtures Secretary, Club Competitions Secretary, Social Secretary, Bowls Cyprus Delegates and Bowls Cyprus Match Committee Delegates.*

#### **7a) Officers:-**

*7a i) Chairperson – Whose duties will be to chair the Members Monthly Meetings and co-ordinate the activities of the Association, deal with complaints and discipline and to represent the Association as appropriate.*

*7a ii) Vice-Chairperson – To carry out the duties of the Chairperson as appropriate in his/her absence. To put forward any issues at Working group meetings as appropriate.*

*7a iii) The Treasurer – Will be responsible for income and expenditure and shall present the Association Accounts to the A.G.M.*

*7a iv) The Association Secretary – Will be responsible for all minutes of Meetings, correspondence domestic and foreign, and maintaining Membership Lists.*

*7a v) There will be a **Team Selection Committee** and a **Friendly Match Team Selection Committee** which will be elected at the Annual General meeting.*

*7b) Working Group:- to consist of eight(8) Members:- the Chairperson, Vice Chairperson, Treasurer, Association Secretary; the Fixtures Secretary, Competitions Secretary, Social Secretary plus a member of the Team Selection Committee, appointed by that Committee.*

*The purpose of the Working group is to evaluate proposals or issues and present the options, with or without recommendations, to the Members at the Monthly Meetings.*



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### **7c Meetings:-**

**7c) i Working Group meetings**

**7c) ii Monthly meetings**

**7c) iii Annual General Meeting:**

**7c) iv Extraordinary General Meeting**

## **ARTICLE 8. MEETINGS**

*In respect of Members Meetings, Extraordinary General Meetings and Annual General Meetings, a quorum of 25% of the Members will be required.*

**8a) Working Group Meetings:** *held approximately 6 times a year, unless circumstances require extra meetings*

**8b) Monthly Meetings:-** *the day-to-day business of the Association shall be conducted by means of 12 Monthly Meetings at which all fully paid up Members are entitled to attend and vote. Non Members may be invited to attend for specific items, but will not be entitled to vote. Decisions at Meetings will be on a simple majority.*

### **8c) General Meetings:-**

*General meetings are distinguished into Annual and Extraordinary.*

**8c i) Annual General Meeting:-** *shall be held not earlier than 12<sup>th</sup> May, but no later than the 28<sup>th</sup> June each year. Convened by a notice circulated to all Members not less than 4 weeks before the date of the meeting.*

**8c ii) Extraordinary General Meeting:-** *shall be held within 14 days of receipt of a valid motion proposed by the Chairman, **or** the Working Group, **or** by any individual Member supported by 10% of the Membership, but by no less than four (4) other Members.*

## **ARTICLE 9. MODIFYING THE ARTICLES OF THE ASSOCIATION**

*The Articles of the Association may be altered by a majority vote on a duly proposed and seconded Agenda Item at a properly convened Annual General*

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*Meeting or an Extraordinary General Meeting.*

### **ARTICLE 10. FINANCE**

*10a) The majority of the funds of the Association shall be kept in a bank account designated for that purpose and the remainder in the form of cash.*

*10b) Monetary expenditure which is not required for the day to day business of the club must be approved at the monthly meetings. However should there be an urgent requirement for unforeseen expenditure before the next monthly meeting the Treasurer has the authority to spend up to €100.*

*10c) The Officers of the Association carry out their duties in a voluntary capacity and therefore may receive no remuneration for so doing.*

### **ARTICLE 11. AUDITING THE ACCOUNTS OF THE ASSOCIATION**

*11a) The Association's accounting year begins on the 1<sup>st</sup> of April each year and ends on 31<sup>st</sup> March of the following year.*

*11b) The Association is required to keep records of accounts relating to its income and expenses, which are to be reported at each Monthly Meeting by the Treasurer.*

*11c) The Association Accounts are to be audited at the end of each accounting year by a suitable independent person and presented at the following Annual General Meeting.*

*11d) The Officers of the Association are obliged to transmit to the Registrar of Associations and Foundations, no later than seven (7) months from the end of the financial year, the accounts and report of the auditor.*

### **ARTICLE 12. TERMS OF DISSOLUTION OF THE ASSOCIATION AND THE FATE OF ITS PROPERTY IN THE EVENT OF DISSOLUTION**

*In the unlikely event that the Club be dissolved, all assets at the time will be*

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*sold, and the proceeds donated to charity, together with any monies held by the Club after debts are paid. The dissolution of the Club to be decided by a majority vote made by no less than 60% of Members.*

**ARTICLE 13. FINAL PROVISION**

*Any matter not provided for in this Articles of Association shall be resolved and settled by decision of the Association Working Group which shall be ratified by the General Meeting.*

**November 2020**



