

Club Name**Date of Current Constitution****Title:**

To include club name

Objectives:

Recommended to include but not limited to

- To promote and foster the game of short mat bowls.
- To organise club sessions for the benefit and enjoyment of all members
- To afford members with information, advice and assistance on matters connected with short mat bowling.
- To arrange entry of club teams into leagues and other competitions as agreed.
- To act at all times in the best interests and wellbeing of members and to resolve where necessary any dispute amongst members.

Membership:

Recommended to include but not limited to

- The club and its members shall be affiliated through the **West Sussex County SMBA(WSCSMBA)** with members being affiliated to the English SMBA (ESMBA)
- Membership will be open to all, subject to meeting application requirements.
- The club will maintain a list of members contact details.
- Temporary membership by visitors to the club will be granted whilst at the venue at (**for example double the member's session fee rate and/or * free sessions**).
- The committee may propose to elect honorary life members at the AGM in recognition of special service to the club and/or the game.

Fees and Subscriptions

Recommended to include but not limited to

- An annual membership subscription shall be fixed at each Annual General Meeting. All monies due should be paid within * weeks of the AGM. Failure to meet the deadline will mean that all rights and privileges shall be forfeited until the whole of the arrears has been paid.
- Members joining within the season pay the full annual fee.
- A fee agreed at the AGM shall be paid by each member for each session/match they attend.
- The annual subscription shall include the affiliation fee payable to WSCSMBA and the ESMBA.

Administration and Structure

Recommended to include but not limited to

- The administration of the club shall be undertaken by a management committee (the committee) comprising of the officers and members all of whom will have been elected at the previous AGM.
- The officers of the club shall comprise of the
 - Chairperson - required
 - Secretary - required
 - Treasurer - required
 - Captain - for example
 - Vice-Captain - for example
- The officers of the club shall be honorary appointments.
- The committee shall have the power to fill any vacancy occurring during the year, co-opting members as may be necessary.
- A quorum shall comprise of * committee members * of whom must be officers.
- Any officer or committee member shall have one vote, except the chairperson, who shall only have the casting vote.
- Any officer or committee member may seek re-election.
- The committee shall meet not less than * annually, other than general meetings.
- The committee shall send representation to all meetings of associated organisations as required.
- The committee shall arrange equipment and public/civil liability insurance.

Finance

Recommended to include but not limited to

- The financial year for the club shall be from * date to the *date.
- All monies collected will be passed to the Treasurer (or deputed committee member) for depositing in the relevant club bank account.
- Outgoings drawn on the club account shall be authorised by two appointed committee officers.
- The club is a non-profit organisation. All surpluses will be used to maintain or improve the club's equipment and facilities.

Annual and Other General Meetings

Recommended to include but not limited to

- The AGM of the club shall be held no later than * each year.
- The business of the AGM shall include:-
 - Presentation of report by chairman
 - Presentation of financial report for the previous year by the treasurer.
 - Presentation of report by the captain.
 - Election of officers and committee.
 - Determination of annual subscription and other fees for the following year
 - Consideration of any notice, rule change or amendment in the constitution.
- Written notice of not less than * days of an AGM shall be given by the committee, together with an agenda and any motion or proposed change or amendment to the constitution
- Members must provide the secretary with a notice of any motion, rule or constitution change for which they seek approval at least * days prior to the AGM.
- Nominations for the post of officers and other committee members must be forwarded to the secretary at least * days prior to the AGM.
- Nominations for the post of officers and committee members can only be made with the consent of the nominee and must be supported by a seconders name.
- At general meetings members shall have one vote. A simple majority shall apply to all voting sanctions. The chairperson shall have the casting vote.
- Extraordinary general meetings may be called by the committee or on the request of * members of the club. The notice calling such a meeting must give at least * days' notice and shall specify the purpose for which it is called. No other business will be transacted at the meeting.

Disciplinaries and Appeals

Adopting this is highly recommended

- This Club supports the rights of all members.
- The current E.S.M.B.A. Disciplinary and Appeals Procedures will be followed to ensure fair and good practice.

Safeguarding Policy

Adopting this is highly recommended

- The Club follows the guidelines and has adopted the current Safeguarding Policy and procedures published by the ESMBA/BDA.
- A Code of Conduct/Best Practice is adopted and on display at this club.
- The club has a nominated Safeguarding contact.

Powers of the Committee

Recommended to include but not limited to

- The Committee shall have the power to interpret the rules and constitution and deal with all matters not specifically provided therein.
- The committee shall be empowered to suspend or determine the membership of any member following the disciplinary procedure.

Disbandment and Disposal of Assets

Recommended

- In the exceptional circumstances of the club failing to have sufficient support to maintain its activities and it is decided at a general meeting to disband the club, the existing committee shall be given instructions to realise the assets **and discharge all debts and liabilities of the club. Then a Special General Meeting must be held.**
- When all **the remaining** assets have been realised, they shall be distributed as agreed at **the Special General Meeting.**