**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.

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**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 who holds a current ESMBA enhanced DBS certificate.

**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.