

# Model Constitution for Short Mat Bowls Clubs

## General Notes

- a. A constitution should be as simple and as flexible as possible to allow for developments or amendments without the need for constant alterations.
- b. One or two people should draw up the first draft for discussion/approval by the Committee or Members.

## 1. Title

1.1 The Club shall be called **[full title]**, hereafter to be referred to as “the Club” and shall be affiliated to West Sussex Short Mat Bowling Association.[county association].

## 2. Objects

- 2.1 To foster and promote the sport of Short Mat bowls at all levels, providing opportunities for recreation and competition.
- 2.2 To promote a safe environment in which Under 18's and vulnerable adults can enjoy the game of short mat bowls. It will seek to underpin this and ensure this commitment by following and promoting the joint Child Protection Policy and Procedures of the National Governing Bodies of all Bowling Codes.

## 3. Membership

- 3.1 Membership of the Club shall be open to all peoples of all ages and gender, regardless of disability
- 3.2 Application for Membership shall be submitted to the Club Secretary on the appropriate form and shall be subject to the approval of the Club Management Committee. The Management Committee shall have the right to refuse membership to any member if they consider that such membership would not be in the best interests of the Club, or of the game of Short Mat Bowls.

*NB: There is no legal requirement for any Club to have an open policy towards membership applications. It is important that the constitution states how each application is dealt with. If a Club wishes to apply for grants or rate relief as a Community Amateur Sports Club, then this requires open membership.*

- 3.3 Membership clauses need to be detailed in the constitution as per the following **“examples”**:-

Class of Membership	Tick if applicable
3.2.2 Junior Member (under 16 years of age)	0
3.2.3 [Playing Member]	0
3.2.4 [Social Member]	0
<b>(It is up to each Club to determine its own definition of membership)</b>	

## 4. Officers

- 4.1 The officers of the Club will need to be detailed in the constitution, such as:-

President/Chairperson

Captain (if appropriate)

Secretary

Treasurer

Children and Vulnerable Adults Officer (if appropriate)

**[Whichever Officers the club requires BUT should normally be a MINIMUM of FIVE including a Secretary, Treasurer and Chairman (or President if he/she is determined as the person who chairs meetings)]**

## 5. Election of Officers

- 5.1 All Officers shall be elected at the Annual General Meeting of the Club, from, and by, the Members for a term of office commencing at the end of the AGM at which they were elected and expiring at the end of the AGM in the following year.
- 5.2 All Officers are elected for a period of one year, but may be re-elected to the same office or another office the following year.

## 6. Management Committee

- 6.1 The affairs of the Club shall be controlled by a Management Committee comprising the Executive Officers and **[number]** other Members elected from, and by, the Annual General Meeting. The Management Committee shall meet at agreed intervals and not less than **[number]** of times per year.
- 6.2 A quorum for such meetings shall be **[number]** of members.
- 6.3 The duties of the Management Committee shall be:-
  - 6.3.1 To control the affairs of the Club on behalf of the Members.
  - 6.3.2 To keep accurate accounts of the finances of the Club through the Treasurer. These should be available for reasonable inspection by Members and should be examined by the appointed accounts examiner before every Annual General Meeting. The club shall maintain a bank current account. Any cheques drawn against Club funds should be signed by the Treasurer and at least one other Officer.
  - 6.3.3 To co-opt members to fill vacancies that arise between AGM's if necessary.
  - 6.3.4 To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to a second and casting vote.
  - 6.3.5 To appoint Sub-Committees as necessary to fulfil the Club's business.

## 7. General Meetings

- 7.1 The Annual General Meeting shall be held not later than the end of **[name month]** each year. **[Number of days to be specified]** clear days' written notice shall be given to Member of the Annual General Meeting by either circulating a copy of the notice to every member at their home address or posting the notice on the Club Notice Board. Members must advise the Secretary in writing of any business to be considered at the Annual General Meeting at least **[Number of days to be specified]** days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than **[Number of days to be specified]** days before the meeting.
- 7.2 The business of the Annual General Meeting shall be to:-
  - 7.2.1 Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.
  - 7.2.2 Receive the examined accounts for the year from the Treasurer;
  - 7.2.3 Receive annual reports from Officers;
  - 7.2.4 Elect an accounts examiner;
  - 7.2.5 Elect the Officers and Committee Members of the Club;
  - 7.2.6 Review the club subscription rates and agree them for the forthcoming year;
  - 7.2.7 Transact such other business received in writing by the Secretary from Members **[Number of days to be specified]** days prior to the meeting and included on the agenda.
- 7.3 Special General Meetings may be convened by the General Committee or on receipt by the Secretary of a request in writing from not less than **[number]** Members of the Club. At least **[Number of days to be specified]** days' notice of the meeting shall be given.
- 7.4 Nomination of candidates for election of Officers and Committee, shall be made in

writing to the Secretary at least **[Number of days to be specified]** days in advance of the Annual General Meeting date. Nominations may be made from the floor for any position for which a valid nomination has not been received, providing the person so nominated is present at the meeting.

- 7.5 At all General Meetings, the Chair will be taken by the President/Chairperson or, in their absence, by a deputy appointed by the Members attending the meeting.
- 7.6 Decisions made at a General Meeting shall be by a simple majority of votes from those Full Members attending the meeting other than for changes to the constitution (see below). In the event of equal votes, the President/Chairperson shall be entitled to a second and additional casting vote.
- 7.7 A quorum for a General Meeting shall be **[number - usually 25% of the membership of the Club]**.
- 7.8 Each Member shall be entitled to one vote at General Meetings.

## 8. Alterations to the Constitution

- 8.1 Any proposed alterations to the Club's Constitution may only be considered at an Annual or Special General Meeting convened with the required written notice of the proposal. Any alteration or amendment must be duly proposed and seconded. Such alterations shall be passed if supported by not less than two-thirds of those Members present at the meeting, assuming that a quorum has been achieved.

## 9. Indemnity Clause **[Clubs should consider whether the indemnity clause as below is required]**.

Each member of the Club shall (to the extent that such person is not entitled to recover under any policy of insurance) be entitled to be indemnified out of all funds available to the Club which may lawfully be so applied against all costs, expenses and liabilities whatsoever [reasonably] incurred by such person in the proper execution and discharge of duties undertaken on behalf of the Club arising there from, or incurred in good faith in the purported discharge of such duties[.].]

*If included, Clubs should consider the inclusion of Rider 1 below. This makes it clear that the indemnity does not apply where the Member in question has been negligent, or committed any act of negligence, default, breach of duty or breach of trust.*

### [RIDER 1]

Save in any such case where any such costs, expenses and liabilities arise in connection with any negligence, default, breach of duty or breach of trust[.].:]

*Rider 2 should only be included if the Member in question should be specifically authorised by the General Committee. This ensures that a tight control is maintained with regard to the operation of the clause so that it only applies to those Members who have been specifically authorised by the General Committee – however, if a Member is to carry out work on behalf of*

*the Club then the Member will need to be careful to ensure that he or she is properly authorised by the General Committee.*

### [RIDER 2]

Provided that any such member so indemnified has been properly authorised in relation to the duties undertaken on behalf of the Club by the General Committee.

## 10. Dissolution

- 10.1 If, at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting to be held not less than one month thereafter to discuss and vote on the resolution.
- 10.2 If, at that Special General Meeting, the resolution is carried by at least two-thirds of the Members present, the Committee shall thereupon, or at such date as shall have been

specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

- 10.3 After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Members of the Club, but shall be given or transferred to some other voluntary organisation having similar objects. **[Clubs may choose an alternative to this if they feel it is not appropriate – but there must be a paragraph stating what will be the disposal of the assets if the club is dissolved].**

## OTHER USEFUL INFORMATION

### Notes on Membership

#### *Does 'open membership' mean clubs can never refuse membership?*

As a rule sport and recreation organisations have 'open' membership policies, whereby anyone who wishes to participate in a given sport and recreation, and is willing to abide by necessary rules and codes of conduct, is able to do so. **Clubs can refuse membership, where they have good reason to believe that the applicant would be a disruptive influence or prejudice the good conduct of the club - but there must be no discrimination in such a decision.**

### DISCLAIMER

This Model Constitution is prepared to enable Clubs to ensure the proper management of their organisation.

It is not a definitive document and is a guideline to assist Clubs to meet their duties and responsibilities under existing government legislation.

Similarly it does not cover all of the criteria required by the Inland Revenue to qualify as a Community Amateur Sports Club (CASC).

If your organisation wants to register with the Inland Revenue as a CASC please refer to the additional guidance provided by the Inland Revenue and the Central Council for Physical Recreation.