

Infinity Short Mat Bowls Club

Constitution 2024/25

Objectives:

- 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:

- 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.
- Visitors to the club will be permitted at the discretion of the Committee.
- 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:

- An annual membership subscription shall be fixed at each Annual
- General Meeting. All monies due should be paid by the 1st of September. Failure to meet the deadline will mean that all rights and privileges shall be forfeited until the whole of the arrears has been paid.
- The Committee, may at its discretion, admit members for less than the full membership fee (summer members/Junior members) and shall determine the appropriate fee to be paid.
- A fee agreed at the AGM shall be paid by each member for each month of the season. An agreed Summer bowling session fee shall be paid each time you attend.
- The annual subscription shall include the affiliation fee payable to WSCSMBA and the ESMBA.

Administration and Structure:

- 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 - required
- 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 3 committee members.
- Any officer or committee member shall have one vote - the chairperson shall have the casting vote.
- Any officer or committee member may seek re-election.
- The committee shall meet not less than twice 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:

The financial year for the club shall be from 1st May to the 30th April.

- 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.

Alteration of the Constitution:

Any proposed changes to the constitution shall be submitted to the Secretary at least 21 days prior to the AGM. Any proposed changes shall be notified to all members, at the same time as the notice of the AGM.

Annual and Other General Meetings:

- The AGM of the club shall be held no later than end of April 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.
 - ➤ Presentation of report by the Secretary.
 - ➤ 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 14 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 7 days prior to the AGM.
- Nominations for the post of officers and other committee members will be submitted to the Committee at 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.
- Social members may attend the AGM but are not permitted to vote.
- Extraordinary general meetings may be called by the committee or on the request of 5 members of the club. The notice calling such a meeting must give at least 14 days' notice and shall specify the purpose for which it is called. No other business will be transacted at the meeting.

Disciplinaries and Appeals:

- 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.

Powers of the Committee:

- 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.

Safeguarding Policy:

- 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 is available to read on the Clubs website.
- The club has a nominated Safeguarding contact.

Disbandment and Disposal of Assets:

- 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.

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