**BOWLS SCOTLAND TEMPLATE CLUB CONSTITUTION**

**Name**

The name of the Club shall be INSERT CLUB NAME HERE Bowling Club, hereafter referred to as ‘the Club’.

The Club shall affiliate to Bowls Scotland

**Objectives**

2.1 The Club shall hold the following as its aims and objectives and shall strive to fulfil these aims and objectives at all times:

To fulfil the general objectives and functions of a bowls Club and sports Club and by undertaking such activities as may be reasonably necessary and/or incidental to such objectives;

To generally promote the game of lawn bowls for the benefit of members and the local community;

To promote and abide by the Rules of Bowls Scotland

To provide access to lawn bowls for players of all standards in a friendly and welcoming atmosphere that does not discriminate on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex; sexual orientation, political or other opinion

To provide coaching in bowls to beginners and for improvement for experienced players;

To arrange competitions and matches for members;

To lease and/or purchase land and/or equipment suitable for the purposes and functions of the Club; and

To sell and deal in alcohol, mineral/aerated water, cigars, cigarettes, tobacco, matches, other related products as well as refreshments, foodstuffs and equipment in accordance with the provisions of any licensing laws and by obtaining the necessary statutory consents and licences for this.

**Membership**

Any person seeking to join the Club shall submit an application form to the Management Committee, who will then process this.

Membership is open to all and no application for membership will be refused on other than reasonable grounds that would be prejudicial to the objectives of the club as set out in Rule 2 of this constitution.

There will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex; sexual orientation, political or other opinion

The management committee should communicate in writing to any applicants who have been refused membership to the club explaining the reasons for refusal. Refused applicants should also be given the right of appeal as stipulated in the clubs disciplinary procedures. The appeals panel independent to the committee/ individuals making the original decision

The membership of the Club shall consist of the following Classes of membership: *(add/delete as appropriate. Below are common examples and the club needs to add a description of each classification they use.)*

Adult Full Membership

Restricted Membership

First Year Membership

Family Membership

Non Playing Membership

Junior Membership

Life Membership

Honorary Membership

Members in each category shall pay the relevant membership fees as fixed at each Annual General Meeting.

All members joining the Club shall be deemed to accept the terms of this Constitution and any Bylaws from time to time adopted by the Club in particular including the requirement to conduct themselves in accordance with any conduct rules, equity policy and disciplinary procedures.

Only members in categories *x,y,x* shall have the right to vote on any motion.

All voting members may be elected and serve on the management committee.

Annual subscriptions shall be due on *INSERT DATE* and must be paid by *INSERT DATE*. In the event that any member’s annual subscription has not been paid by *INSERT DATE* then membership shall be automatically terminated. Termination shall be intimated to the member in writing by the Secretary. No Member shall be entitled to enter any competition prior to payment of the annual subscription or instalment of any moneys due to the Club.

**Suspensions and Termination of Membership**

If the conduct of any member (either in or out of the clubhouse, on the green, or elsewhere) brings the club into disrepute or contravenes the objectives of the club as set out in Rule 2 of this constitution, The management committee has the right to:

Terminate or suspend any membership provided that the member concerned shall have the right to be heard by the full management committee before a final decision is made.

Any reason for refusal or termination must be communicated in writing to the individual and can be appealed to an appeals panel/Members at an EGM as stipulated in the clubs disciplinary procedures. The appeals panel will be independent to the committee/ individuals making the original decision.

Any member who fails to pay their fees by the date required shall forfeit their membership rights and shall be suspended from taking part in any event under the control of the club until such fees are paid.

Any member under suspension shall be barred from taking part in any match or event under the control of the club.

**Club Management Structure**

There shall be a Management Committee responsible for the overall management of the Club and shall have the power to make Bylaws. The Management Committee will be elected by the members at the AGM.

The management committee shall consist of the following officers:

This should be amended to be relevant to the club and the list is not exhaustive

President

Vice President

Secretary

Treasurer

Match Secretary

Wellbeing Protection Officer

Offices shall be held for the term referenced in the specific role descriptor as agreed by the management committee.

In addition the management committee, the following sub committees will operate and shall report to the management committee by a representative elected by that sub-committee

*(add/delete as appropriate)*

Finance

Membership Committee

Green

House/social

Match and competitions

Recruitment

Disciplinary and Conduct Committee

Junior

**Election of Officers to the management committee**

The members of the management committee shall be drawn from the membership, as defined in clause 3 of this constitution.

Candidates shall be elected by ballot at the AGM, and shall be members of the management committee from the conclusion of that AGM until the conclusion of the following AGM.

All nominations of candidates for election shall: have the consent of the nominee; be in writing; be seconded; be received by the secretary not less than fourteen days before the AGM.

Uncontested posts may be filled by nomination(s) and election at the AGM.

The Secretary shall send all voting members a list of all nominations not less than seven days prior to the AGM.

The management committee shall have the power to co-opt a member onto the committee if posts are still vacant after the AGM.

**Responsibilities of Management Committee**

The Management Committee will not have power to purchase, sell, or lease heritable property without specific authority of members at a General Meeting.

The members of the Management Committee shall also be trustees of the Club and shall hold any property of the Club in their name and shall be entitled to be sued or sue as trustees of the Club. They shall be indemnified by the Club where acting in good faith in their capacity as trustees of the Club.

Clubs are now required to register Trustees with HMRC Trustee Registration Service (TRS) as part of a legislation changed implemented on September 2020. The club will provide information prior to the appointment and recording of trustees to any members requesting this information.

A briefing note on the HMRC Trust Registration Service can be found here

Election to any position on the Management Committee cannot be limited by or discriminated on the ground of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex; sexual orientation, political or other opinion.

**Annual General Meetings**

The Annual General Meeting shall be held once per calendar year, within 4 months of the end of the financial year) and may be attended by ALL members, however, only members who possess the right to vote will be able to vote on club business:

The presentation of the Management Committee Report for the past year.

The election of any office-bearers and/or Ordinary Committee members.

Approval of the minutes of the last Annual General Meeting and any other General Meetings held during that year.

Approval of the audited accounts for the last financial year and appoint any auditors.

Consider and approve any changes to the Constitution.

To approve a figure for total Club borrowing for that year.

Deal with any other relevant business.

An agenda giving notice of the Annual General Meeting must be circulated along with a copy of the audited accounts, details of candidates for office bearer posts and voting slips to all Club members at least X calendar days in advance.

The quorum for any Annual General Meeting shall be [*TBC*] Voting Club members.

Voting on any matters other than a change to the constitution shall be by simple majority of Club members present and voting.

Nominations for office-bearers must be received at least X calendar days in advance of the Annual General Meeting. [Should be same days as in 8.2]

Office Bearers of the club must come from the following categories of membership – [Insert c*ategories from paragraph 3.9)*

Each nomination shall require one proposer who shall be a voting member of the Club.

Elections shall be conducted on a simple majority of Club members present and voting or voting by post.

In the event of there being no nomination for a post within the stipulated time then nominations may be accepted at the Annual General Meeting.

In the event that no person is voted onto a committee post or in the event of resignation or retiral from a position, the President or Vice President will undertake the duties until such time as the post is filled. Elections to fill such a vacant post should take place at a special general meeting and shall be subject to the same rules as at the Annual General Meeting.

All voting Club members shall have the right to vote by post or e-mail if they are unable to be present in person.

Any member exercising their right under this clause 8.4.7 shall do so by letter or e-mail addressed to the Secretary, stating the member’s postal address and membership number and stating clearly their vote in respect of the nominations and motions set out in the Notice calling the Meeting. This must reach the Secretary not later than 24 hours before the date of the Meeting in question.

The completed voting slips, letters and e-mails shall be kept in a sealed envelope clearly marked ‘votes’. These votes will be counted along with those cast at the General Meeting.

In calculating a quorum of an Annual General Meeting, no count can be taken of those Members who have exercised their voting right by post.

In the event of public health reasons, or otherwise, the club are instructed not to hold an AGM, the committee should continue in office. If the club is able to carry out an AGM in manner that does not contriving any guidance from the government, or place any members at risk, then the committee has the power to inform the members of that procedure, whilst ensuring every member is given some form of opportunity to vote/influence proceedings.

**Special General Meetings**

A Special General Meeting may be called by the Management Committee or by *[INSERT NUMBER OR % MEMBERS HERE]* members of the Club. Any such request must be submitted to the Secretary by written motion, setting out the rationale and basis for the General Meeting being called.

At least 21 calendar days’ notice of a general meeting must be given to the full Club membership, except in the event of an EGM where the notice shall be a minimum of 14 days.

The President or appointed chair, or in their absence a member selected by the meeting, will take the Chair.

All members shall register with the Secretary prior to the start of the meeting.

Each voting member outlined in clause 3 of this constitution shall have one vote.

All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.

The quorum shall be x members or x% of those eligible to vote, whichever is the smaller.

In the event that there are insufficient numbers of members to form a quorum, the Management Committee shall have the power to call a further Special General Meeting at which x members shall form a quorum.

The Secretary shall keep the minutes of the meetings and record all proceedings and resolutions

**Finance**

* 1. The financial year shall run from *[ ]* to *[ ].*
  2. All monies shall be lodged in a bank account in the name of the club.
  3. The income and property of the club, however derived, shall be applied solely towards the objectives of the club as set out in Rule 2, of this constitution. No portion of the income and property shall be paid or transferred directly or indirectly by way of dividend, distribution, bonus, honoraria or otherwise howsoever by way of profit to the members.
  4. The club shall have the power to raise money by means of yearly affiliation fees and match fees as determined by the Management Committee at the Annual General Meeting.
  5. The Treasurer shall be responsible for securing the preparation of Annual Accounts of the Club and laying these before the Annual General Meeting.
  6. The accounts shall be certified by the Club's independent Auditor as approved at the Annual General Meeting.
  7. All cheques drawn against the Club's funds shall be signed by the Treasurer and one other office-bearer*.*
  8. All Committee members of the Club shall be jointly and severally liable for the financial liabilities of the Club.

**The Constitution.**

The Constitution shall only be altered by consent of two thirds of voting members present at an Annual General Meeting or Special General Meeting.

**Dissolution or Winding Up of the Club**

The Club is non-profit-making and all profits and surpluses will be used to carry out the objectives of the Club.

No profit or surplus shall be distributed (other than to another non-profit making body on a winding up or dissolution of the Club).

If upon winding up or dissolution of the Club there remains after the satisfaction of all debts and liabilities any property whatsoever this shall be transferred either to any association to which the Club is affiliated or, to some other organisation or organisations having objects similar to the Club. This organisation shall be determined by the members of the Club by resolution passed at a General Meeting.

**Complaints**

All complaints must be made in writing to the Secretary and signed by the persons complaining; and none shall be attended to unless this rule is complied with. The Secretary shall submit all such complaints to the Management Committee, who shall take the matter into their consideration and have the power to take act as they consider necessary.

**Declaration**

This constitution has been approved in accordance with article 11.1 and represents a true and up to date version of the constitution of INSERT CLUB NAME HERE

SIGNATURES

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| --- | --- |
| Chair | …………………………………………………………….. |
| Date | ……………………………………………………………… |
| Secretary | ……………………………………………………………… |
| Date | ……………………………………………………………… |