

CONSTITUTION HINTS AND TIPS

The Club Constitution is your Governing document for how the club runs and should be compliant with any current legislation. Clubs need to be aware of the need under the Equality Act (2010) on equal rights and opportunities for both Male & Female members.

Public funding bodies will request your constitution when applying for funding to ensure this compliance, prior to awarding funds.

What to include in a constitution

A modern Constitution to meet individual the need of the club and to include:

- **Club Objectives** – overview of the club’s purpose and aims
- **An “Open to All” clause** – No barrier to someone applying to join the club, but the club has right of refusal on reasonable grounds – should also include an appeals process. Membership is open to all and no application for membership will be refused on other than reasonable grounds. 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.
- **Membership Categories & Subscriptions** – A breakdown of each membership category and what that membership entails, access to green, Voting rights etc.
- **Rules Club follows** – Overview of club codes of conducts, disciplinary policy.
- **Management Structure (Committee)** – List of Committee members with brief outline of roles and responsibilities for each role.
- **Trustee Information** – Overview of clubs need to register appointed Trustees with HMRC and the Trustees are aware of their responsibilities.
- **How club finances are managed** – How the club finances are managed by the Treasurer and the obligations to report to the committee and to the members at the Club AGM.
- **Details on AGMs & EGMs** – Numbers needed to attend and agenda process for conducting and voting on agenda items.
- **How to amend the constitution** – Numbers needed to make material changes to the running of the club via the clubs governing document.
- **A relevant dissolution clause** – For public funding a clause that states the money, if the club was ever to fold, would go to another local club/charity, to be decided by the members left at the time of closure.

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.

What not to include in a constitution

Constitutions should **NOT** include:

- **Separate male and female membership classes** – This would be in breach of the Equality Act (2010) where ALL members of the club should have the option of being a FULL member, if they wish, of the club with voting rights.
- **Requirements for proposer/seconded for membership applications** – Potential new members information should not be displayed in the club as this is against current GDPR (Data Protection guidelines and clubs have a responsibility for the safe keeping of information.
- **Honorarium payments** – Clubs are not for profit, so public funders would not expect to see someone making money from a volunteer role within a club.
- **Reference to “Chairman” or “he/his”** – constitutions should be written in a gender-neutral format with the use of ‘Chair’ or ‘they’.
- **Posting prospective member details for public display in club** – Non-members of a club have the right for their personal details to be protected by the club. Posting this information where anyone can access not only breaches GDPR (Data Protection) but also suggests to public funding bodies that the club is a ‘closed shop’ and only people known to the club can gain access.

If you club would like your current constitution to be updated, you can either download Bowls Scotland’s Template Constitution [HERE](#)

Or please forward your current Constitution to your NDO who can review your current constitution, making recommendations to ensure compliance or suggestions for good practice.