

Sutton St. Edmund Short Mat Bowls Club Constitution.

Date of Current Constitution: - 28th January 2026.

Title: -

The name of the Club shall be "Sutton St. Edmund Short Mat Bowls Club" (hereinafter called "the club").

Objectives of the club shall be: -

- To promote and foster the game of short mat bowls.
- To promote for its members in the area of Sutton St. Edmund without distinction of sex or of political, religious or other opinions to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the conditions of life of its members.
- To organise club sessions for the benefit and enjoyment of all members.
- Most Tuesday evenings throughout the year the club will hold an event for all members, these will normally be roll ups or pre-arranged social evenings. The club will not arrange anything on Tuesday evening that excludes social 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: -

- Membership of the Club shall be open to all, irrespective of political party, nationality, religious opinion, race or colour, with junior members to be accompanied by an adult / guardian.
- The club and its members shall be affiliated through the Cambridgeshire Short Mat Bowls Association (CSMBA) with members being affiliated to the English Short Mat Bowls Association (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 for a nominal fee.

- The management officers may propose to elect honorary life members at the AGM in recognition of special service to the club and/or the game.

Termination of Membership: -

- The management officers shall have the right for good and sufficient reason to suspend the membership of any individual who by their conduct shall make such course necessary.
- Membership may only be terminated by a majority vote of those attending the Annual General Meeting (AGM) or the Special General Meeting (SGM) called for that purpose.

Fees and Subscriptions: -

- An annual membership subscription shall be fixed at each Annual General Meeting. All monies due should be paid within two 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 Cambridgeshire Short Mat Bowls Association (CSMBA) and the English Short Mat Bowls Association (ESMBA).

Administration and Structure: -

- The General Management of the Club shall be in the hands of the Officers elected by consent of the majority of the members, attending the Annual General Meeting to be held during August of each year.
- The administration of the club shall be undertaken by the management officers all of whom will have been elected at the previous AGM.
- The management officers of the club shall comprise of the following: -
 - Chairperson - Position held by David Warriner.
 - Secretary - Position held by Alan Bingham.
 - Treasurer - Position held by Jane Spriggs.
 - Safeguarding Contact – Position held by Sharon Bingham.
 - Captain - Position held by Alan Bingham.
 - Vice-Captain - Position held by David Warriner.
 - Officer Team Member – Position held by Gary Heath.
- The officers of the club shall be honorary appointments.

- The officers shall have the power to fill any vacancy occurring during the year, co-opting members as may be necessary.
- A quorum (the minimum number of club members that must be present at any Club meetings to make the proceedings of that meeting valid) shall comprise of 2 club members, 1 of whom must be an officer.
- Any officer or club member shall have one vote, except the chairperson, who shall only have the casting vote.
- Any officer may seek re-election.
- Officers shall meet on a regular basis, normally following the conclusion of a roll up evening, other than general meetings.
- The officers shall send representation to all meetings of associated organisations as required.
- The officers shall arrange equipment and public/civil liability insurance.

Finance: -

- The financial year for the club shall be from the 1st of August to the 31st of July.
- The accounts will be audited independently for the Annual General Meeting.
- A bank account is held in the name of the club with Barclays.
- All monies collected will be passed to the Treasurer (or deputed club member) for depositing in the relevant club bank account.
- The Treasurer is responsible for managing the money and the accounts are open to be inspected by any members at any reasonable time.
- Outgoings drawn on the club account shall be authorised by two appointed officers.
- The club is a non-profit organisation. All surpluses will be used to maintain or improve the club's equipment and facilities.

Annual and Other General Meetings: -

- The AGM of the club shall be held no later than the last week in August each year.
- The business of the AGM shall include:-
 - Presentation of report by chairman
 - Presentation of financial report accompanied by certified accounts for the previous year by the treasurer.
 - Presentation of report by the captain.
 - Election of officers.
 - Determination of annual subscription and other fees for the following year
 - Consideration of any notice, rule change or amendment in the constitution.

- Notice of not less than 21 days of an AGM shall be given by the officers, 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 28 days prior to the AGM.
- Nominations for the post of officers must be forwarded to the secretary at least 21 days prior to the AGM.
- Nominations for the post of officers 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 officers or on the request of 2 members of the club. The notice calling such a meeting must give at least 28 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 ESMBA. Disciplinary and Appeals Procedures will be followed to ensure fair and good practice.

Safeguarding Policy: -

- The Club follows the guidelines and has adopted the current Safeguarding Policy and procedures published by the ESMBA / Bowls Development Alliance (BDA).
- A Code of Conduct / Best Practice is adopted and on display at this club.
- The club has a nominated Safeguarding contact, position held by Sharon Bingham.

Powers of the Officers: -

- The officers shall have the power to interpret the rules and constitution and deal with all matters not specifically provided therein.
- The officers shall be empowered to suspend or determine the membership of any member following the disciplinary procedure.

Dissolution: -

- If the Officers of the Club decides by a simple majority that it is advisable to dissolve the Club it shall call a meeting of all members of the Club who have the power to vote of which meeting not less than 21 days notice (stating the terms of the resolution to be proposed there at) shall be posted in a conspicuous place in the Club premises and advertised in a newspaper circulating the area of the majority of Club Members.
- If at the meeting those present pass by a simple majority the dissolution of the Club the officers shall have the power to dispose of any assets held in the name of the Club.
- Any assets remaining after the satisfaction of any proper debts and liabilities shall be transferred to some other Club in the same area which includes similar objects in its constitution.
- At no time will any Officers or Club Member be entitled to any share of the profit or assets of the Club.

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 officers shall be given instructions to realise the assets.
- When all assets have been realised, they shall be distributed as agreed at the General Meeting.

Alterations to this Constitution: -

- Any proposal to alter this Constitution must be delivered in writing to the Secretary of the Club not less than 28 days before the date of the General Meeting at which it is first to be considered.
- Any alteration will require the approval of a simple majority of the members present at the Annual or Special General Meeting.
- Notice of each such meeting must be given in Accordance with normal procedure but not less than 14 days prior to the meeting in question and giving the wording of the proposed alteration.

The person's named below adopt this constitution for Sutton St. Edmund Short Mat Bowls Club, 28th January 2026.

Chairperson - David Warriner.
Secretary / Team Captain - Alan Bingham.
Treasurer - Jane Spriggs.
Safeguarding Contact – Sharon Bingham.
Officer Team Member – Gary Heath.