

WORTHING SHORT MAT BOWLS CLUB

CONSTITUTION & RULES

1. Name
The Club shall be called “Worthing Short Mat Bowls Club” (Venue: St Andrew’s C of E High School, Sackville Road, Worthing, West Sussex BN14 8BG).
2. Objective
The Club shall endeavour to promote the enjoyment and skills of short mat bowling on a social and competitive level.
3. Management
 - a) The affairs of the Club shall be managed by a committee consisting of the following full-time roles: Captain, Vice-Captain, Secretary, Treasurer.
 - b) By agreement, any of the above posts may be held by a single member.
 - c) Committee members shall be elected annually at the AGM. Members willing to volunteer for a specific role must notify the Secretary in writing no later than three weeks prior to the date of the AGM.
 - a) All committee members shall retire or seek re-election annually
4. Health & Safety
The committee shall be supported by up to two volunteer first aiders who will also advise on relevant H&S matters.
5. Social Activities
Any member may propose / organise Club social activities (eg Club meal, putting competition, etc.)
6. Membership
 - a) Any person wishing to join (or re-join) the Club shall complete an application form. After two weeks, the application will be reviewed by the committee to decide on acceptance.
 - b) The committee shall have the authority to refuse any application for membership
 - c) The applicant shall be notified by the Secretary of the final decision.
7. Subscriptions
 - a) Annual subscriptions and date payable for the forthcoming season shall be agreed at the AGM.
 - b) Members failing to pay their subscription by the due date are liable to forfeit their membership.
 - c) The committee shall have the discretion to vary the amount of the subscription fee part way through the season if circumstances require (eg increased hire charge).
 - d) New members joining part way through the season will pay a pro rata subscription fee.
8. Selection Committee
 - a) The Selection Committee shall consist of the Club Captain and Vice-Captain
 - b) Where these two roles are shared (see 3b) a second committee member will be appointed
 - c) At the discretion of the Captain, another member may be co-opted.
 - d) Players shall be selected for matches with due regard to developing their potential.

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9. Meetings

- a) Committee meetings will be held as and when necessary, with date, time and venue being advised by the Secretary. Any information needing to be passed on to members will be communicated through the normal channels.
- b) An AGM shall be held no later than one calendar month after the end of the Club financial year, with a minimum of seven days' notice to all members.
- c) An EGM will be held where formally requested in writing by at least six members. The meeting will be convened by the Secretary within twenty-one days following receipt of the request.
- d) The Secretary shall provide all members with a meeting agenda, together with any supporting documentation no later than seven days prior to the date of the meeting.
- e) For the purposes of both the AGM and EGM a quorum shall mean either fifteen members or at least half of the current membership, whichever is the lower.

10. Voting

- a) Only those members in attendance at the AGM or EGM may vote on proposals or motions submitted.
- b) Voting for motions and proposals shall be by show of hands
- c) Members not present at a meeting to elect committee members may register their vote with the Secretary no later than seven days prior to the meeting

11. Complaints

Complaints must be formally submitted in to the Secretary who will acknowledge receipt and submit them to the committee. The outcome will be communicated to the complainant.

12. Amendments to the Constitution & Rules

- a) No amendment to this document shall be made except at the AGM (or EGM called for that purpose).
- b) Such amendments are to be embodied in the agenda and notice convening the meeting.
- c) Proposed amendments must be submitted to the Secretary no later than twenty days prior to the meeting.