



Instructions for Model Club Constitution Use

April 2023

The attached Model Club Constitution has been prepared by the Governance Committee, in consultation with member clubs. We are grateful to all who provided feedback and input.

Here are instructions regarding how to use this document:

1. All items highlighted in yellow include either instructions or items to be updated by the Club (such as **(insert club name here.)**)
2. Address each highlighted item, being sure to delete the parentheses and instructions and remove the highlights as you go.
3. To ensure your edits did not impact the numbering or pagination, when you have finished updating, be sure to double check:
 - a. Page breaks are still in logical places
 - b. All the clause numbering
 - c. The table of contents
 - i. Hover your mouse over the table of contents (it should all look like it's highlighted grey) and right click
 - ii. You will see a menu
 1. Select 'Update Field'
 2. Select 'Update Page Numbers Only' (unless you changed any headings, then select the other option)
 - iii. Double check it worked properly

4. Once you have adopted you must:

- a. Lodge it with Consumer and Business Services

Follow this link for current information and instructions:

<https://www.sa.gov.au/topics/family-and-community/community-organisations/incorporated-associations/rules-in-an-incorporated-association/changing-rules>

- b. Send a Copy to Bowls SA on reception@bowlssa.com.au or via the online form as part of your Post AGM requirements.

For assistance, please send queries to reception@bowlssa.com.au.