



CAMBERLEY BOWLING CLUB

RULES & CONSTITUTION

August 2023



1. NAME

The Club shall be called “Camberley Bowling Club” hereafter referred to as the Club.

2. OBJECTIVES

- a) To provide facilities for its members to enjoy the sport of level green bowling.
- b) To organise other activities to augment 2a.

3. COLOURS AND DRESS

The Club’s colours shall be blue, red and gold and will be incorporated in the Club’s Badge, Flag, Ties and Bowls Stickers.

Match wear will be as stipulated below:

MEN

Approved shirts bearing Club colours and maroon trousers or shorts.

WOMEN

Approved tops bearing Club colours and maroon skirts, trousers, or shorts.

For non Club matches a white or predominantly white top with grey or maroon skirt, trousers or shorts shall be worn, except when playing in Club Competitions when a proprietary-coloured bowls shirt may be worn. Casual dress is permitted when rolling up provided the green is not being used for matches and competitions. Casual dress is also permitted on Club Nights.

Footwear shall be white, brown, grey, or black smooth-soled and heelless. Sandals shall not be worn except in extenuating circumstances.

4. AFFILIATIONS

The Club shall be affiliated to Bowls England, Bowls Surrey, London and Southern Counties Bowling Association, the West Surrey Bowling Association, the West Surrey Ladies Bowling League, the Blackwater Valley Ladies Bowling League and the Aldershot and District Bowling Association. These affiliations entitle Members of the Club to enter competitions organised by such Associations and Leagues.

5. MEMBERSHIP

An application for membership of the Club (in any of the categories shown, including an application to transfer from Social to Club Night or Full Membership) must be proposed and seconded by two existing Full Members of the Club. The application will then be displayed on the Club notice board for a minimum of 7 days. The Club secretary will also advise all Full members of applications by email within the same 7 days. Consideration will then be carried out by the Management Committee, whose acceptance or refusal shall be final.

- a) Full Membership, embracing all facilities offered by the Club.
- b) Junior Membership, open to all persons up to 18 years of age and offering the same facilities as in 5a) subject to Rule 12d).
- c) Life Membership. Any subscribing Full Member, duly proposed and seconded, who has served the Club with at least 10 years' service may be recommended for the approval of the Management Committee to be honoured and elected as a Life Member at an AGM provided the total number of Life Members does not exceed 5% of the total number of Full Members. The annual subscription fee payable by these members will be waived. Life Members shall be entitled to the same facilities as in 5a).
- d) Club Night Members shall enjoy all the facilities offered by the Club including the playing facilities on Club Night or other events at the discretion of the Committee, but with the exception of the right of any vote or the holding of any office within the Club.
- e) Social Members shall enjoy all the facilities offered by the Club with the exception of the playing facilities, the right of any vote or the holding of any office within the Club.
- f) Members of Visiting Clubs and their guests are permitted to purchase intoxicating liquor on the Club premises on the occasion of their visit.
- g) Visitors. Any member shall have the right to introduce a visitor into the Club, but shall not introduce that same visitor more than once in any one calendar month, except by prior consent of the Management Committee. Expelled or suspended Members or rejected candidates for the Club membership shall not be introduced as visitors at any time.

The names of all visitors, together with the name of the introducing member, who shall be responsible for their conduct, shall be entered in the Visitors Book provided for that purpose.

- h) Misconduct. Any person wishing to make a complaint of misconduct by a member must do so in writing to the President and/or Secretary of the

Club. If the President and Secretary are both directly involved in the complaint, then the matter should be referred to Bowls Surrey as stated in the Bowls England Regulation No 9 – Disciplinary Rules. If after preliminary Investigation the President and/or Secretary considers that a case cannot be made, no further action will be taken at club level and the complainant shall be advised accordingly of the reason for this decision. If the President and/or Secretary of the Club considers that a case of misconduct exists, the President and/or Secretary of the Club will refer the complaint to the Club Disciplinary Committee. The Management Committee will appoint or delegate THREE persons, none of whom shall have had any previous involvement or material knowledge of the complaint, as the Club Disciplinary Committee and delegate power to hold a disciplinary hearing in accordance with Bowls England Regulation No 9 – DISCIPLINARY RULES IN RELATION TO MISCONDUCT AT CLUB LEVEL AND AT LICENSED TOURNAMENTS - MISCONDUCT.

- i) Protecting Children and the Vulnerable. The Club is committed to promoting a safe environment in which children and vulnerable adults can enjoy taking part in games of bowls. It will seek to underpin and ensure this commitment by following and promoting the joint Child Protection Policy and Procedures of the National Governing Bodies.
- j) Equal Opportunity. The Club adheres to the Equality Act 2010 and does not discriminate against anyone because of:
- Age
 - Being or becoming a transsexual person
 - Being married or in a civil partnership
 - Being pregnant or having a child
 - Disability
 - Race including colour, nationality, ethnic or national origin
 - Sex
 - Sexual orientation

The Club shall adopt and follow the Equality, Diversity and Inclusion Policies of Bowls England. (See link [https://www.bowlsengland.com/diversity-inclusion/to Bowls England policy](https://www.bowlsengland.com/diversity-inclusion/to-Bowls-England-policy)).

- k) Smoking. Smoking is not allowed in any part of the Club pavilion, or within 2 metres of each of the entrance doors, or on the playing surface of the bowling green.

6. SUBSCRIPTIONS

The annual subscriptions and initial enrolment fee shall be as recommended annually by the Club Treasurer and ratified by the Management Committee. Subscriptions are due and payable on the 1st April in each year. A member whose subscription is unpaid shall not be entitled to any privileges of such membership. Any member failing to pay their subscription by the 1st of May in the same year shall be notified in writing by the Club Secretary that their name has been erased from the list of members. If the Management Committee shall, within 14 days of that erasure, receive a satisfactory explanation, the member may, at the discretion of that Committee and on payment of the arrears, be reinstated.

New members on payment of their first subscription shall be entitled to all privileges of such membership. Such payment will be deemed acknowledgement of acceptance of these Rules.

7. BOWLING GREEN

The Bowling Green shall be at the Southwell Park Road Recreation Ground, Camberley. The Club shall pay to the Surrey Heath Council such sums as are agreed for the Annual Rent of the Pavilion. The Club will undertake the control of the use of the Green. All Green Fees collected from non-members will go into Club Funds.

Full membership, Club Night membership (see playing restrictions in 5e), Junior membership and Life membership subscriptions eliminate any further fees in respect of the Green, the subscriptions being an inclusive amount.

All use of the Bowling Green is subject to the Council's Regulations and Bye-Laws.

The management and maintenance of the Pavilion shall be the responsibility of the Club Steward, who shall be accountable to the Management Committee.

8. ADMINISTRATION

a) A Management Committee consisting of the following officials shall conduct the affairs of the Club:

1. President
2. Secretary
3. Treasurer
4. Club Captain
5. Match Secretary
6. Club Steward
7. Chair of the Competitions Committee
8. Chair of the Bar Committee
9. Chair of the Catering Committee
10. Ladies Captain
11. One Committee Member not holding specific office.

These officials shall be elected annually at the A.G.M.

b) Six members of the Management Committee shall form a quorum.

c) The Management Committee shall be empowered to appoint the following ex officio members or officers:

1. Assistant Secretary (Minutes Secretary)
2. Assistant Treasurer
3. Club Representative
4. Social Secretary
5. Ladies Match Secretary
6. Welfare Officer
7. Membership Secretary
8. In the event of death or resignation of a Club official between A.G.M.s, the Management Committee shall appoint a member to fill that office until the next A.G.M.

d) The Management Committee shall also be empowered to appoint any sub-committee and to invest such sub-committee with such powers as are deemed necessary.

e) 1. The President of the Club shall be Chairman of all Club meetings and shall have a casting vote only at Committee meetings.

2. In the absence of the President from any meeting, a Chairman shall be elected from those present and shall have the same authority.

f) Absence from two consecutive meetings by any member of any committee, without reasonable cause being given, shall invalidate their appointment.

- g) The Ladies Match Secretary and Ladies Captain shall be responsible for managing such business solely connected with the Ladies of the Club.
- h) The Secretary shall convene all Meetings, record all proceedings and produce Minutes and the Club Register at all Meetings and at any other time when requested by the Management Committee.
- i) The Treasurer shall keep the Books and Accounts of the Club and shall produce all documents relating to the finances of the Club whenever requested to do so by the Management Committee.
- j) The Club's Bankers shall be agreed and approved by the Management Committee. It will be the duty of the Treasurer to collect all subscriptions and any other revenues of the Club and to administer the Club's Bank Accounts.
- k) All cheques shall bear the signature of any two of the following Club Officials:-
- Treasurer
 - Secretary
 - President
- l) The Club's financial year shall end on the 30th September each year and the Treasurer shall present to the Management Committee an audited Statement of Account and Balance Sheet prior to the Annual General Meeting of the Club.
- m) The property of the Club is to be vested in not less than 2 and not more than 4 Trustees to be appointed by resolution passed at an Annual or Special General Meeting of the Club, such Trustees to be appointed from members of the Club.
- The Trustees will hold all such property of the Club as shall be transferred to, or vested in them, upon trust for the members of the Club and from time to time and upon other trusts declared in these rules (as amended from time to time) or upon such trusts as the same ought from time to time to be held.
- n) The Club facilities, including the membership list and any other documents produced by the Committee for use by the members, shall be regarded as strictly private and shall not be used for personal gain. The use of such data by the Committee shall be in accordance with the GDPR rules relating to the collection and use of "Personal Data" that came into force in the UK on 25th May 2018.

- o) Each member of the Club shall (to the extent that such person is not entitled to recover under any policy of insurance) be entitled to be indemnified out of any and all funds available to Camberley Bowling Club, which may lawfully be so applied, against all costs, expenses and liabilities whatsoever incurred by such person in the proper execution and discharge of duties undertaken on behalf of the Club, or arising therefrom, or incurred in good faith in the purported discharge of such duties.

9. ANNUAL GENERAL MEETING

The Annual General Meeting shall be held on any Thursday in November in each year, at a time and place chosen by the Management Committee. At this meeting Members of the Committee shall present their Reports and the Treasurer will present the audited Accounts of the Club for the past year.

10. SPECIAL GENERAL MEETING

Special General Meetings may be convened by:-

- a) The Management Committee whenever the Committee determines there is sufficient cause.
- b) Any 10 Full Members of the Club making a written request to the Management Committee, which shall call such a meeting within 28 days of the request being received by the Secretary.

The notice convening such a Meeting shall state the precise nature of the business to be discussed and no other business will be undertaken at this time. Members shall be given at least fourteen days' notice of any such Special General Meetings by email or post.

Twenty Members present at such a meeting shall form a quorum.

11. EXCEPTIONAL CIRCUMSTANCES

Should exceptional circumstances arise, which in the opinion of the Committee, prevent an Annual or Special General Meeting being held, the Committee shall determine what alternative arrangements should be made as it deems necessary. Any decisions made in accordance with these arrangements shall be effective immediately. They will continue to apply until any subsequent General Meeting. If any other matters arise because of exceptional circumstances which are not provided for in this Constitution, the Committee shall deal with such matters as it deems necessary.

12. CATERING & CLEANING

- a) The Catering Manager will arrange a rota for the conduct and provision of teas and refreshment during the season.

b) It is accepted that all eligible members will, on a rota basis be responsible for the cleaning of the Clubhouse. The Catering Manager will issue a rota at the beginning of the season.

The Catering Manager shall keep account of all expenditure and income and report to the Management Committee, who shall set the charges. The Club's Captains shall be responsible for the collection of the authorised charges at each match.

These monies to be handed to the Catering Manager and duly recorded in the accounts.

The Catering Manager will provide accounts to the Treasurer during the financial year.

13. BAR

a) The Chairman of the Bar Committee will conduct the supply of excisable liquors on the Club's premises and be held responsible for the enforcement of all rules and laws applicable to such trade.

The Committee to consist of a Chairman and up to three other members all of whom shall be elected at the Annual General Meeting of the Club.

The Chairman of the Bar Committee will be accountable to the Management Committee.

The Chairman of the Bar Committee will keep accounts of all income and expenditure and report to the Management Committee, who will approve all charges. The Chairman of the Bar Committee will provide accounts to the Treasurer during the financial year.

b) All eligible members shall perform bar duties in accordance with the procedures and bar duty roster prepared by the Chairman of the Bar Committee.

The Management Committee, upon receipt of a complaint by the Chairman of the Bar Committee that a member has, in his/her opinion, failed to perform such duties satisfactorily, shall apply Rule 5i) (Misconduct) in respect of such member.

c) The hours at which the Club shall be open for sale of excisable liquors shall be at the discretion of the Management Committee, within the legally permitted hours.

d) Only members and bona-fide Members of Visiting Clubs as defined in Rule 5 shall pay for excisable liquors. Any persons contravening this Rule

will be removed immediately from the Club's premises; the introducing member shall be liable to expulsion from Membership.

- e) No intoxicating liquor shall be sold to persons under 18 years of age.

14. COMPETITIONS

- a) The management of the Club's competitions shall be the responsibility of the Competitions Committee which shall consist of two members (one male, one female), together with the Chairman of the Competitions Committee. The Chairman of the Competitions Committee shall be accountable to the Management Committee.
- b) The Committee shall be responsible for all rules covering said competitions, handicaps of players entering and the settlement of all disputes arising.

Entry to a Club competition shall imply a commitment to be available to play in the Finals of such competition on the appointed Finals Days.

- c) In the case of disputes arising from the Club's Competitions all Club members will have the right of appeal to the full Management Committee should they so desire.
- d) The Rules covering individual competitions shall be posted on the Club's Notice Boards.
- e) The Chairman of the Competitions Committee will provide accounts to the Treasurer during the financial year.
- f) Members wishing to enter competitions that will require use of Club facilities, where such competitions are not covered by the Club affiliations in Rule No 4, are required to obtain permission of the Management Committee to participate in such competitions.

15. CLAIMS AGAINST THE TRUSTEES OF THE CLUB

- a) The Landlord (Surrey Heath Borough Council) requires the Pavilion and Bowling Green leases to be executed on behalf of the club by the Trustees.
- b) In the event that the club fails to fulfil its obligations under the Pavilion and/or Bowling Green leases, and the Landlord makes a lawful claim for breach of contract against the club under the terms of the lease, then in these circumstances, the assets of the club shall be made available to the Trustees to settle the lawful claim.

16. DISSOLUTION

- a) If at any General Meeting of the Club a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.
- b) If at that Special General Meeting, the resolution is carried by at least two- thirds of the Full Members present at the meeting, the Trustees of the Club shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.
- c) After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Full Members of the Club but taking into account the views expressed by the Full Members at that Special General Meeting shall be given or transferred to some other voluntary organisation having objects similar to those of the Club.

16. RULES

- a) No new Rule shall be made or any of the rules herein contained or hereafter to be made, be amended, altered or rescinded, without the consent of the majority of the members at an A.G.M. or Special Meeting convened for that purpose. Any proposed alterations to the rules must be submitted in writing three weeks prior to the meeting and shall be made available to the members in writing at least fourteen days prior to the meeting.
 - b) Every new member shall be supplied with a copy of the Rules and a copy shall be at all times displayed in a prominent place within the Club.
 - c) The Management Committee shall have the power to settle all disputes which may arise as to the interpretation of these Rules or the validity of any election.
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