

## BURPHAM BOWLING CLUB

### CONSTITUTION

#### 1. NAME AND OBJECT

- 1.1 The name of the club is "Burpham Bowling Club" with premises at the Sutherland Memorial Park, Clay Lane, Burpham, Guildford, GU4 7JU.
- 1.2 The Club shall be affiliated to
- Bowls England
  - Bowls Surrey incorporating the Surrey County Bowling Association and the Surrey County Women's Bowling Association
  - West Surrey Bowling Association
- 1.3 The object of the Club shall be to foster, promote and facilitate the game of level-green bowling combined with good fellowship and entertainment for the benefit of Club Members.

#### 2. COMPLIANCE

- 2.1 The Club shall ensure that this Constitution is not in contradiction of the Bowls England Rules and Regulations or Articles of Association or the Constitution of Bowls Surrey
- 2.2 The Club as a member of Bowls England shall be bound by and shall comply with the Rules and Regulations and Policies of Bowls England, as amended from time to time
- 2.3 The Club shall as a qualification of membership to Bowls England adopt and follow all policies and guidelines approved by Bowls England, including but not limited to, safeguarding policies, inclusion policies and anti-doping policies

#### 3. CONSTITUTION

- 3.1 The Club shall be a mixed Club governed by a Club Committee, known as the Club Committee elected annually at the Annual General Meeting.
- 3.2 There shall be Men's Bowling Section and a Ladies' Bowling Section to deal respectively with bowling matters affecting men or ladies. These sections shall be governed by Committees which shall be accountable to the Club Committee and elected annually. Section Captains and Committees to be elected at the Section General Meetings and take up office after the Annual General Meeting.
- 3.3 There shall be a Committee for Bowling, comprising the officials set out at section 7.8a. The Club Committee may appoint other sub-committees as it considers appropriate which shall be identified and set out at Section 1 of the Club Bye-Laws. The Bowling Committee and the sub-committees shall be accountable to the Club Committee
- 3.4 The policy of the Club shall be that weekend matches should be played with mixed rinks or triples other than when the matches are solely for men or ladies.

#### 4. MEMBERSHIP

- 4.1 The Membership Year of the Club shall run from 1<sup>st</sup> January to 31<sup>st</sup> December each year.
- 4.2 Membership of the Club shall be open to anyone interested in the sport, on application, regardless of sex, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

**4.3** The Club shall comprise:

- a) Playing Members
- b) Non-playing Members
- c) Junior Members
- d) Life Members

**4.4** Every application for Membership shall give such particulars as the Club Committee may require. Any applications for Membership shall be posted on the Club Noticeboard.

**4.5** No person shall be admitted to Membership, or be admitted as a candidate for Membership, without an interval of at least 7 days between their nomination or application for Membership and their admission. They may use the Club facilities at the discretion of the Committee during this period. The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute.

**4.6** All members shall be deemed to have made themselves familiar with, and agreed to be bound by, the UK Anti-Doping Rules and to submit to the authority of UK Anti-Doping in the application and enforcement of the Anti-Doping Rules. The UK Anti-Doping Rules apply to all members participating in the sport of Lawn Bowls for a minimum of 12 months from the commencement of membership, in accordance with Bowls England's Rules and Regulations whether or not the member is a citizen of, or a resident in, the UK.

**4.7** Playing members shall be entitled to use all the facilities of the Club.

**4.8** Non-playing members may use the Green on a number of occasions, at the discretion of the Club Committee.

**4.9** Junior members shall be over the age of 12 years and under the age of 18 years. They will be entitled to use the Club facilities to the extent as may be determined by the Club Committee.

**4.10** All members over the age of 18 years shall be eligible to vote at a meeting of the Club.

**4.11** Every member shall have access to a copy of the Rules and Bye-Laws of the Club.

**4.12** The Club Committee may recommend to an AGM a member for Life Membership who, in their judgement, has given exemplary service to Burpham Bowling Club. Such a member, when elected, will be excused further subscriptions.

**4.13** Visitors may be admitted to the Club to play on the Green subject to any limitations and Rules determined by the Club Committee. Members shall be responsible for all fees and charges for their guests attending as visitors.

## **5. DISCIPLINE**

Every member on joining the club shall undertake to comply with

- a) Bowls England Regulations
- b) This Constitution and Bye-Laws made by the committee under Rule 7.12
- c) Conditions imposed by Guildford Borough Council as they affect the Club

If any member refuses to do so, or in the opinion of the Club Committee in any way prejudices the interests of the Club, the Committee shall deal with the member in accordance with the procedures set out in Regulation 9 of the Bowls England Regulations.

## **6. ENTRANCE FEES, SUBSCRIPTIONS, MATCH FEES AND GREEN FEES**

**6.1** The annual subscription and any match fees payable by all classes of membership shall be at such rates as the Club Committee shall decide, such rates to be published in the Annual Report, which shall be circulated with the notice calling the AGM under Rule 9.1.

**6.2** A subscription from every Member shall be due by 31<sup>st</sup> December in each year for the following year. If the subscription remains unpaid at this date he/she shall cease to be a member of

the Club. A person may be reinstated as a member of the Club at the discretion of the Club Committee on payment of all arrears and dues.

- 6.3** The Club Committee shall have the discretion to specify a match fee payable by every member playing in a Club match. For the purpose of this rule, Club match includes all games and competitions which have been arranged or where the entry fee has to be paid by the Club or the Ladies' or Men's Sections.
- 6.4** A bowling member joining the Club after the commencement of the playing season shall pay the annual subscription reduced proportionately, as the Club Committee shall determine.
- 6.5** The Committee may in its absolute discretion, upon compassionate grounds or in exceptional circumstances, authorise a refund or partial refund of a subscription previously paid.

## **7. OFFICERS, COMMITTEE AND SUB-COMMITTEES**

**7.1** The affairs of the Club shall be managed by the Officers of the Club who shall comprise:

President	Vice-President
Club Secretary	Club Treasurer
Membership Secretary	Fixture Secretary
Club Captain ( <i>who is also Chair of the Bowling Committee</i> )	
Club Vice-Captain	
Men's Captain	Ladies' Captain
Facilities Management Officer	Safeguarding Officer

**7.2** The Club Committee shall comprise:

- |    |                               |                   |
|----|-------------------------------|-------------------|
| a) | President                     | Vice-President    |
|    | Club Secretary                | Club Treasurer    |
|    | Club Captain                  | Club Vice-Captain |
|    | Ladies' Captain               | Men's Captain     |
|    | Facilities Management Officer |                   |

- b) The Chairs of any sub-committee appointed under section 3.3 shall be at the discretion of the Club Committee.
- c) The President may attend the Bowling Committee and any of the appointed sub-committees but shall not have a vote.
- d) All Officers and Club Members may be co-opted onto the Club Committee, Bowling Committee and sub-committees as and when required but shall not have a vote.
- e) An Officer of the Club may hold more than one post but shall have only one vote. With equality of voting at the Club Committee, Bowling Committee and sub-committees the motion shall fail.

**7.3** The Club Committee and the AGM shall be chaired by the President or in his/her absence the Vice-President shall preside.

**7.4** Officers of the Club as specified at section 7.1 shall retire each year but shall be eligible for re-election. Officers shall be elected annually at the Annual General Meeting of the Club. Members of the Men's Committee or the Ladies' Committee shall be elected at the Men's or Ladies' Section General Meetings under Section 3.2.

**7.5** Nominations for Officers of the Club, for the Men's Committee and for the Ladies' Committee, may be made by any member of the Club, excluding any Junior members. All nominations must be made on the official form, proposed and seconded and signed by the nominee as willing to serve. Nominations made in the playing season shall be displayed on the Club Notice Board. The proposed Club Captain shall have the option to be proposed to stand as Captain of his or her respective Section, by the Section.

**7.6** The Club Committee may co-opt members to fill vacancies on the Club Committee or for any other purposes

**7.7** The Men's Section and the Ladies' Section Committees shall each consist of:

Captain (as Chair)  
Vice-Captain  
Secretary  
Fixture Secretary  
and two other members

**7.8** The Bowling Committee shall comprise:

Club Captain (Chair)	Club Vice-Captain
Men's Captain	Men's Vice-Captain
Ladies' Captain	Ladies' Vice-Captain
Competitions Secretary	Club Fixture Secretary
Coaching representative	

The responsibilities of the Bowling Committee shall be all bowling matters including

Arrangements for play  
Fixtures List  
Team Selection Policy  
Club Competitions  
External Competitions  
Coaching  
Etiquette

**7.9** In the absence of the Chair of the Bowling Committee or any other sub-committee appointed by the Club Committee the members present shall elect one of their number to take the Chair.

**7.10** Each Committee and sub-committee shall keep the Club Secretary informed of any matter of which the Club Committee should be aware.

**7.11** The Club Committee shall manage the affairs of the Club according to the rules and shall apply the funds of the Club to the object of the Club. They may delegate such powers as they think fit to sub-committees or to individual members of the Club.

**7.12** The Club Committee shall make such Bye-laws as they think fit for the regulation and management of the Club's affairs.

**7.13** Any dispute concerning the interpretation of this Constitution shall be resolved by the Club Committee.

**7.14** The quorum of the Club Committee shall be five. Each Committee member present shall have one vote. With equality of voting the motion shall fail.

## **8. FINANCE AND ACCOUNTS**

**8.1** The Financial Year of the Club shall run from 1<sup>st</sup> October to 30<sup>th</sup> September the following year. All fees and subscriptions and any other income of the Club shall be paid to the Secretary, Membership Secretary or Treasurer as appropriate.

**8.2** The income of the Club shall be paid into an authorised bank account by the Treasurer. Appropriate Club funds may be invested in such a manner as may be approved by the Club Committee. The signatories shall be appointed by the Club Committee.

**8.3** All payments made by cheque shall be signed by two of the four signatories specified on the latest Bank Mandate.

All payments under £100 can be made via the internet banking facility by the nominated Primary User without a second agreement. Annually the Treasurer may produce a list of regular payments over £100 for the Committee to agree and the President to sign and date and thereafter these payments can be made via the internet banking facility by the nominated Primary User without need for agreement by a second person. All other and all non-regular payments over £100 must be

agreed in writing or by e-mail by any one of the other 3 signatories on the latest Bank Mandate or latest Business Internet Banking Application Form before being made via the internet banking facility.

The Treasurer to produce a list to the President at each Committee meeting showing what has been paid since the last meeting. The President to sign and date this list and the Treasurer to retain it for audit purposes.

- 8.4** a) No distribution of Club assets shall be made in cash or in kind to or for benefit of Members of third parties other than is reasonably allowed by these rules and all surplus income or profits shall be reinvested in the Club.
- b) The Club Committee may authorise donations to registered Charities and to other registered Community Amateur Sports Clubs.
- c) The Club may employ members (though not for playing) and remunerate them for providing goods or services on fair terms set by Committee without the person concerned being present.
- 8.5** The Treasurer shall maintain proper books of account including the accounts of income, expenditure and investments of the Club and shall prepare an Annual Statement at the end of year ending 30<sup>th</sup> September which shall be examined by the Auditor, approved by Club Committee and presented to the Annual General Meeting for adoption.
- 8.6** One member to be appointed as Honorary Auditor for the ensuing year shall be elected at the Annual General Meeting.

## **9. GENERAL MEETINGS**

- 9.1** The Annual General Meeting shall be held by 7<sup>th</sup> December at a place and time to be fixed by the Club Committee. The Secretary shall give at least twenty-one days notice of the meeting and the business thereof to each member.
- 9.2** The Club Committee may, on giving fourteen days notice, call an Extraordinary General Meeting for any specific purpose, which shall be stated in the notice.
- 9.3** An Extraordinary General Meeting shall also be called by the Club Committee within twenty-eight days of the Secretary receiving a written request from twelve members, or one-fifth of the membership of the Club, whichever is the less, specifying the business to be discussed.
- 9.4** No business other than that specified in the notice convening the meeting shall be discussed at a General Meeting.
- 9.5** At a General Meeting all Members shall be entitled to speak. Members, except Junior Members, shall have one vote except for bowling matters when playing members only will be eligible to vote.
- 9.6** The quorum for a General Meeting shall be twenty-five percent of the voting membership.
- 9.7** Alterations, additions or deletions to this Constitution shall only be made at a General Meeting.
- 9.8** Proposals and any motions for consideration by the meeting shall be notified to the Secretary, in writing at least 42 days prior to the meeting, duly signed, proposed and seconded.
- 9.9** Should exceptional circumstances arise which in the opinion of the Club Committee prevents an Annual or Special General Meeting being held the Club 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 as a result of exceptional circumstances which are not provided for in this Constitution the Club Committee shall deal with such matters as it deems necessary.

## **10. TRUSTEES**

- 10.1** There shall be at least two and up to three Club Trustees who shall be proposed by the Club Committee and elected or removed at a General Meeting of the Club. The Trustees shall be Club

Members and shall be over the age of twenty-one years.

**10.2** The Trustees shall act for the Club on all legal matters. All contractual dealings by the Trustees are on behalf of the Club and not on behalf of any individual. The Trustees shall act on the instructions of the Club Committee, on no other authority, and they shall have no discretion.

**10.3** The liability of the Trustees shall be limited to the funds of the Club.

## **11. DRESS**

**11.1** Players, Markers and Umpires shall wear smooth soled, heel-less regulation footwear while on the Green. For all competitive and representative matches against other clubs, and on other occasions decided by the Committee, dress shall be Club shirts with navy below. On all other occasions except where the Committee has decided otherwise, players shall have the option to wear smart casual clothing. Non-regulation footwear, denim jeans, leggings and collarless shirts are not acceptable. Shorts may be worn, provided they are knee length or below.

## **12. BAR RULES**

**12.1** The Club Committee shall deal with all matters concerning the sale of intoxicating liquor.

**12.2** Intoxicating liquor may only be supplied by, or on behalf of, the Club to Club Members and their guests, Affiliated Members and their guests, for consumption on the premises and to Members for consumption off the premises.

**12.3** Members may introduce guests to the Club. These guests must be signed in by the Member in the visitors' book and are subject to any limitation laid down by the Club Committee. These guests may purchase intoxicating liquor on the day of their visit for consumption on the premises.

**12.4** Members of teams visiting the Club and all bona fide supporters of those teams shall, on designated dates and on Club organised events, be permitted to purchase intoxicating liquor on the day of their visit for consumption on the premises.

**12.5** No intoxicating liquor may be sold to, or consumed by, a person under the age of eighteen years.

## **13. COMPETITIONS**

**13.1** The Club Committee shall determine the Club competitions and any associated competition entry fees to be arranged for each year.

## **14. DISSOLUTION**

**14.1** 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.

**14.2** If at that Special General Meeting the resolution is carried by at least two-thirds of the full members present at the meeting, the Club Committee 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.

**14.3** After discharging all debts and liabilities of the Club, the Club Committee shall dispose of the remaining net assets to one or more of the following:

- a) To the Sports' governing bodies for use in community related sport
- b) To another Club with similar sports purposes which is a registered Charity
- c) To another Club with similar sports purposes which is a registered Community Amateur Sports Club

These are the Rules and Constitution of  
Burpham Bowling Club  
as amended and agreed by Members  
at the Annual General Meeting held on  
Thursday 16th November 2023