

# CRANLEIGH BOWLING CLUB CONSTITUTION

## 1. Name

The Club shall be called the Cranleigh Bowling Club also known as the Cranleigh Bowls Club, a section of the Cranleigh Village Sports and Social Club Limited.

## 2. Affiliations

The club shall be affiliated to: -

Bowls England

Bowls Surrey incorporating, The Surrey County Bowling Association and The Surrey County Women's Bowling Association

The West Surrey Bowling Association

Three Counties Bowls Fellowship

The Surrey Advertiser League

## 3. Objectives

- (a) The objectives of the Club are to provide facilities for, and to promote participation in, the sport of outdoor flat green bowls
- (b) The Club shall adopt and conform to Bowls England Rules & Regulations and the current Laws of the Sport of Bowls.

## 4. Membership

All members must be members of the Cranleigh Village Sports and Social Club

The Bowling Club shall be open to persons in the following three categories: -

- (a) Full Members – Persons over 16 of age on May 1<sup>st</sup>.
- (b) Junior Members – Persons under 16 years of age on May 1<sup>st</sup>.
- (c) Honorary Life Members – Persons so elected by the Executive Club Committee

Honorary Life Members may be elected by the Executive Club Committee in recognition of outstanding service to the Club and such members shall be exempt from paying annual subscriptions.

- (d) Applications for membership shall be submitted on the prescribed form to the Club Honorary Secretary who shall refer such applications to the next general meeting of the Committee. The Committee may, at its discretion, accept or refuse any application for membership. If accepted the new member shall pay the appropriate subscription to the Honorary Treasurer within one month. Potential members and guests will be limited to three bowling sessions (paying appropriate green fees) after which they will be expected to make application for membership.
- (e) All categories of members are entitled to the full facilities of the Club but for any exceptions defined within these rules or as may be so prescribed by the Committee. 'Membership' in these rules refers to any person in any of the three membership categories.

## 5. Discipline

The objectives in this disciplinary procedure are to ensure that there is a fair and systematic approach to the enforcement of the Club's standards throughout the membership. If any member's conduct, either inside or outside the club premises, is contrary to the interests of the club and/or injurious to its reputation, the Executive Committee has the power to discipline, suspend or expel that person or those persons subject to an independent disciplinary hearing.

General principles which apply to all members of the Bowls Section.

- (a) Every member, upon election and thereafter, is deemed to have notice of, and undertakes to comply with, the Club Rules and any Byelaws and Regulations of the Club.
- (b) All disciplinary matters will be dealt with in accordance with Bowls England Regulation 9
- (c) Complaints of any nature shall be addressed in writing to the Honorary Secretary.

## 6. Officers

The Executive Officers of the club shall be: -

The President, who shall chair all committee meetings and may also attend any sub-committee meetings,  
Honorary Secretary.  
Honorary Treasurer.  
Weekend Captain.  
Mid-Week Captain.  
Ladies Captain  
Honorary Match Secretary.  
Honorary Competition Secretary  
Safeguarding Officer

## 7. Administration

- (a) The affairs of the Club shall be managed by a Committee consisting of the Executive Officers and other members as detailed in 6.
- (b) All Officers and Committee Members shall be elected at the Annual General Meeting and shall hold office up to the date of the next Annual General Meeting.
- (c) The Executive Committee shall have the power to fill any vacancy that may arise and to co-opt the services of any member for special matters.
- (d) A quorum for the Executive Committee shall not be less than five.
- (e) Decisions of the Executive Committee shall be by a simple majority, each Committee Member except the Chairperson having only one vote irrespective of whether they hold more than one office. The Chairperson of the meeting shall have a casting vote when necessary.
- (f) In the absence of the President the Executive Committee shall appoint one of their members to act as Chairperson for the meeting.
- (g) The Executive Committee shall have the power to make bye-laws should the occasion arises, providing such bye-laws are not inconsistent with these rules.
- (h) The Executive Committee shall meet whenever the Chairperson and/or Secretary deem it necessary.

## 8. Finance

- (a) The financial year of the club shall be from October 1<sup>st</sup> until 30<sup>th</sup> September each year.
- (b) Members in each category shall pay an Annual Subscription as follows: -  
  
Full Members – a subscription determined at the Annual General Meeting held prior to the season for which the subscription shall apply.  
  
Junior Members – a subscription determined at the Annual General Meeting held prior to the season for which the subscription shall apply.  
  
Any new member who is accepted for membership who has never bowled before shall pay a reduced subscription determined at the Annual General Meeting held prior to the season for which the subscription shall apply.  
  
Any member who is accepted for membership after 15<sup>th</sup> July shall pay an amount at the discretion of the Committee.
- (c) Annual subscriptions should be due on 1<sup>st</sup> February each year. If such subscription is not paid by that date, then membership of the club shall be terminated and the ex-member will have to reapply.
- (d) The Honorary Treasurer shall submit to the Annual General Meeting a financial statement for the year just ended. Such statement shall have been examined by the Accounts Examiner elected at the previous Annual General Meeting.
- (e) The funds of the club shall be operated through an account at a UK bank. The Treasurer elected at the previous Annual General Meeting shall be the sole Authorised Signatory for the club including for electronic and internet banking,
- (f) A properly convened meeting of The Committee shall also have the authority to appoint the Honorary Secretary as an Authorised Signatory for the club should it deem necessary.

## 9. General Meeting

- (a) A minimum of fourteen (14) days written notice shall be given of any General Meeting
- (b) All members may attend the General Meetings and participate in the business but only full members who have paid their current subscription may vote, submit Notices of Motion, support an application for a Special General Meeting, or propose any amendment to any motion.
- (c) Annual General Meetings shall be held within three calendar months of the end of the financial year, the date, time and venue to be decided by the Committee. The Notice convening an Annual General Meeting shall be accompanied by an Agenda and any properly submitted notices of motion that have been received.
- (d) Notices of Motion for an Annual General Meeting must be signed by the member proposing and be submitted to the Chairperson or Secretary 21 days before the date of the AGM. **Except for the Election of Officers, no motion may be proposed from the floor at an Annual General Meeting.**
- (e) Special General Meetings shall be called: -
  - 1) Whenever the Committee deem it necessary
  - 2) The Committee must call such a meeting if it is requested to do so in writing by at least nine members, all of whom must sign the request. The reason or purpose of such a meeting must be clearly stated and only this may be discussed and voted upon.
- (f) The quorum for any General Meeting shall be one quarter of the full members who have paid their current subscription.

## 10. Exceptional Circumstances

- (a) 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 as a result of exceptional circumstances which are not provided for in this Constitution, the Committee shall deal with such matters as it deems necessary.

## 11. Club Competitions

- (a) Club Competitions are only open to members as defined in 4.
- (b) All club competitions shall be played in accordance with the World Bowls Laws of the Sport of Bowls, supplemented by the Cranleigh Bowling Club Competition Bye-Laws as established by the Club Committee.
- (c) The entrance fee applicable to various club competitions shall be determined each year by the Club Committee
- (d) Postponement of any match will only be permitted for exceptional reasons with the agreement of the Competition Secretary, Sub-Committee, and opponents, and only providing that such postponement does not cause delay in the next round of the competition.
- (e) Presentation of Competition Trophies shall be made on a date deemed suitable by the Committee.

## 12. Games Against Opponents from Other Clubs

- (a) At all club games against other clubs Cranleigh players will pay a sum approved at Each Annual General Meeting to defray the cost of teas, etc. for their opponents and themselves.
- (b) In any other outside competition or match played on the club green, Cranleigh Players shall, at their own cost, arrange for the provision of light refreshment for their opponents.

## 13. Green Discipline

- (a) The green will be available for play from 1.30pm weekdays and from 10am weekends and bank holidays. In exceptional circumstances responsibility for allowing play, before the stated times rests with the green keeper and confirmed by one committee member.
- (b) Fitness of the green for play at any time devolves on the Green Keeper or member of the Committee.

- (c) Responsibility for allocating rinks suitable for play rests with Green Keeper or member of the Committee.
- (d) Rinks can be reserved for outside competitions, but for all club competitions rinks must be drawn for on the day and both opponents must be present. This does not apply to Finals Day when rinks will be allocated.
- (e) Rink Priorities shall be: -
  1. Fixture Card Matches
  2. BE competitions / Surrey competitions
  3. West Surrey competitions
  4. Three Counties competitions
  5. Club competitions
  6. Sponsored Competitions and Roll Ups have no priority

#### **14. Dress Code**

- (a) Unless otherwise stated on the team selection list, the dress for Midweek and Weekend Games shall be:  
Men – Club Shirt and Royal Blue Trousers or Royal Blue Shorts.  
Ladies – Club Shirt, Royal Blue Trousers or Royal Blue Shorts or Royal Blue  $\frac{3}{4}$  Length Trousers
- (b) For Club Competitions all players and markers for the early rounds must wear a White or Club Shirt  
Men – Royal Blue Trousers or Royal Blue Shorts.  
Ladies – Royal Blue Trousers or Royal Blue Shorts or Royal Blue  $\frac{3}{4}$  Length Trousers
- (c) For Club Finals Day all players must wear:  
Men – Club Shirt and Royal Blue Trousers or Royal Blue Shorts.  
Ladies – Club Shirt, Royal Blue Trousers or Royal Blue Shorts or Royal Blue  $\frac{3}{4}$  Length Trousers
- (d) For practice sessions and casual roll-ups when it is not necessary to conform to the dress code providing no offence is caused to other persons using the green.
- (e) Suitable bowling shoes will be always worn. NB Sandals are not permitted.

#### **15. Anti-Doping**

- (a) All members shall make themselves familiar with and agree to be bound by the UK Anti-Doping Rules and 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 for a minimum of 12 months from the commencement of membership, in accordance with Bowls England Rules and Regulations whether the member is a citizen of, or resident in, the UK

#### **16. Safeguarding**

The club shall adhere to the Safeguarding Policies of Bowls England and will ensure that all the contents are communicated to members and clearly displayed within the club premises for Members and Visitors.

#### **17. Equalities**

The club shall adhere to the Equality Policy of Bowls England.

#### **18. Change of Rules**

No alterations or addition may be made to these rules except by a Notice of Motion, at an Annual General Meeting or at a Special Meeting.

#### **19. Interpretation of Rules**

The Committee shall have authority to deal with any matter not covered by these rules, and shall adjudicate on any dispute concerning the interpretation of a rule.

**Revised April 2024**