

RULES & CONSTITUTION of DUXFORD BOWLS CLUB

1. NAME OF THE CLUB

The Club shall be named The Duxford Bowls Club and shall have its headquarters at The Bowls Green, The Recreation Ground, Hunts Road, Duxford, Cambridgeshire.

2. OBJECTS

The main purpose of the Club is to provide facilities for and to promote participation in the amateur sport of Lawn Bowls in Duxford and its surrounding area.

3. MEMBERSHIP

There are three types of members: Ordinary, Junior and Social Members.

No person may belong to any class of membership of the Club until such application completed on a proper application form has been approved by and elected by the General Management Committee (GMC) and an interval of not less than two days has elapsed from the date of the approval of the application and admission.

3.1 Ordinary Members

3.1.1 Ordinary Membership shall be open to persons who are interested in the activities of the Bowls Club, who are prepared to pay the appropriate subscription and who undertake to observe the rules of the Club.

3.1.2 Ordinary Members are the only class of members who may be entitled to vote at General Meetings, Annual General Meetings and Extraordinary General Meetings.

3.1.3 Ordinary Members are the only class of members who are capable of being elected to the Officers, Non-Executive Officer and Committees

3.2 Junior Members

Any member under the age of 18.

3.3 Social Members

3.3.1 Social Members shall be any person who wishes to join the Club but does not intend to bowl, and whose application for membership has been approved by the GMC.

3.3.2 At all times, the number of Social Members must not amount to more than 25% of the overall membership.

3.4 As agreed at the Annual general Meeting held on November 2nd, 2023, there will be a fourth classification of membership - Associate Membership. Any spouse or partner of a paid-up Ordinary Member of Duxford Bowls Club will automatically be considered to be an Associate Member (i.e. a member 'by association') and will carry the same rights and responsibilities as Social Members. At no time can the number of Associate Members exceed the number of Ordinary Members. Unless agreed otherwise by the GMC, and ratified by the Club at an AGM, there will be no charge for Associate Membership.

3.5.1 Membership of the Club shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs, except as a necessary consequence of the requirements of lawn bowls.

3.5.2 The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

3.5.3 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. Appeal against refusal or removal may be made to the members.

4. MANAGEMENT

The affairs of the Club in matters not reserved for the Club in General Meetings or the Annual General Meetings or Extraordinary General Meetings shall be managed by the following committees:

4.1 The General Management Committee (hereinafter called the GMC) which shall manage the general affairs of the Club and be responsible for the proper administration and running of the Club

4.2 The Bar Steward shall manage the purchase, supply or sale of intoxicating liquor and the general day-to-day management of the bar. He/she shall be elected annually to the GMC (see 4.3 below) and will be answerable to the GMC.

4.3 All members of the GMC including the Officers of the Club set out in Paragraph 5 shall be elected annually at the Annual General Meeting.

4.4 All surplus income or profits are to be re-invested in the Club. No surpluses or assets will be distributed to members or third parties.

5. THE OFFICERS OF THE CLUB

The Officers of the Club shall be the following:

5.1 The Chairperson / Club Captain

5.2 The Vice Chairperson

5.3 The Secretary

5.4 The Treasurer

6. SPECIAL RESPONSIBILITIES OF THE CHAIRPERSON

The Chairperson shall have a casting vote in the event of an inconclusive vote at meetings of the GMC and General Meetings.

7. NON-EXECUTIVE OFFICER

The Club shall be headed by a President who may attend any Club meeting and shall be at liberty to vote at any meeting of the GMC or BC.

8. ELECTION OF OFFICERS, NON-EXEC. OFFICER AND MEMBERS OF THE GMC

8.1 The above shall be elected at the Annual General Meeting each year after being proposed and seconded. The election shall be by a show of hands.

8.2 Those entitled to stand for election will be Ordinary Members who have fully paid their subscriptions.

9. RETIREMENT

9.1 Officers, Non-Executive Officer and Committee Members can resign by letter through the Secretary to the GMC

9.2 All retiring Officers, Non-Executive Officer and Committee Members are eligible for re-election.

9.3 Any Committee Member failing to attend three consecutive Committee Meetings may, at the discretion of the GMC, be removed from their post.

9.4 In the event of any vacancy arising the GMC may nominate another member to fill that vacancy until the following AGM.

10. THE GENERAL MANAGEMENT COMMITTEE

10.1 The GMC should consist of the Officers of the Club as described in Rule 5, the Chairperson of the Bar Committee and not less than four other members of the Club.

10.2 The GMC shall meet at their own discretion at such frequency as in their discretion they deem to be reasonably proper.

10.3 A meeting shall not be quorate unless there are five members of the GMC present, at least two of whom should be Officers.

10.4 The GMC shall be vested with the day-to-day management of the Club and shall have the following powers:-

10.4.1 To transact the ordinary business of the Club.

10.4.2 To make contracts for the Club in line with Club policy.

10.4.3 To carry out such duties and works as are consistent with the objects of the Club set out in Paragraph 2.

10.4.4 To ensure that the number of Social Members do not amount to more than 25% of the overall membership.

10.4.5 To have responsibility for disciplinary action.

11. BAR MANAGEMENT

The Bar will be under the management of the Bar Steward, who will sit on the GMC and who will be answerable thereto.

11.1.1 The Bar Committee shall abide by the following rules for the use of the bar which is situated in the pavilion:

11.1.2 There will be no smoking in the bar and kitchen areas of the pavilion, or anywhere on DBC premises and grounds.

11.1.3 The sale, supply and consumption of intoxicating liquor to persons under 18 shall be prohibited.

11.1.4 No intoxicating liquor purchased at the bar shall be consumed outside the Bowls Club's perimeter.

11.1.5 No intoxicating liquor shall be consumed on the premises which has not been purchased at the bar.

11.1.6 The permitted hours for the supply of intoxicating liquor at the pavilion shall be such hours as may be fixed in accordance with the provisions of the Licensing Act 2003.

11.1.7 Intoxicating liquor may be sold to visiting teams for consumption on the premises and visiting teams may be admitted to the pavilion for such purposes.

12. GENERAL MEETINGS

12.1 The Annual General Meeting of the Club shall be held in October each year or as soon as possible thereafter as agreed by the GMC. Twenty-one clear days' written notice shall be given to Members of the Annual General Meeting by circulating a copy of the notice to every member, either by email or by delivery to their home address. Members must advise the Secretary in writing of any business to be moved at the Annual General Meeting at least 14 days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to members not less than seven days before the meeting.

12.2 The business of the Annual General Meeting shall be to:

12.2.1 Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.

12.2.2 Receive the audited accounts for the year from the Treasurer.

12.2.3 Receive the annual report of the Committee from the Secretary.

12.2.4 Elect an auditor.

12.2.5 Elect the Officers of the Club (i.e. Chairperson; Vice-Chairperson; Secretary; Treasurer; Club Captain), the President and other General Committee Members.

12.2.6 Review Club subscription rates and agree them for the forthcoming year.

12.2.7 Transact such other business received in writing by the Secretary from Members 14 days prior to the meeting and included on the Agenda.

12.3 Extraordinary General Meetings may be convened by the GMC or on receipt by the Secretary of a request in writing from not less than six Ordinary Members of the Club. At least 21 days' notice of the meeting shall be given.

12.4 Nomination of candidates for election of Officers may be made in writing to the Secretary at least 14 days in advance of the Annual General Meeting date. Nominations can only be made by Ordinary Members and must be seconded by another Ordinary Member.

12.5 At all General Meetings, the chair will be taken by the Chairperson or, in their absence, by a deputy appointed by the Club or by Ordinary Members attending the meeting.

12.6 Decisions made at a General Meeting shall be by a simple majority of votes from those Ordinary Members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote.

12.7 A quorum for a General Meeting shall be 10 Ordinary Members and 2 Officers of the Club including one from the Chairperson, Secretary and Treasurer.

12.8 Each Ordinary Member of the Club shall be entitled to one vote at General Meetings.

13. ALTERATION TO THE RULES AND CONSTITUTION OF THE CLUB

13.1 No alteration to the Rules and Constitution of the Duxford Bowls Club can be made unless at the Annual or Extraordinary General Meeting and shall not be valid unless passed by at least two thirds of the Members present who are entitled to vote.

13.2 Any proposed alteration to the Constitution or Club Rules must be displayed on the noticeboard at the Club headquarters for at least 14 days before the date of the said meeting.

13.3 Notice of any change to the Constitution and Rules of the Club should be notified in writing to the relevant licensing authority within 28 days, pursuant to Section 82 of the Licensing act 2003.

13.4 Any amendment or alteration to the CASC's governing document, must ultimately be forwarded to HMRC. To then agree that it does not in any way breach CASC legislation found under Chapter 9, Part 13, Corporation Tax Act 2010.

14. DUTIES OF THE OFFICERS OF THE CLUB

The duties of the Officers of the Club shall be those as are set out in the Byelaws of Duxford Bowls Club.

15. CLUB BYELAWS

15.1 The GMC has the power to make and enforce the Club Byelaws.

15.2 The Club Byelaws may be altered by simple majority vote at the Annual General Meeting or Extraordinary General Meeting.

15.3 In the event of a conflict between the Club Byelaws and the Rules and Constitution of the Club, the latter shall prevail.

16. DISSOLUTION

16.1 If at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene an Extraordinary General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the Resolution.

16.2 If at that Extraordinary General Meeting, the resolution is carried by at least two-thirds of the Ordinary Members present at the meeting, the General 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 of the Club.

16.3 Upon dissolution of the Club, any remaining assets shall be given or transferred to another registered CASC, a registered charity or the Lawn Bowls governing body for use by them in related community sports.

November 2025