

The Cambridge Park Bowling and Sports Club Ltd

CONSTITUTION and RULES

Revised October 2025

CONSTITUTION

Section 1: Name and Objectives

1.1 The Cambridge Park Bowling & Sports Club Ltd (hereinafter called “The Club”) was formed in 1921.

The Club consists of two sections:

- (a) Cambridge Park Indoor Bowls Club (Indoor section)
- (b) Cambridge Park Outdoor Bowls Club (Outdoor section)

1.2 The Headquarters and Grounds of the Club shall be at The Clubhouse, Cambridge Park, Twickenham, TW1 2PG and shall be the property of The Club.

1.3 The object of the Club is to provide facilities for and to promote participation in the amateur sport of outdoor flat green bowls and indoor bowls, in the Twickenham area.

1.4 The Club shall be affiliated to Bowls England, and Middlesex Bowling Association, the English Indoor Bowling Association and Middlesex County Indoor Bowling Association, as appropriate to each section.

1.5 The club shall adopt and conform to Bowls England Rules and Regulations and the current Laws of the Sport of Bowls, as appropriate to each section.

The Company has agreed that the following rules shall apply, until such times as the Company shall indicate otherwise.

Section 2: Directors of the Company

2.1 The Directors of the Company shall be full Members of the Club (who have attained the age of eighteen years) and shall consist of a Chairperson and up to eleven other members with a minimum of three and a maximum of twelve members. Appointment, rotation, and disqualification of Directors shall be in accordance with the Memorandum and Articles of Association of the Company.

A Company Secretary shall be appointed by the Board, as required by law, who will attend Board meetings and carry out such functions for the Company as are specified by the Board.

Section3: Membership

Members of the Indoor Section only have full use of the club facilities throughout the year but may not use the outdoor bowling green at any time, unless as a paying guest (limited by club rules), or as a member of another club for competitions or other matches.

Members of the Outdoor Section only have full use of the club facilities throughout the year but may not use the indoor bowling green at any time, unless as a paying guest (limited by club rules), or member of another club for competitions or other matches.

3.1 Categories and Votes

3.1.1 The club may have different classes of membership and subscriptions on a non-discriminatory and fair basis.

There shall be the following categories of membership with power to vote at all relevant meetings of the Club as indicated hereunder.

- (a) A FULL MEMBER – being a person who, at the date of election, shall have attained the age of eighteen years shall have one vote.
- (b) A JUNIOR MEMBER – being a person who, at the date of election is under the age of eighteen shall have no vote. Such a member shall be one who at the commencement of the subscription year joins the club other than as a full member or a family member.
- (c) A SOCIAL MEMBER - who shall have no vote, unless also a company shareholder.
- (d) A STUDENT MEMBER – being a person in full time education shall have one vote.
- (e) AN HONORARY MEMBER- Honorary membership may be given to a person or persons, if they are no longer able to play due to illness, infirmity, or only very occasionally. Honorary membership can only be given at an Annual General Meeting they shall have no vote, unless also a company shareholder.
- (f) Life Member – Life memberships have been awarded in the past for significant contributions to the Club and may be offered in the future at the discretion of the Board. They shall have one vote, providing they are also a shareholder.
- (g) ASSOCIATE MEMBER - shall have no vote.

3.1.2 No member may use the Club premises or any of the facilities of the Club until forty-eight hours have elapsed from the date of posting of notice of election.

3.2 Rights and privileges of members

3.2.1 The rights and privileges of each category of membership shall be as follows: -

- (a) A FULL MEMBER shall have the full use of all Club facilities. Affiliation Fees shall be payable.
- (b) A JUNIOR MEMBER – shall have the full use of all Club facilities subject only to section 7.4 of this Constitution. Affiliation Fees shall be payable.

- (c) A SOCIAL MEMBER shall have the full use of the Club-House facilities.
- (d) STUDENT MEMBER – shall have the full use of all Club facilities. Affiliation Fees shall be payable.
- (e) AN HONORARY MEMBER – shall have the full use of all Club facilities.
- (f) LIFE MEMBER- shall have the full use of all Club facilities.
- (g) ASSOCIATE MEMBER – shall have the full use of all Club facilities.

Only Full, Junior, Student and Life Members may participate in Club Competitions.

At least 50 per cent of Club Members must be participating in the sport of Bowls.

3.2.2 Candidates for membership shall have no privileges whatsoever in relation to the use of the Club or premises until they have become a member.

3.3 Membership Joining Fee and Subscription Fee

3.3.1 The rate of joining Fee and Subscription Fee for each category of Membership shall be advised by the Board to the members in each year. Fees shall be prominently displayed in the Club premises and on the website.

- (a) Membership of the Club shall be open to anyone interested in the sport of outdoor flat green bowling and/or indoor bowling on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Membership may however be limited according to available facilities on a non-discriminatory basis. Membership of the various sections shall not exceed such numbers as the Club shall determine from time to time.
- (b) Membership subscriptions will be kept at levels that will not pose a significant obstacle to people participating.
- (c) The Club may refuse membership or remove it only for good and sufficient cause, such as conduct or likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members. If consideration of removal of membership is a result of a disciplinary issue, the procedure to be adopted shall be that as set out at point 3.6.2 of this Constitution, decided by majority vote by ballot.
- (d) The Board may, at its discretion, impose conditions on membership as a result of a member's behaviour.

3.3.2 All members shall pay the first annual subscription fee upon election to the Club and thereafter on May 1st for Outdoor, Combined and Social members or October 1st for Indoor club members.

3.4 Members' duty to provide contact details

3.4.1 Every member shall furnish the Company Secretary with up-to-date contact details that shall be recorded in the Register of Members and any notice sent to such address/es either by post or electronically shall be deemed to have been duly delivered.

3.5 Election and retirement of members

3.5.1 Application for members

(a) An application for membership shall be in the form prescribed by the relevant Committee and shall include the name, address and contact details of the candidate.

3.5.2 Election of Members

(a) Upon receipt of an application for membership there shall be an interval of at least two days before meeting of the Committee at which such application for membership shall be considered and a decision referred to the Board. The election of all classes of members is vested in the Board and shall be a simple majority vote of those of the Board. The Board may refuse application only for good cause such as conduct likely to bring the Club into disrepute. The Company Secretary shall inform each candidate in writing of the candidates' election or non-election. The Company Secretary shall furnish an elected candidate with a copy of the Rules and Byelaws of the Club and make request for such payments as are necessary.

(b) Members must sign the code of Conduct upon joining.

3.5.3 Payment of Fees upon Election

(a) Upon election a candidate shall pay, within two weeks, fees as shall be requested, in default of such payment, the election shall be void unless sufficient cause for delay be shown.

3.5.4 Retirement of a member

(a) A member wishing to resign their membership shall give notice in writing to the Company Secretary at least 30 days before the due date for their annual subscription and shall not then be liable to pay the subscription for the following year.

(b) A member who retires in accordance with this Rule shall not be entitled to have any part of the annual membership fee or any other fees refunded.

3.5.7 Arrears of Subscription

(a) The Committee may cancel, without notice being given, the membership of any member whose annual subscription and other annual fees are more than one month in arrears provided that the Committee may, at their absolute discretion, re-instate such a member upon payment of arrears. No member whose annual payment is in arrears may use the Club premises or vote at any meeting.

3.6 Conduct of Members

(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.

3.6.2 Disciplinary action against members

- (a) All discipline matters will be dealt with in accordance with Bowls England Regulation 9 (Misconduct)
- (b) Should any member be expelled, the former member shall not be entitled to have any part of the annual membership fee refunded and must return any property belonging to the Club.

3.6.3 Complaints

- (a) Complaints of any nature shall be addressed in writing to the Company Secretary.

3.6.4 Membership of other Affiliated Clubs

- (a) A member of any Club affiliated to Bowls England (a list whereof is published by Bowls England annually), Middlesex Bowling Association, the English Indoor Bowling Association and Middlesex County Indoor Bowling Association may be authorised to use the appropriate premises of the Club for competitions or other matches or functions as agreed with the relevant section.

3.7 Limitations of Club Liability

3.7.1 All references to the Club in this Section shall mean each and every individual member of the Club from time to time.

3.7.2 Members are bounded by the following Rule which shall also be exhibited in a prominent place within the Club premises:

“Members of the Club may use the Club premises, and any other facilities of the Club, entirely at their own risk and impliedly accept that:

- (a) The Club will not accept any liability for any damage to or loss of property belonging to members.
- (b) The Club will not accept any liability for personal injury arising out of the use of the Club premises, any other facilities of the Club either sustained by members or caused by the said members whether such damage or injury could have been attributed to or was occasioned by the neglect, default, or negligence of any of them, the Officers, Committee, Trustees or Servants of the Club”.

3.7.3 Membership of the Club and acceptance of these Rules by the member will be deemed to constitute consent to the holding of relevant personal data for the purposes of the General Data Protection Regulation (GDPR).

Section 4: Committees

4.1 Composition of Committees

4.1.1 There shall be two separate Committees, an Indoor Club Committee and an Outdoor Club Committee.

Both Committees shall consist of a Chairperson, Club Captain, a ladies Vice-Captain, a Men's Vice-Captain, League Secretary, Competition Secretary, Fixtures Secretary, Ladies National Secretary, and Men's National Secretary, all of whom shall have reached the age of eighteen, be Full Members of their respective Sections, be elected at the Annual General Meeting to hold office for the term of their elected period, and retire at the end of their elected period.

The committee shall elect the Chairperson from among the committee members, or request another suitably qualified Club member to be Chairperson if no committee members agree to take on the role.

Note that a committee member may hold more than one role, with a minimum of 6 members in the committee.

4.1.2 Candidates for election to the Committee shall be those members of the retiring Committee eligible to offer themselves for re-election and such other full members whose nominations (duly proposed and seconded in writing by Full Members of the Club) with their consent shall have been received by the Company Secretary at least fourteen days before the date of the Annual General Meeting in each year. Such nominations, together with the names of the Proposer and Secunder shall be posted to the Club premises at least fourteen days prior to the date of the Annual General Meeting.

The Company Secretary, and a maximum of three Directors, are entitled to attend all meetings, but are not entitled to vote.

4.1.3 If the number of candidates for election is greater than the number of vacancies to be filled then there shall be a ballot of those members present and entitled to vote at the Annual General Meeting.

4.1.4 If the number of candidates for election is equal to or less than the number of vacancies to be filled then all candidates shall be deemed to be elected if majority of those present at the Annual General Meeting, and entitled to vote, vote in favour of such election.

4.1.5 In the event of the ballot failing to determine the members of the Committee because of an equality of votes the candidate or candidates to be elected from those having an equal number of votes shall be determined by lot or previously nominated person.

4.1.6 If, for any reason, a casual vacancy shall occur, the Committee may co-opt another person to fill such a vacancy until the next following Annual General Meeting. Co-opted Members will be entitled to vote.

4.2 Committee Meetings

4.2.1 The Committees shall endeavour to meet monthly making such arrangements as to conduct, place of assembly and holding of such meetings as it may wish.

4.2.2 If any elected member of a Committee fails to attend three consecutive meetings without reasonable cause, the Committee shall have the right to expel the defaulting Member and may fill the vacancy.

4.2.3 Each Committee Member shall be entitled to only one vote. Voting shall be by a show of hands. In the case of equality of votes the Chairperson shall be entitled to a second and casting vote. Five shall form a quorum.

4.2.4 Five members personally present shall form a quorum at a meeting of the Committee.

4.2.5 Any conflict of interest must be declared to the Chairperson prior to the start of the meeting. The Chairperson will determine if the person may remain in the meeting and/or vote when the item is discussed.

4.3 Powers of the Committees

4.3.1 The Committees shall manage the affairs of the respective Section according to the Rules and any expenditure shall be applied solely to the objects of the Club and must be approved by the Board.

4.3.2 Each Committee, sub Committee or authorised fund raising Committee shall keep accurate financial accounts of any such expenditure.

4.3.3 In particular the Committee shall ensure that the property and funds of the Club will not be used for the direct or indirect private benefit of Members other than as reasonably allowed by the Rules. No surpluses or assets will be distributed to members or third parties and all surplus income or profits will be re-invested in the Club.

4.4 Appointment of Sub Committees

4.4.1 The Committees may appoint such sub-committees as it may deem necessary and may delegate such of its powers as it may think fit upon such terms and conditions as shall be deemed expedient and/or required by the law. They shall inform their Members of such appointments by means of the relevant notice board/website.

4.5 Disclosure of Interest to Third Party

4.5.1 A member of the Committees or a sub-committee or any member of the Club in transacting business for the Club, shall disclose to third parties that they are so acting.

4.6 Limitation of Committees authority

4.6.1 The Committees, or any person or sub-committee delegated by the Committees to act as agent for the Club or its members, shall enter into contracts only as far as expressly authorised, or authorised by implication by the Committees. No one shall, without the express authority of the Board borrow money or incur debts on behalf of the Club or its membership.

4.7 Members' Indemnification of Committees

4.7.1 In pursuance of the authority vested in the Committees by members of the Club, members of the Committees are entitled to be indemnified by the members of the Club against any liabilities properly incurred by them or any one of them on behalf of the Club wherever the contract is of a duly authorised nature or could be assumed to be of a duly authorised nature and entered into on behalf of the Club, save in any such case where any such liabilities arise in connection with any negligence, default, breach of duty or breach of trust.

4.7.2 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 all funds available to the Club which may lawfully be so applied against all costs, expenses and liabilities whatsoever (reasonably) incurred by such person in the proper execution and discharge of duties undertaken on behalf of the Club arising there from, or incurred in good faith in the purported discharge of such duties, save in any such case where any such costs, expenses and liabilities arise in connection with any negligence, default, breach of duty or breach of trust.

4.8 Contractual Liability

The limit of any liability is laid out in the Memorandum and Articles of Association

4.9 Nomination of Honorary Members/Life Members by Committees

4.9.1 The Committees may nominate for election at an Annual General Meeting such Honorary/Life Members as the Committees may think fit.

4.9.2 The election of Honorary/Life Members shall be placed before the Annual General Meeting each year and such Honorary Members shall be duly elected if two thirds of those present, and entitled to vote, in favour of election.

Section 5: Annual General Meeting

5.1 An Annual General Meeting of the Club shall be held each year in the month of September on a date to be fixed by the Board. The Company Secretary shall, at least fourteen days before the date of such meeting, circulate to each member notice hereof and of the business to be brought forward thereat. This may be either by post or electronically.

5.2 No business, except the passing of the Accounts and the election of the Officers, Committees, and any business that the Committees may order to be inserted in the notice convening the meeting shall be discussed at such meeting unless notice thereof be given in writing by a member entitled to vote to the Company Secretary at least 14 days before the date of the Annual General Meeting.

5.3 The Committees may at any time, upon giving twenty-one days' notice in writing, call a Special General Meeting of the Club for any special business, the nature of which shall be stated in the summons convening the meeting, and the discussion at such meeting shall be confined to the business stated in the notice sent to members.

5.4 The Chairperson of any section shall be obliged to convene a Special General Meeting at the request of the respective committee, or on receiving a written requisition of at least 20% of the current membership of the Section. The requisition must state the purpose of the meeting and no other business may be discussed. The Meeting must be convened within 21 days of the receipt of the requisition and notice of such must be displayed in the Clubhouse for 14 days prior to the date of the Meeting. Any failure to comply with this procedure shall be dealt with by the Board of Directors.

5.5 The Board shall call a Special General Meeting upon a written request addressed to the Company Secretary signed by at least twenty members. The Board shall meet within seven days of the request to call an SGM. The Board shall give twenty-one days' notice in writing of any such Special General Meeting. The discussion at such meeting shall be confined to the business stated in the notice sent to members.

5.6 At every meeting of the Club the Chairperson /Captain will preside, or in their absence, a Chair elected by a majority of those present shall preside.

5.7 Twenty members entitled to vote at the relevant meeting and personally present shall form a quorum at any General Meeting of the Club.

5.8 Only Full Members or Honorary Members shall vote at any General Meeting of the Club. Other members may attend and speak but are not entitled to vote.

5.9 Voting, except upon the election of members of the committees/Board shall be by show of hands or by ballot as deemed appropriate by the Committee/Board.

5.10 In the case of an equality of votes the Chairperson (or other nominated person) shall have a second or casting vote, on any matter.

5.11 On any resolution properly put to a meeting of the Club relating to the creation, repeal or amendment of any Rule, Byelaw or Regulation of the Club such Rule, Byelaw or Regulation shall not be created, repelled or amended except by a majority vote of at least two-thirds of those present and entitled to vote, provided that no such change shall jeopardise the Club's status as a Community Amateur Sports Club within the meaning of the Finance Acts or in any event alter its objects or winding up provisions.

Section 6 Dissolution of the Club

Refer also to the Company's Memorandum and Articles of Association.

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

6.2 If, at that Special General Meeting, the resolution is carried by at least two-thirds of the Members present, the Board 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.

6.3 If, upon the winding up or dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid or distributed amongst the members of the Club.

6.4 Upon dissolution of the Club the Board shall give or transfer the net assets remaining to one or more of the following;

- (a) to another Club with similar sports purposes which is a charity and/or
- (b) to another Club with similar sports purposes which is a registered CASC and/or
- (c) to Bowls England for use by them in related community sports.

Section 7 Miscellaneous

7.1 Opening of Club Premises

The Club premises shall be open to members at such times as the Board shall direct and those times will be posted on the club notice board and / or website.

7.2 Safeguarding

The Club shall adhere to the Safeguarding Policy 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.

7.3 Equalities

The Club shall adhere to the Equality Policy of Bowls England

7.4 Licensing

The club shall adhere to the requirements of the Licensing Act (or any subsequent Act) with regard to the purchase and supply of excisable goods.

7.6. Child Protection

The Cambridge Park Bowling Clubs are committed to promote 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.

7.5 The Members acknowledge this document constitutes a legally binding contract to regulate the relationship of the members with each other and the Club.

Section 8 Shares

All Full bowling members of the Cambridge Park Bowls Clubs after the 1st of May 2008 will be made shareholders of Cambridge Park Bowling & Sports Club Ltd. if they do not already hold shares in the Company, so that they can attend, and vote at, the Company Shareholders AGM.

These Members will make a one-time payment of £1 for one Ordinary share in the Company. These Ordinary shares will not be refundable or transferable, and must be gifted to the club on cancellation of membership.

The names of these new shareholders will be included in the Companies House register submitted with the Confirmation Statement each Year, starting in 2008, and every year thereafter when new members join the Clubs.

If a shareholder ceases to be a member of the club, and their share is duly cancelled, they must purchase a new share on re-joining the club.

Existing shareholders who cease bowling and become Social Members will continue to hold their shares and can attend and vote at the AGM and other meetings until such time that they cease to be a member.

New Social Members will not be offered a share in the company and will therefore not be eligible to attend and vote at the AGM and other meetings.

CLUB RULES

Key Deposit

New and existing members will be required to pay a refundable deposit of £10 for their locker key, membership card and door entry fob.

This deposit must be paid using their membership card on the till, and will be returned on receipt of all three items when resigning from the club.

In the event that some or all of these are lost or damaged, the deposit will be forfeit and a new deposit required for any replacements provided.

Visitors, Guests and Temporary Members

Visitors may use the facilities of the Club if they are introduced by a fully paid member and a visitor's fee will be charged, as decided by the Board of Directors.

Members shall enter the names of all guests in the Visitors Book. Not more than 10 playing guests may be introduced in any one day and visits by the same guest shall be limited to no more than 10 days in any one season and thereafter that visitor shall be required to apply for membership.

Playing visitors must wear regulation dress and shoes, and must adhere to the rules of the Club.

Members of visiting clubs taking part in matches or competitions shall be considered as temporary members, and as such, subject to the rules of the Club.

Damage to Club Property

A member shall not knowingly remove, injure, destroy or damage any property of the Club and shall make restitution for the same if called upon to do so by the Board or the Company Secretary upon the instructions of the Board.

Exhibiting of Notices

Notices of matches and competitions shall be posted in the Clubhouse and on the website

A member shall not cause any communication in whatever form to be exhibited on Club notice boards or premises without prior written permission of the Company Secretary.

Bar Opening Times

The permitted hours for the supply of intoxicating liquor will be posted on the club notice board and the bar will be open at these hours or at such other hours as may be decided by the Committee subject to any restrictions imposed from time to time by the Licensing Authority.

Settlement of Accounts

A member shall settle any indebtedness for refreshments or otherwise before leaving the Club premises, or in accordance with any Byelaw relating to the settlement of such indebtedness.

Byelaws

The Club may adopt such Byelaws or regulations as it considers appropriate for the good management of the Club and its facilities.

Smoking / Vaping

Smoking will not be permitted anywhere indoors, or on the Outdoor bowling green or on the immediate surrounds of the Green. Smoking will only be permitted at the smoking tables provided next to the Outdoor Bowls Shed.

Dress

Members shall conform to the regulations regarding dress on the green, as laid down by the relevant sectional Committee

Suggestions

All suggestions shall be entered in the suggestion book and signed by the Member.

Alterations to the Rules

Any member wishing to propose alteration or addition to these rules shall give notice in writing to the Company Secretary at least 14 days prior to the date of the Annual General Meeting.

All proposed alterations to these rules must be ratified by the Board of Directors, who reserve the right of veto.

National Representatives

Representative players may be selected each year by their relevant Committee to enter team competitions arranged by the County or National Association to which their Section is affiliated. This includes The Denny Cup, Tony Allcock Trophy, Top Club, Double Rink and other Middlesex, Richmond, Barnes & District and London & Southern Counties team Competitions.

All entry fees shall be met by the Company in such cases. All affiliation fees to the relevant Associations shall also be met by the Company.

Note that individual competition entries in singles, pairs, triples and fours will not be paid for by the Company.

The Company will not normally pay travel and accommodation costs for those players engaged in Championship National Finals at Nottingham or Leamington.

The Company may, at the discretion of the board, contribute some or all of reasonable travel and accommodation costs for those players selected by the club engaged in Championship Finals in the event that those players would not otherwise be able to participate in the Finals.