

**CONSTITUTION AND RULES**  
**FORTHE**  
**KNOWL HILL SHORT MAT BOWLS CLUB.**  
**(Formed 1st April 1994)**

**CONSTITUTION**

1. (a) The name of the Club shall be **KNOWL HILL SHORT MAT BOWLS CLUB.**

The **KNOWL HILL SHORT MAT BOWLS CLUB**, hereinafter referred to as "the Club".

The aims of the Club will be to the promotion and the maintenance of an active short mat bowls club for the residents of Knowl Hill or the Surrounding Districts of Maidenhead, Twyford, Wargrave, Wokingham and Woodley, in accordance with the rules of the English, Short Mat Bowling Association

- (b) The Club shall be non-profit-making. However, provision will be made to cover depreciation, maintenance and improvement of Club equipment.

**MANAGEMENT**

2. (a) The management and control of the Club shall be vested in the Management Committee, who shall be elected at the AGM.
- (b) The Management Committee shall consist of the following officers: - **Chairperson, Vice-Chairperson, Treasurer, Secretary and a Fixtures/Social Secretary.** Additional officers may be co-opted onto the committee for specific roles within the club.
- (c) The duties of the officers: -

**The Chairperson** - Shall take the chair at all meetings of the Club Committee.

**The Vice-Chairperson** - Shall deputise for the Chairperson as and when necessary.

**The Treasurer** - Shall be responsible for the Club's finances and will report the management committee on the Club's financial position at each of its meetings and will keep adequate accounts for all payments and receipts, including payments from Members.

**The Secretary** - Shall keep a list of names and addresses of all Members and will provide clerical support to the Committee.

**The Fixtures/Social Secretary** - Will assist the committee to arrange fixtures with other clubs and to promote social activities associated with the Club.

**Quorum** – At all meetings of the Management Committee, three officers shall form a quorum and the Chairperson shall have the casting vote in the event of equal voting on any matter.

## MEETINGS

3. (a) There will be an Annual General Meeting, to elect officers
- (b) The Chairperson can be requested to call a Special General Meeting by two or more officers of the Management Committee or by at least two-thirds of the paid-up Members of the Club, upon application to the Secretary.
- (c) No rule shall be altered except by a majority of two-thirds of the members present and voting at a Special General Meeting or at the Annual General Meeting.
- (d) Any proposed alterations or additions must be set out in the Notice convening the meeting and should be displayed at least seven clear days before the meeting is held.  
All notices of the proposed alterations or additions must reach the Secretary at least fourteen clear days before the meeting.
- (e) Notices affixed to and displayed on the Club notice board will be deemed sufficient publication.

## MEMBERSHIP

4. (a) There are four classes of Club membership-
  - (i.) **Full Member** – These members are playing members who pay the annual subscription and participation fees. They are entitled to beneficial discounts at social events that the club may offer.
  - (ii.) **Social Member** – These are non-playing members who pay the annual subscription and have entitlement to beneficial discounts at social events that the club may offer.
  - (iii.) **Lifetime Member** - This class of membership is at the discretion of the Management Committee and is normally awarded for exceptional service to the club. These members pay no subscription or participation fees. They are entitled to beneficial discounts at social events that the club may organize.
  - (iv.) **Honorary Member** – This class of membership is at the discretion of the Management Committee and is normally awarded for exceptional service to the club by non-members. These members pay no subscription. They are entitled to beneficial discounts at social events that the club may organize.
- (b) Members of the Club should be resident in Knowl Hill or the Surrounding Districts of Maidenhead, Twyford, Wargrave, Wokingham and Woodley. Membership from residents outside these areas is at the discretion of the Management Committee.
- (c) Annual subscription for membership will be set by the Management Committee of the Club, and the methods of payment set out on the application for membership form. This Subscription will be reviewed at each Annual General Meeting and become effective from the date of the AGM.

- (d) The full annual subscription is normally payable irrespective of when in the year a member joins the club. This may be reviewed by the Management Committee if the joining date is within 60 days prior to the AGM.
- (e) Any person wishing to become a Member of the Club should make application to the Secretary, on the appropriate Membership Application Form.
- (f) The Management Committee will consider such applications and determine acceptability.
- (g) Ceasing to be a member.  
Members may resign at any time in writing to the secretary.

Any member who has not paid their membership fee within 60 days of the AGM will be contacted by the committee, who will then decide whether that member is deemed to have resigned.

### **MEMBERS GUESTS**

- 5. (a) A Member of the Club shall have the privilege of introducing to the Club up to two guests at any one time, upon payment of the participation fee.
- (b) After three visits, guests will be expected to apply for full membership of the Club.
- (c) Junior guests may be permitted to use the bowling mats and equipment provided they have suitable footwear and are always supervised by a responsible Member of the Club.

### **RULES**

- 6. (a) In addition to the annual subscription Full Members will be required to contribute towards the cost of hiring the premises in which the activity is to be carried out. This will be based on a per person charge for each event attended.
- (b) The charge, which will be designed to cover the rental of the premises, will be set at the discretion of the Management Committee,
- (c) Members or their guests wilfully damaging property or equipment shall be liable to pay for same. Members shall be responsible for the actions of their guests.
- (d) The Management Committee reserve the right to terminate membership for any act or conduct detrimental to the wellbeing of the Club and/or the premises.
- (e) Members of visiting teams will be required to contribute towards the participation fee referred to in Rule 6(a) above.
- (f) The control and use of the Club property is vested in the Management Committee.
- (g) The Management Committee shall determine, where necessary, the interpretation of any rule and use its discretion in respect of any matter affecting the Club which is not covered

by the rules. The decision of the Management Committee in such matters shall be final and in the event of any dispute the Chairperson's ruling will be final.

### **INSURANCE**

7. The Management Committee shall arrange suitable insurance to cover the Club against third party claims and the replacement cost of all Club equipment in the event of theft or damage.

### **DATA PROTECTION**

8. The General Data Protection Regulation (GDPR) will apply to information held by the club about its members

### **CLUB DISSOLUTION**

9. A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

As soon as the resolution takes effect the Management Committee must pay or otherwise settle all debts and liabilities of the club and divide the remaining club property among the members equally. For these purposes the Management Committee may decide on the sale or other realisation of club property as it thinks fit.

Knowl Hill Short Mat Bowls Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

DATE:

NAME:

POSITION: Club Chair

SIGNED:

DATE:

NAME:

POSITION: Club Secretary

**Modified May 2026**