

## CONSTITUTION

Amended April 4, 2015

### ARTICLE 1.

NAME: This Association shall be known as the COURTENAY LAWN BOWLING CLUB.

LOCATION: Greens and Clubhouse are situated at Bill Moore Park, within the City of Courtenay.

### ARTICLE 2.

- OBJECTS:
- A - To foster and promote the game of lawn bowling within the Club.
  - B - To provide adequate facilities for its members to enjoy and become proficient in the game of lawn bowls within the Club.
  - C - To encourage among its members, the spirit of friendly rivalry and personal consideration which shall best preserve the finer traditions of the game of bowls.
  - D - To conduct games, competitions and tournaments within the Club.

## BY-LAWS

### OFFICERS/DIRECTORS:

Officers of the Club shall be as follows: - President, Past President, Vice-President, Secretary and Treasurer. The Directors of the Club shall be the Officers of the Club plus the Games Chairperson and the Greens' Warden. The Directors of the Club, except for the Past President, shall be elected at the Annual General Meeting for a one (1) year term and shall form the "Executive Committee". A quorum of five (5) of these officers shall be required to hold any Executive Committee meeting.

### MANAGEMENT:

Management of the Club shall be conducted by the Executive Committee. Other Chairpersons/Committees shall be appointed as deemed necessary by the Executive Committee but shall not form a part of the management. These chairpersons/committees shall, however, report to the management.

### MEMBERSHIP:

Regular Members – are paid members with bowling and voting privileges.

Associate Members – are members who upon proof of membership in another club within our Zone, shall pay only the club dues and not the dues associated with the Zone, Bowls BC or Bowls Canada. They shall have bowling and voting privileges.

Social Members – are members who pay a lesser fee and enjoy the social functions of the club but not have bowling or voting privileges.

Life Members – are members who have been decided by a Two-Thirds (2/3) majority vote of the regular members at an Annual General Meeting. Life members shall not pay dues but shall enjoy bowling and voting privileges.

Junior Members – A Junior member shall be under the age of nineteen (19). They shall pay the full dues for the Zone, Bowls BC and Bowls Canada plus 50% of the regular club dues both for membership and coaching. A Junior

member shall not be entitled to voting privileges. A Junior member must be supervised by an adult both on the greens and in the Clubhouse. They will not be given a key to the premises.

New Members – are persons who have never been a member of the Courtenay Lawn Bowling Club in the past as either a regular, junior, associate or life members.

Membership shall be on a yearly basis from May 1st to April 30<sup>th</sup>.

Visiting Bowlers – upon introduction to any member of the Club shall be accorded bowling privileges for a two (2) week period in all open bowling. After the two week period is up they shall be charged a fee per game as set out by the Executive Committee.

Prorated Membership – shall be made available to new members only as set out in a schedule set by the Executive Committee each year and approved by the members at the Spring General Meeting.

#### POWERS OF THE EXECUTIVE COMMITTEE:

The Executive Committee shall attend to all matters pertaining to the operations of the Club. They shall work within the budget as approved at the Spring General Meeting. Any capital expenditures over \$500.00 as well as any operating expenses in excess of 10% of the overall budget shall be approved by a special meeting of the general membership.

The Executive Committee may for any cause or reason which in their opinion is deemed adequate, suspend any member(s) of the Club, either permanently or for as long as they deem necessary. Their decision shall be final and conclusive until or unless varied or rescinded by the Executive Committee or on a successful appeal by the member(s) to a General Meeting of the Club.

All complaints and suggestions must be made in writing and signed by the writer and handed to an Executive Committee member.

#### **Complaints are not to be aired on the greens.**

If any situation arises which is provided for in the Constitution or By-Laws of the Club, it shall be dealt with by the Executive Committee in such a manner as it may deem fit in the light of all circumstances. The decision will be final but shall not necessarily establish a precedent.

#### MEETINGS:

The Annual General Meeting shall be held within sixty (60) days of the September 30th year end each year. A Semi-Annual Meeting shall be held in the month of April each year. A date, place and time for those meeting will be set by the Executive Committee. The members are to be notified fourteen (14) days prior to the meeting. One-third of the membership will need to be present to form a quorum to hold a general meeting. Every regular and life member in good standing, present at the meeting, shall have one vote, to be cast by the member personally on all matters coming up for discussion which shall be decided by a majority vote.

All members having been properly notified, in the event that the requisite quorum as aforesaid is not present at the hour given in the notice of the meeting, the meeting shall stand adjourned for thirty (30) minutes and at the expiration of the said thirty (30) minutes the members then present will constitute a quorum and the meeting may proceed.

#### ELECTION OF OFFICERS:

The President shall appoint a Chairperson of the Nomination Committee to draw up a slate for the Executive Committee for the coming year.

The Executive Committee shall be elected either "EN BLOCK" or if there should be further nominations from the floor, a secret ballot shall be used and those having the greatest number shall be considered elected.

Should a vacancy occur on the Executive Committee through resignation or otherwise, the Executive Committee shall appoint some member of the Club on an Acting basis only. Depending when the vacancy occurs, an election to fill the vacancy must be held either at the Semi-Annual General Meeting or ninety (90) days after the vacancy occurs between the Semi-Annual General Meeting and the Annual General Meeting. No member can hold more than one (1) elected position on the Executive Committee.

Retiring member of the Executive Committee shall be eligible for re-election.

Any member of the Executive Committee who fails to attend three (3) consecutive meetings duly convened, shall, unless satisfactory reason for their absence be given, cease to be a member of the Executive Committee.

Any Officer or Director may be removed from office for a good and sufficient reason upon a majority vote by regular members at a special meeting held for that purpose.

#### DUTIES OF THE OFFICERS:

PRESIDENT shall preside at all Annual and Semi-Annual General Meetings, Executive and Extraordinary Meetings and shall be "Ex Officio" member of all Committees except the Nominating Committee. He/She shall sign all official documents requiring his/her signature. The President shall submit a report to the Annual General Meeting and appoint Committees when necessary.

VICE-PRESIDENT shall preside at all meeting in the absence of the President and perform such duties as the President is called upon to perform

PAST PRESIDENT shall assist and advise as and when required. He/She may be the chairperson of the representation committee to the Zone, which consists for four (4) representatives in total.

SECRETARY shall convene and attend all meetings of the Club, keep proper minutes of same, conduct all correspondence according to the directions he/she may receive from the Executive Committee, prepare and submit to the Annual General Meeting a report of affairs of the Club for the past year, shall keep a record of the Name, Address and Telephone Number of all members of the Club, shall attend generally to the clerical duties in connection with the Club, shall retain the Master Copy of the Constitution and By-Laws of the club, shall make available for examination the record of the club at a time mutually agreeable to both parties.

TREASURER shall receive all monies payable to the Club and shall deposit same in the name of the Club in a Chartered Bank or Credit Union and shall maintain both Savings and current Accounts in a Chartered Bank or a Credit Union. The Treasurer shall pay all expenses of the club when authorized by the Executive Committee, shall see that all the cheques bear the signatures of two(2) of the following: President, Vice-President or Treasurer. The Treasurer shall see that all bank forms showing the signing officers are properly completed. The Treasurer shall submit to the Annual General Meeting a Balance Sheet along with a Statement of Receipts and Expenditures for the operating year, both of which statements have been reviewed by a committee of club members appointed by the Executive Committee for this purpose. The Treasurer shall be provided with Petty Cash float as approved by the Executive Committee. The Treasurer shall also prepare and present a budget for approval by the membership at the Semi-Annual General Meeting.

#### DUTIES OF THE DIRECTORS:

GAMES CHAIRPERSON and committee shall have full power over all games and competitions generally. They shall conduct all draws, determine the length of time allocated to all competitions and see that the same is enforced, except under such circumstances as they may see fit to grant an extension, declare all faults, settle all disputes and generally conduct the policy as decided by the Executive Committee and members at the General Meetings.

GREENS' WARDEN shall oversee all maintenance of the greens and shall have the power to forbid play of such play is liable to result in injury to the applicable green or greens. The Greens' Warden will post notices where all members can see, advising day and time when work is to be done on the greens and when watering of the greens will take place.

#### COMMITTEES:

All other Chairperson and committees appointed by the Executive Committee shall have their duties defined by the Executive Committee at the time of appointment.

#### REVISION OR ALTERATION

No alterations or revisions of these By-Laws shall be made unless by a Special Resolution at the Annual General Meeting, Semi-Annual Meeting or an Extraordinary Meeting of the Club duly convened and passed by three-quarters (3/4) of those members present and entitled to vote.

#### BORROWING POWER

The Club shall have no borrowing power.

#### DISSOLUTION

The Club may be dissolved by a resolution of three-quarters (3/4) of the members present and entitled to vote at a Special General Meeting, convened for that purpose. The resolution shall determine the time and manner of dissolution and the disposition of the Club's assets after payment of its liabilities.

#### MISCELLANEOUS

The Rules of the Game, as laid down by the Bowls BC Association shall govern all club games and matches, subject to any special rulings made by the Executive Committee should they so decide in the interest of the Club.

#### STANDING RULES

A fee schedule for all fees will be presented by the Executive Committee to be ratified by the members at the Spring General Meeting.

All dues are to be paid by May 15<sup>th</sup> of the current year with the exception given to new members who join during the bowling season as per the fee structure established from year to year.

New members taking the coaching classes will be required to pay a non-refundable coaching fee as determined from year to year by the Executive Committee and ratified by the regular members at a General Meeting. This fee will be applied to their membership dues if they join during the same bowling season.

All members, with the exception of social members, in good standing shall be entitled to participate in all Club championships and functions.

Members wishing to play in Zone playoffs shall notify the Games Chairperson/Committee, who shall arrange a playoff if necessary.