

# Calgary Lawn Bowling Club

## By-Laws

2011

*as of May 16, 2011*

## **Calgary Lawn Bowling Club - By-Laws (2011)**

- 1) The club shall be known as the “Calgary Lawn Bowling Club”.**
- 2) The conduct and affairs of the club, as well as the property leased to the club by the city of Calgary, shall be managed and administered by a board of managers, which will number up to ten (10), consisting of the following:- officers (President, Vice-President, Immediate Past President, Secretary, Treasurer), and additional board members, as required to bring the board up to no more than ten (10), duly elected at an Annual General Meeting of the club.**
- 3) Officers are elected for a two year term and board members for a three year term as required. Both officers and board members may be nominated for re-election after completion of their terms.**
- 4) If any member of the board shall resign or should a vacancy occur by death or otherwise the remaining board members shall have the power to fill the vacancy by the appointment of a member who shall serve until the next Annual General Meeting of the club. Should any office become vacant for the same reason, the remaining members of the board may appoint one of their number to fill the vacancy until the next Annual General Meeting of the club.**

### **Meetings**

- 5) The Annual General Meeting of the club shall be held in the clubhouse or at any other place in the city of Calgary as agreed to by the officers and board members. The Annual General Meeting shall take place during the month of September or October each year. The Secretary shall notify all club members of the date, time and place of the Annual General Meeting, at least ten days prior to the date of the Annual General meeting. A Pre-season Meeting will take place in the clubhouse in early May each year prior to commencement of the bowling season. Members will all be advised of this meeting date and time.**
- 6) The board may, when they agree that such a meeting is required, and requested in writing by at least ten club members, convene a Special Meeting to discuss a specific matter and resolve a dispute should one arise. All club members shall be notified of such a meeting, and its topics, by the Secretary. Every attempt will be made to give at least five days notice of special meetings to be held.**
- 7) An accidental omission to contact a member with a meeting notice shall not invalidate the proceedings at any meeting, nor shall the secretary be held responsible.**
- 8) Fifteen (15) members personally present shall form a quorum at each Annual General Meeting, Pre-season Meeting, or Special Meeting. Unless there is a quorum present no business shall be transacted. The meeting shall then be re-convened with all members being notified of the rearranged date for such a meeting. The original agenda shall be the agenda for the re-convened meeting.**

## **Procedure at Annual General Meetings**

9) The President, or in the absence of the President, the Vice-President shall preside at all meetings of the club. In the case of both named officers being absent from a meeting the Immediate Past President will preside at such meeting. Should the Immediate Past President also be absent, the meeting will be presided over by a member of the board.

10) The business of the Annual General Meeting shall be to receive and consider all reports from the board and to deal with all matters on the agenda. Reports will be received from the President, Secretary, Treasurer, Greens Committee convener, and the Games Committee convener. Discussion will be invited on all reports received. An opportunity will be afforded for all members to raise subjects pertaining to the welfare and future of the club.

11) Minutes of all proceedings will be kept by the Secretary. The Secretary will also be responsible for reading the minutes of previous meetings.

12) A typical agenda for the Annual General Meeting will be:-

- a) Call to order by the chairperson who will establish that a quorum is present.
- b) The minutes of the previous meeting shall be read by the Secretary and acceptance voted on by all present. Amendments will be noted and minutes amended accordingly. Business arising from the minutes will be dealt with at this time.
- c) Reports received from the President, Secretary, Treasurer, Greens Committee convener, and Games Committee convener.
- d) Election of officers and board members as applicable.
- e) New business.
- f) Chairperson's closing remarks and adjournment.

## **Voting at Annual General Meetings**

13) At any Annual General Meeting of the club, voting will normally be by showing of hands. In the case of an equality of votes the chairperson will have the casting vote. The chairperson will declare the result of each vote and this will be recorded by the Secretary in the meeting minutes.

14) Any member of the club can demand that a vote be taken in secret and the ballots counted by two members of the board. The results will be passed to the chairperson who will declare the same results to all members present and results will be recorded in the meeting minutes by the Secretary.

15) Eligibility to vote at an Annual General Meeting is outlined in the Membership Categories, as detailed in the Appendix #1 to these By-Laws.

## **Board of Directors**

- 16) At all board meetings the required quorum shall be five (5) persons.
- 17) Regular meetings will be convened as required to deal with club business. Meetings will be called at a date and time suitable to the majority of the members and will be advised to all board members. At least 48 hours notice will be given to all board members. Business appertaining to the welfare of the club will have priority over all other business to be discussed at board meetings.
- 18) The President shall chair all board meetings, in the absence of the President the Vice-President will chair the meeting and in the absence of both above, the Immediate Past President will act as the chairperson.
- 19) All decisions taken at board meetings shall be recorded in the meeting minutes by the Secretary, or in the absence of the Secretary by one member of the board, other than the chairperson.
- 20) Every question at a meeting of board members shall be determined by a show of hands and in the event of a tie vote the chairperson shall have the casting vote. Results of all voting shall be recorded in the meeting minutes by the Secretary.
- 21) A resolution determined without a meeting of the board, and evidenced in writing by a quorum of board members present, shall be considered as valid and effectual until the next meeting of the board, at which time the resolution must be ratified by all present. Results will be recorded in the meeting minutes.
- 22) Should any member of the board be absent from three consecutive meetings of the board without a satisfactory reason, the board may notify this member that they have ceased to be a member of the board and a replacement be invited to fill the vacancy until the next Annual General Meeting.
- 23) The board shall have power to formulate rule changes or regulations for the government of the grounds and clubhouse. All such changes shall remain in effect until the next Annual General Meeting at which time the said changes must be ratified by the members present at the meeting.

## **Duties of Officers**

- 24) The President shall be responsible for overseeing the affairs of the club and the chairing of all meetings. The President shall also serve as an ex-officio member on all committees and shall have signing authority for payment of invoices and cheques together with the Treasurer and other designated signing officers of the club.
- 25) The Vice-President shall be responsible for assisting the President and in the absence of the President, the Vice-President shall be the chairperson at all meetings.
- 26) The Secretary shall be responsible for all club correspondence and will maintain a record of all proceedings at board and club meetings. The Secretary shall have custody of the "Club Seal" and shall be responsible for keeping the Seal in a safe place at all times. The Secretary shall be responsible for the maintenance and upkeep of club records, documents and associated papers. The Secretary shall serve on all committees as an ex-officio member. In the absence of the Secretary, his or her duties shall be discharged by another member of the board, appointed for that duty.

Upon retirement from the office of Secretary, the retiring Secretary shall ensure all documents applicable to the club and all relevant records are handed over to the incoming Secretary. The President shall confirm the transfer of all necessary documents and records. The retiring Secretary shall be responsible for writing the meeting minutes of the meeting at which the retirement or resignation took place. A retiring or resigning Secretary is eligible to be nominated for a position on the board if required. The Secretary shall submit an invoice to the Treasurer for reimbursement of expenses paid out for phone calls, faxing and photocopying during each session.

27) The Treasurer shall receive all monies of the club and shall keep a record of all financial transactions. The Treasurer shall be responsible for the deposit of all club funds and the issue of cheques on behalf of the club. The Treasurer shall issue a financial statement to all members at both the Annual General Meeting and the Pre-season Meeting. The Treasurer will prepare the formal financial statements for the fiscal year, commencing on January 1<sup>st</sup> and ending on December 31<sup>st</sup> each year, which will be duly audited by two members of the club, elected at an open meeting of the club, and then the Treasurer shall present those statements for approval by the club members at the Pre-season Meeting. The Treasurer will also prepare a budget for the following fiscal year and following a review of the budget by members of the board the annual budget will be presented to all members present at the Pre-season Meeting. The fee structure for the year will be decided at each Pre-season Meeting.

28) All cheques and notes shall be signed, in accordance with the then current signing authorities filed with the club's bankers, and such signatories shall be any two of the four named signing officers, which shall include at least the Treasurer and the President.

## **Membership**

29) Membership of Calgary Lawn Bowling Club is open to anyone interested in playing the game of lawn bowling. Each application for club membership will be reviewed by the board. If the applicant is accepted, the Secretary will be responsible for directing the accepted applicant to the Treasurer for payment of appropriate fee. All members, junior members, assisted members, honorary members, and visiting bowlers shall adhere to the by-laws and policies of the club.

30) The membership categories are as outlined in the appendix # 1 to the By-Laws.

31) An application for club membership must be submitted on the approved application card which can be obtained from the Secretary. On completion the card must be returned to the Secretary.

32) In the case of the conduct of a member either on or off the green being considered unacceptable or injurious to the character of the club, the board may meet to consider appropriate action to be taken. This action may result in the suspension or expulsion of the offending member. Should such action be necessary the board may decide to refund all or part of the annual fee already paid by the member. A member thus expelled may have the right to appeal such a decision and the executive will hear an appeal and decide on the outcome. If the members of the executive consider it necessary, an Emergency meeting of all club members may be convened to review and decide on action to be taken to resolve the situation. The member in question will receive a letter from the Secretary. This letter will state the results of the appeal hearing.

**33) If any member of the board or other officer of the club is found guilty of fraud or dishonesty, whereby the club incurs loss or damage, such a member of the board shall be liable to recoup the club for loss or damage sustained.**

## **Standing Committees**

**34) The Greens committee will be established at each Pre-season Meeting and a convener appointed to co-ordinate the activities of the committee during the season. This committee is not limited in number and the membership can vary during the season according to the requirements.**

**35) The Games committee will be established at each Pre-season Meeting and a convener appointed. This committee will be responsible for the games throughout the season and recording of scores etc.**

**36) A co-ordinator of catering and kitchen duties will be appointed at each Pre-season Meeting, and this individual will co-ordinate all the volunteer helpers throughout the season. All members are asked to offer their services at least once each season to help the co-ordinator carry out this responsibility.**

## **General**

**37) The club shall indemnify all members of the board and officers of the club against losses, expenses and costs incurred in carrying out the duties of office. All expenses and costs must be approved by the board prior to such expenses being incurred, and should be included in the annual budget presented to the pre-season Meeting. Any proposed expense in excess of \$10,000, which is not included in the annual budget, must be approved by the members of the club at a duly constituted meeting. Unless authorized at any general meeting of the club, and after notice of same shall have been given, no officer, director, member, assisted member, associate member, or honorary member of the club shall receive remuneration for his or her services.**

**38) The books and records of the Calgary Lawn Bowling Club may be inspected by any member of the club at the Annual Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Board shall at all times have access to such books and records.**

**39) For the purpose of carrying out its objects, Calgary Lawn Bowling Club may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the Calgary Lawn Bowling Club, and in no case shall debentures be issued without the sanction of a special resolution of the club.**

**40) The By-Laws may be altered, annulled, amended, suspended, or added to, by a Special Resolution.**

**41) The existing By-Laws of Calgary Lawn Bowling Club are hereby amended and issued for distribution to all club members on this day the 16<sup>th</sup> of May, 2011.**

## Membership Categories

### **1) FULL MEMBER**

Pay full membership fees as applicable 100%

Entitled to use all facilities and to compete in all competitions after payment of the applicable entry fee. Bowlers who are new to the game, may receive a discounted first year membership fee.

Entitled to vote at all general meetings of the club and to serve on all committees if elected.

### **2) JUNIOR MEMBER**

Pay an approved percentage of full membership fees, to be determined at the annual Pre-season Meeting. (A junior must be eighteen (18) years of age, or under, as of January 1<sup>st</sup> of the year of play)

Entitled to use of all facilities and to participate in all junior programs and competitions. On approval by junior co-ordinator, may be invited to play in club events.

Not entitled to vote at general meetings of the club.

### **3) ASSISTED MEMBER**

Pay 25% of full membership fees.

Entitled to use of facilities and a rink for the purpose of practising. Allocation of a green/rink will be at the discretion of the drawmaster of the day. An Assisted member should be under the supervision of a coach or director at all times.

Not entitled to vote at general meetings of the club.

### **4) ASSOCIATE MEMBER**

Pay an approved percentage of full membership fees.

Entitled to use of facilities with the exception of bowling. An associate member may attain full membership at any time by paying the remainder of the full membership fee.

Not entitled to vote at general meetings of the club.

### **5) HONOURARY MEMBER**

No fee.

This category is intended for members who have in the opinion of the executive given valuable service to the club over a long period of time. The club executive can offer this membership as a token of appreciation to any club member.

Entitled to vote at general meetings of the club.

### **6) VISITING MEMBER**

Pay an approved percentage of full membership fees for each month they are using club facilities.

This membership is intended for visitors from other clubs who wish to play bowls at Calgary Lawn Bowling Club and who are visiting from another city. These persons must be experienced bowlers and staying for a period of one month or more. If a visitor is visiting for a period less than one month there will be no compulsory charge; however, if they wish to make a donation to club funds, this will be acceptable. Visitors will not attend club meetings and will have no input into club business or organization. Only visitors who have paid the visitor's membership fee will be eligible to compete in club competitions.

## **MEMBERSHIP FEES.**

Membership fees will be established at each Pre-season meeting based on discussion of a recommendation from the executive and following a review of the Treasurers report and the budget.

It is the responsibility of the executive to control the fees while maintaining a viable financial situation.