Richmond Lawn Bowling Club

BYLAWS

1. DEFINITIONS

(a) In these bylaws, unless the context otherwise requires,

“Bylaws” means the Bylaws of the Club

“Club” means the Richmond Lawn Bowling Club

“City” means the City of Richmond, British Columbia

“Board” means Board of Management of the Club

“Committee” means any committee established by the General Meeting or by the Board of Management

“General Meeting” means the Annual General Meeting, Semi-Annual General Meeting, or Extraordinary General Meeting

“In good standing” means the member is not indebted to the Club

“Annual Dues” means annual membership dues and affiliation fees

“Notice” may also include the use of electronic mail

"Special Resolution" means a resolution passed in a general meeting by at least two thirds (2/3) of those members present and entitled to vote.

(b) Words importing the singular include the plural and vice versa.

2. MEMBERSHIP

Membership is open to all Richmond residents. Non-residents are subject to any requirements from time to time of the City. A person may apply to the Board for membership in the Club and on acceptance by the Board is a member.

(a) Types

(i) Honorary members – They are persons who have contributed to the sport of lawn bowling or substantially promoted the reputation of the Club, and are recognized by the President at a General Meeting. They may join in club functions but cannot stand for office and are exempt from Annual Dues.

(ii) Life members – Life membership is based on merit. Life members are nominated by four members who are not part of the Board, ratified by the Board, and conferred by a Special Resolution on a secret ballot at a General Meeting. Each Life member is exempt from Annual Dues.

(iii) Non-playing members – Non-playing members are persons entitled to enjoy all the club facilities except bowling.

(iv) Junior members – They are persons under the age of eighteen (18).

(v) Regular members – These members are the players of the Club who qualify for a Bowls BC membership card. Where they already have current Bowls BC memberships from other clubs, they are exempt from the current affiliation fees.

(b) Rights and responsibilities

(i) Attendance – Every member may attend and participate in General Meetings.

(ii) Voting – Only Life and Regular members in good standing may vote. There are no proxies or absentee votes. Each voter, including the chair, has only one vote. To succeed each motion must reach the majority required.

(iii) Annual Dues – Each member is required to include payment with the completed application in writing. Life Members and seniors, who turned ninety (90) years of age before April 1st of the current year, are exempt from Annual Dues.

(iv) Each member is expected to uphold the Constitution and comply with the Bylaws.

(c) Termination of membership

A person shall cease to be a member upon delivery of a written resignation to the Club Secretary, or upon death, or upon being expelled, or the failure to pay Annual Dues by April 30th.

(d) The Membership year shall run from April 1st of each calendar year to March 31st of the following calendar year.

3. <u>GENERAL MEETINGS</u>

(a) Types

(i) The Annual General Meeting shall be held in October.

(ii) The Semi-Annual General Meeting shall be held in March.

(iii) An Extraordinary General Meeting may be called by the Secretary on instructions from the Board or on written request by not less than ten per cent (10%) of the voting members. The purpose for which the meeting is to be called shall be transmitted in writing to the Secretary twenty one (21) days prior to the meeting. The members must be advised of the nature of the business to be transacted. Only business specified in the notice may be transacted at this meeting.

(b) Notice – A meeting notice shall set out the time, place, agenda, and date of the meeting, and is to be given not less than fourteen (14) days prior to such meeting.

(c) Quorum – A quorum shall be thirty (30) voting members. If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, must be terminated, but in any other case, it must stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the voting members present shall constitute a quorum.

(d) Chair - The following individual is entitled to preside as the Chair of a general meeting:

(i) The individual appointed by the Board to preside as the Chair.

(ii) If the Board has not appointed an individual to preside as the Chair or the individual appointed by the Board is unable to preside as the Chair,

1) the President,

2) the Vice-President, if the President is unable to preside as the Chair, or

3) if both the President and Vice-President are unable to preside as the Chair, the meeting shall appoint its own Chair.

(e) Powers

(i) Amends from time to time the Committee structure. See Articles 4-7.

(ii) Amends from time to time the Annual Dues schedule for members.

(iii) Deals with the expulsion or discipline of a member from the Club, or removal of a director from the Board.

(iv) Elects, receives a report from, and prescribes the duties of, each Committee Chair.

(v) Appoints the Auditor, and names the Honorary members for the coming year.

(vi) Approves the annual accounts and the budget for the coming year.

(vii) Retains all powers not delegated in these Bylaws to the Executive, Committee Chairs, and the Board, including approval of borrowing.

4. <u>EXECUTIVE</u>

(a) Mandate – The Executive shall conduct the business affairs of the Club and exercise executive authority between General Meetings.

(b) Composition – Comprises the officers of the Club: the President, Vice-President, Secretary, Treasurer and Past President. They shall meet as required to exercise executive authority between General Meetings. Each officer shall report to the General Meeting, and may serve up to two (2) consecutive terms of two (2) years in any one office.

(i) President – The President shall preside at General Meetings as required by Article 3(d) of these Bylaws; and all Board meetings. Serve ex officio on all Committees except Nominating and may delegate the role to the Vice-President. Sign official documents as required, and has full executive authority.

(ii) Vice-President – The Vice-President shall assist the President in the performance of his/her duties. Preside at General Meetings as required by Article 3(d) of these Bylaws; and Board meetings in the absence of the President. Act as ex officio Committee member when so delegated.

(iii) Secretary – The Secretary shall convene, attend, and record minutes of General and Board meetings. Conduct all correspondence as instructed. Provide a report to the Annual General Meeting on the affairs of the Club for the past year. Maintain the current lease with the City. Maintain the records of the Club, including the contact information of each member. File all statutory forms.

(iv) Treasurer – The Treasurer shall receive all monies payable to the Club; deposit same in the name of the Club at financial institutions agreed by the General Meeting. Invest surplus funds of the Club in secure investments at these financial institutions. Pay all expenses of the Club; ensuring that all cheques bear the signature of two signing officers. Submit the financial records of the Club for the past year to the Auditor. Submit a balance sheet along with a statement of receipts and expenses for the past year to the Annual General Meeting. Both of these statements shall have been audited and certified by the appointed Auditor. Submit an annual budget for approval at the Semi-Annual General Meeting.

(v) Past President – The Past President shall serve ex officio on the Executive and the Board.

(c) Procedure – The Executive meets from time to time at the call of the President. Its quorum shall be a majority of the officers.

5. COMMITTEES

(a) Standing – These Standing Committees shall include but are not limited to (1) Women's Games, (2) Men's Games, (3) Mixed Games, (4) Coaching, (5) Greens, (6) Social, (7) Membership, and (8) Maintenance. These Committees are numbered so that Chairs of odd numbered Committees can be elected in odd numbered years while the remaining Committee Chairs are elected in even numbered years.
Each incoming Committee Chair shall receive a copy of the mandate for the position. The Chair shall report to, take direction from, and be elected by the General Meeting.
Each Chair shall serve ex officio on the Board and may serve up to three (3) consecutive terms of two (2) years in the position.

(b) Special or ad hoc Committees – These Committees shall be created for a particular purpose and go out of existence when that purpose is complete. The General Meeting shall create such Committees, select the members and frame its terms of reference.

(c) The exception shall be the Nominating Committee. It shall be appointed by the

Board of Management, see Article 6. (a)(iii).

(d) Sub-committees – The Board or any Standing Committee may appoint Sub-committees of its own members. Such Sub-committee members shall report to the appointing Board or Standing Committee.

6. BOARD OF MANAGEMENT

The Board of Management comprises the Executive and the Chairs of each Standing Committee.

(a) The mandate of the Board of Management includes:

(i) Serving as the directors under the terms of the Societies Act of British Columbia.

(ii) Coordinating, planning and managing the annual operations of the Club between General Meetings.

(iii) Appointing the Nominating Committee, filling vacancies on the Board of Management and Auditor positions, until the next Annual General Meeting.

(b) Providing recommendations to the General Meeting in respect of matters beyond the stated annual mandate.

(c) Procedure – The Board of Management shall meet at the call of the President or any two (2) other Board members. A quorum shall be a majority of its members. In the absence of both the President and Vice-President, the meeting shall appoint its own Chair.

7. NOMINATING COMMITTEE

(a) The Board of Management shall appoint a Nominating Committee, no later than August 1st of each year, comprising a Chairperson plus one man and one woman. The Nominating Committee shall draw up a full slate of officers and Standing Committee Chairs for presentation at the Annual General Meeting and to conduct the annual elections. Each nominee must consent to serve, in writing.

(b) At each position the nominee is acknowledged, and further nominees sought from the floor three (3) times. Hearing none the nominee is declared elected by acclamation.

(c) Should other nominees volunteer from the floor, they must be present in person at the Annual General Meeting and expresses his/her consent to stand for election. The election shall be by secret ballot and the candidate who lead in the ballot result shall be declared elected.

(d) Should the Nominating Committee not offer a nominee, and no nominee volunteers from the floor, the position shall be declared vacant.

8. GENERAL

(a) The fiscal year of the Club shall run from October 1st of each calendar year to September 30th of the following calendar year.

(b) Robert's Rules of Order, in its current edition, shall govern the conduct of all meetings of the Club.

(c) The Auditor shall submit certified copies of the audited financial statements for the past year, to the Annual General Meeting.

(d) Rules of the Game – These are "Laws of the Sport of Bowls" from World Bowls, subject to special situations in the Club's "Rules of Play".

(e) Amendments to the Bylaws can only be made by a Special Resolution presented at a duly convened General Meeting. The changes shall take effect when the Bylaws amendment application is filed with the registrar.

(f) The Club may be dissolved by a Special Resolution at an Extraordinary General Meeting duly convened. The resolution shall state the time and manner of the dissolution and the manner of dispositions of the assets of the Club.

9. The operations of the Society are to be carried on within the City of Richmond, British Columbia. This provision was previously unalterable.

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