

Oak Bay Lawn Bowling Club
CONSTITUTION and BY-LAWS

Non-Reporting Society #5223
Originally Registered August 20, 1957,
Revised – April 2011

CONSTITUTION

1. The name of the Society is "The Oak Bay Lawn Bowling Club" herein referred to as the Club.
2. The purposes of the Club are to promote, foster and safeguard the game of lawn bowls; to encourage and maintain fellowship among the members; and to maintain the greens, grounds and buildings in good condition.

BY-LAWS

MEMBERSHIP

1. Eligibility

Club membership is open to anyone who wishes to play lawn bowls and/or participate in winter activities, and whose application has been approved. All members shall be deemed to have subscribed to the Constitution, By-Laws and Club Policies.

2. Categories of Membership

- (a) Members with full privileges.
- (b) Junior Members: There are two Junior Membership levels: under 18 years; and 19-25 years. Junior Members of the Club have a reduced annual fee. Junior Membership carries no voting privileges.
- (c) Social Members: Persons may be admitted as Social Members at an annual fee to be determined by the Executive Committee. Social Members may attend the social functions of the Club and participate in winter activities. Social Membership carries neither right to vote nor any lawn bowling privileges.
- (d) Life Members: Life Membership may be conferred on those members who are considered by virtue of long and/or outstanding service to the Club, to be deserving of such recognition, as recommended by the Executive Committee and subject to approval of a three-fourths majority of the members present and eligible to vote at a General Meeting. Life Members shall have full membership privileges and be exempt from payment of membership fees.

- (e) Honorary Members: Honorary Membership may be conferred on non-members who deserve such recognition for notable service rendered to the Club, subject to the approval of a three-fourths majority of the members present and eligible to vote at a General Meeting. The period of such Honorary Membership shall be determined by the aforesaid members at the time of the appointment.

3. Suspension or Termination

In the event of serious misconduct as a member of the Club, a membership may be suspended or terminated following a hearing in accordance with the requirements of due process, on recommendation of a committee nominated by the President consisting of three members of the Executive Committee. The member shall have the right to appeal the sanction(s) imposed to the Executive Committee, excluding the members who conducted the original hearing.

4. Complaints

Any member wishing to lodge a complaint with respect to the operation of the Club or a ruling of the Executive Committee may, in concert with a total of at least 20 voting members, request a Special Meeting of the Club, as outlined in By-Law 6(c).

5. Membership Fee

- (a) The amount of the annual fee for each category of membership shall be determined by the Executive Committee.
- (b) Membership fees shall be due by the Semi-Annual General Meeting each year unless otherwise determined by the Executive Committee.
- (c) Any member in default of payment of fees by the Semi-Annual General Meeting shall not be in good standing.

MEETINGS

6. Annual, Semi-Annual General Meetings, and Special Meetings

- (a) The Annual General Meeting of the Club shall be held every year on or after the seventh day of October. Notice of the meeting shall be mailed, electronically transmitted, or handed to members at least 14 days in advance of the meeting. The notice of meeting shall include the date, time, venue and agenda for the meeting. Notice of Motion, duly proposed

and seconded by voting members in good standing, shall be lodged with the Secretary not less than 21 days in advance of the meeting.

- (b) The Semi-Annual General Meeting of the Club shall be held in April each year, the date to be determined by the Executive Committee, to consider reports and to transact such other business as may arise. Notice of the meeting shall be mailed, electronically transmitted or handed to members at least 14 days in advance of the meeting. The notice of meeting shall include the date, time, venue and agenda for the meeting.
- (c) General or Special Meetings shall be called on a date to be determined by the Executive Committee. Special Meetings can be called by written request of 20 or more voting Club members in good standing, addressed to the Secretary. Notice of a General or Special Meeting shall be mailed, electronically transmitted or handed to the members by the Secretary at least 14 days in advance of the meeting. The notice of meeting shall include the date, time, venue and agenda for the meeting. Where a Special Meeting is called only business specified in the notice may be transacted.

7. Quorum and Voting

- (a) A quorum at any Annual, General, or Special Meeting shall be 25 members present in good standing.
- (b) Voting shall be by a show of hands with the exception of that relating to the election of officers and other members of the Executive Committee where, if there is more than one candidate for a particular office or more candidates than vacancies in committee membership, voting shall be by ballot.
- (c) No proxies shall be allowed.
- (d) A simple majority will decide any issue except as indicated in By-Laws 2(d), 2(e), 17, 18, 21 and 22.

MANAGEMENT

8. Executive Committee

The management of the Club shall be vested in the Executive Committee consisting of the President, First Vice-President, Second Vice-President, Secretary, Treasurer, Immediate Past President, and eight other members, in

accordance with the procedures set out in By-Law 11. All shall serve without remuneration. Members of the Executive Committee will be responsible for enforcement of all Club rules, policies and By-Laws. The composition of the Executive Committee may be revised by Special Resolution.

In a situation where the President or other named officer is required to additionally carry the duties of Treasurer or Secretary in any year, the number of non-named members holding membership on the Executive Committee shall, for that year, be increased from eight to nine.

9. Election of Executive

With the exception of the Past President, all officers and other members of the Executive Committee shall be elected at the Annual General Meeting and shall:

- (i) Hold office until the next Annual General Meeting, and
- (ii) Be eligible for re-election, except in the case of the President who may not be elected to that office for more than two consecutive years, it being understood that this in no way prevents his or her subsequent re-election as President.

10. Vacancies Arising

- (a) If, for any reason, the office of President should become vacant during his or her term of office, the First Vice-President shall automatically succeed for the balance of that term.
- (b) Any vacancy occurring during the year in the office of First or Second Vice-President, Secretary, or Treasurer, or in the membership of the Executive Committee, shall be filled by the appointment of a member by the President. This member will serve until the next Annual General Meeting, subject to the approval of a majority of the Executive Committee members.

11. Nominating Committee

At least 90 days prior to the Annual General Meeting, the President shall appoint not less than two nor more than four members of the Club in good standing and who are not members of the Executive Committee, to act as a Nominating Committee, chaired by the Past President.

Each year the Nominating Committee shall nominate a member as Chair for each of the following Standing Committees: Buildings; Games; Greens and Grounds; House and Social; Player Development; Publicity; and Membership. These Chairpersons shall, upon election, serve on the Executive Committee. The Nominating Committee shall also nominate a member-at-large to serve on the Executive Committee.

Each Chairperson, on appointment, shall be empowered to select the members of his or her Committee in accordance with its Terms of Reference and subject to the final approval of the Executive Committee, to which s/he shall be directly responsible.

- (a) The Nominating Committee is required to nominate members in good standing to fill all vacancies on the Executive Committee. For this purpose the Nominating Committee will prepare a list of nominees who have agreed to serve if elected.
- (b) The list shall be submitted to the Executive Committee at least 30 days prior to the date of the Annual General Meeting and a copy shall be posted on the main notice board in the clubhouse at least 21 days prior to this meeting.
- (c) None of the foregoing will deprive any voting member of the right to make additional nominations from the floor at the Annual General Meeting, with the agreement of the nominee.

12. Executive Committee Quorum

Seven members shall constitute an Executive Committee quorum.

13. Failure to Attend Meetings

Any member of the Executive Committee whose attendance at duly convened meetings is irregular or who fails to attend two consecutive meetings without delivering satisfactory reasons for absence shall, on receiving notice from the Committee in writing, cease to be a member thereof.

OFFICERS' DUTIES

A. President

- (a) The President shall be the Chief Officer of the Club and preside at all regularly convened meetings and at all meetings of the Executive

Committee of which s/he is a full member. S/he shall serve as the official representative of the Club, with powers to delegate such duty, and as an ex-officio member of all Committees as listed in By-Law 11 except the Nomination Committee.

- (b) The President, with the approval of the Executive Committee, shall also appoint such Committees or Sub-Committees additional to those specified herein as s/he may deem necessary for the efficient operation of the Club.
- (c) In the temporary absence or incapacity of the President his or her duties and powers shall be exercised pro tem by the First Vice-President.

B. Vice-Presidents

- (a) The Vice-President(s) shall assist the President, wherever possible, in the execution of his or her office and shall act on his or her behalf as an ex-officio member of such Committees as the President may determine.
- (b) In the absence of both the President and the First Vice-President from General or Special Meetings of the Club, or from Executive Committee meetings, the Second Vice-President shall act as chairperson in their stead.

C. Secretary

The Secretary:

- (a) Shall convene and attend all General and Special Meetings of the Club and Executive Committee meetings, and shall keep accurate minutes of the same.
- (b) Shall maintain the Club's records, including an up-to-date register of Club membership, and shall be the custodian of all books, papers and other documents belonging to the Club except those pertaining to the Office of Treasurer.
- (c) Shall conduct all Club correspondence according to the directions given by the President and/or the Executive Committee.
- (d) Shall be responsible for the preparation and submission of the annual return under the Society Act and shall perform such other duties as may

from time to time be determined by the President or the Executive Committee.

D. Treasurer

The Treasurer:

- (a) Shall receive all donations, fees, assessments, and monies due to the Club, and shall report regularly to the Executive Committee on the state of Club finances.
- (b) Shall keep full and accurate records of all receipts and disbursements made in the name of the Club and shall pay all accounts and bills of the Club by cheque in accordance with the provisions of By-Law 16.
- (c) Shall maintain up-to-date accounts of all bills paid and deposit all monies received in the name and to the credit of the Club in a bona fide financial institution covered by the C.I.D.C. and approved by the Executive Committee.
- (d) Shall submit to the Annual General Meeting a detailed statement of the assets and liabilities, receipts, and disbursements of the Club for the financial year under review.
- (e) Subject to the authority of the Executive Committee, s/he shall invest such surplus funds as may accrue from time to time allowing for their availability at short notice in the event of emergency. S/he shall be responsible for the safe keeping of all Bonds, Debentures, Investment Certificates, etc., that are the property of the Club.

14. Financial Year

The Club's financial year shall be from the first day of October in one year until the 30th day of September in the next.

15. Financial Review and Accounts

The year-end financial statement and Club accounts shall be subject to a financial review each year by a person appointed for this purpose at the Annual General Meeting. The person conducting this review shall not be a member of

the Executive Committee. The reviewed accounts of the preceding financial year shall be presented at the Annual Meeting next following.

16. Signing Authority

All cheques, agreements and other Club documents shall be signed by the President, or the First or Second Vice-President and counter-signed by the Treasurer or, in his or her absence, the Secretary.

17. Borrowing Power

The Club shall not borrow or incur any liability in excess of cash securities on hand or in the bank without the sanction of a Special Resolution presented for approval by members. A Special Resolution shall require a two-thirds majority of such members entitled to vote as are present in person at a General or Special Meeting, of which notice specifying the intention to propose the resolution has been duly given, in accordance with the provisions of By-Law 6.

18. Limitation in Expenditure

The Executive Committee is not empowered to sell, exchange or mortgage any lands or physical properties of the Club, nor is it empowered to spend, in any financial year, a sum in excess of five thousand dollars (\$5,000) on any one capital improvement of Club property without the authority of a Special Resolution presented to and approved by members. This Special Resolution shall require a two-thirds majority of such members entitled to vote as are present in person at a General or Special Meeting, of which notice specifying the intention to propose the resolution has been duly given in accordance with the provisions of By-Law 6.

GENERAL

19. Inspection of Records

Any Club record shall be open to inspection by members of the Club on application to the Executive Committee which will arrange a time and place for such inspection.

20. Laws of the Game

The Laws of the Sport of Bowls, as approved by the World Bowls Board, shall govern all Club games and matches, except for those that are purely social or recreational, for which special rules deemed necessary by the Games Committee are permissible.

21. Dissolution

The Club may be dissolved by Special Resolution at a General or Special Meeting of the members convened in accordance with the provisions of By-Law 6. The resolution shall determine the time and manner of the dissolution and the manner of disposition of the assets of the Club. This Special Resolution shall require a two-thirds majority of such members entitled to vote as are present in person at a General or Special Meeting of which notice specifying the intention to propose the resolution has been duly given in accordance with the provisions of By-Law 6.

22. Amendments

The Constitution and By-Laws of the Club shall not be amended in any way except by the passage of a Special Resolution presented to and approved by members in accordance with the procedure outlined in By-Law 6. This Special Resolution shall require a three-fourths majority of such members entitled to vote as are present in person at a General or Special Meeting, of which notice specifying the intention to propose the resolution has been duly given in accordance with the provisions of By-Law 6.