

CONSTITUTION AND BYLAWS OF THE COQUITLAM LAWN BOWLING CLUB

CONSTITUTION :

The name of the Society is: **COQUITLAM LAWN BOWLING CLUB**

The purposes of the society are:

- a) to operate and maintain a non-profit lawn bowling club and
- b) to promote the game of lawn bowls.

BYLAWS of Coquitlam Lawn Bowling Club (CLBC)

Part 1 – Definitions and Interpretation

Definitions:

1.1 In these Bylaws:

“ACT” means the Societies Act of British Columbia as amended from time to time;

“EXECUTIVE COMMITTEE” means the Officers and Directors of The Society;

“BYLAWS” means these bylaws as altered from time to time.

Definitions in ACT apply

1.2 The definitions in the ACT apply to these bylaws

Conflict with ACT or regulations

1.3 If there is a conflict between these BYLAWS and the ACT or the regulations under the ACT, the ACT or the regulations, as the case may be, prevail.

Part 2 – Dissolution * This provision was previously unalterable *****

Should the Coquitlam Lawn Bowling Club, which received charitable gaming funds from licensed charitable gaming and/or direct charitable access, at any time dissolve or cease to exist, have any and all gaming monies or assets purchased with gaming funds held at the date of dissolution or cessation of existence these/they shall be distributed by the Coquitlam Lawn Bowling Club to a registered charity or registered charities in British Columbia as defined by the Income Tax Act (Canada), as may be determined by the members of the Society at the time of winding up or dissolution.

Part 3 – Executive Committee - Officers and Directors

3.1 The Officers of the Club shall consist of the Past President, President, First and Second Vice Presidents, Secretary and Treasurer. The offices of Secretary and Treasurer may be combined.

3.2 The Executive Committee shall consist of the Officers and nine other members to be known as Directors, all of whom shall be elected at the Annual General Meeting of the Club. The Executive Committee shall have the power to transact all general business of the Club, including the power to frame and enforce rules regarding the use of the bowling green and relevant parts of the facility, as well as the playing of matches during the playing season. The Officers and Directors shall be elected for a one year period. No Officer other than the Secretary, the Treasurer, or Secretary-Treasurer shall hold elected office in the same position for more than two (2) consecutive years.

3.3 The quorum for the transaction of business at an Executive Committee meeting shall be a simple majority of the Executive Committee members.

3.4 The Executive Committee may, at any time, appoint a member as a director to fill a vacancy that arises on the Committee as a result of the resignation, death, or incapacity of a director during the director's term of office. A director appointed by the Committee to fill a vacancy ceases to be a director at the end of the unexpired portion of the term of office of the individual whose departure from office created the vacancy.

3.5 The Executive Committee shall meet at the call of the President or on the written request of any three (3) members of the Executive Committee or on the written request of any ten (10) members of the club.

3.6 Upon failure of an Executive Committee member to attend three (3) consecutive meetings, without a valid reason, such member, at the discretion of the Executive Committee, may be removed from office.

3.7 In the absence of the Secretary from a Meeting the Executive Committee must appoint another individual to act as Secretary at that meeting.

Part 4 – Duties of Officers

4.1 Past President:

- perform such duties as may be assigned by the President.
- serve as Chairperson of the Nominating Committee.

4.2 President:

- serve as the chair of the Executive Committee and supervise the directors in the execution of their duties.
- preside at all meetings of the Executive Committee and Club members.
- serve as the official representative of the Club with power to delegate such duties.
- serve as an ex-officio member of all committees except the Nomination Committee.
- prepare and deliver the President's Report at the Annual General Meeting.
- appoint committees as needed.

- sign all official documents on behalf of the Club.
- the President can approve discretionary spending with limits of \$500 for Operational expenses and \$1000 for Capital purchases.

4.3 First Vice President:

- assist the President in the performance of the duties pertaining thereto and serve as President in the absence of the President.
- perform other duties as may be assigned.

4.4 Second Vice President:

- assist the President in the performance of the duties pertaining thereto and serve as President in the absence of the President and the First Vice President.
- perform other duties as may be assigned.

4.5 Secretary:

- conduct all official correspondence on behalf of the Club, be it paper based or electronic.
- take charge of all documents and records of the Club, be they be paper based or electronic.
- notify and summon all members to all General Meetings.
- notify and summon all Executive Committee Members to Executive Committee Meetings.
- notify and invite other Club members to Executive Committee Meetings as instructed by the President.
- attend all Executive Committee Meetings, and General Meetings, and produce and retain a record of the proceedings, usually called "The Minutes".
- ensure the availability of "The Minutes" to all Officers, Directors, and Members as needed.
- call to order and preside at all meetings in the absence of the President or either Vice President until the election of a chairperson pro-tem.
- file the Annual Report with BC Registries
- perform other duties as may be assigned by the Executive Committee.

4.6 Treasurer:

- receive all funds available to the Club and deposit same in the Club's name in the financial institution of the Club's choosing.
- arrange for the collection of the annual Club membership dues and the issuance of membership cards.
- pay all accounts and bills of the Club upon approval of the Executive Committee or the President.

- submit to the Annual General Meeting and the Semi-Annual General Meeting a detailed statement of the Club's finances for the fiscal year that includes the assets and liabilities of the Club, including special funds, if any.
- ensure that the Club has the right number of Bank Signing Officers to facilitate efficient and responsible management of the Club's finances.

Part 5 – Duties of Directors

5.1 Greens Director:

- liaise with city staff on matters related to maintenance of the green and the lighting of the green.
- ensure the maintenance and provision of Club machinery, tools, lane markers, scoreboards, and all other club owned equipment used in grooming the green and the playing of the games.
- responsible for the allocation of rinks to be used each day and posting instructions on the daily location of lanes.

5.2 Games Directors (2)

- responsible for coordinating the production of the events calendar booklet as soon as possible in every new year, so that copies are available for distribution to all members at the Semi Annual General Meeting.
- responsible for posting entry forms at the appropriate time for Club competitive events, visitations, and other competitions.
- arrange the formation of teams for Club events, visitations, and other competitions when appropriate.
- arrange for Umpire(s), Markers, etc to be available for Club and other competitions, as needed.
- supervise all Club competitions, including registration, score keeping, prize allocation, and completing competitions in the time allowed.
- arrange for the supervision of daily game draws.
- arrange for the presentation of awards at the end of competitions and at the end of the playing season.

5.3 House Director:

- responsible for the cleaning and maintenance of the Clubhouse, inside and out.
- responsible for the maintenance of all Club furniture and effects.
- responsible for the upkeep and disposition of chairs, chair cushions, tables, and benches for players and spectators.
- responsible for the arranging of tables, chairs, tents etc for Club competitions, visitations, and other activities and events, as required.
- responsible for arranging for the provision of other suitable facilities and/or equipment as required.

5.4 Membership Director:

- distribute and process applications for Club membership.
- ensure appropriate contact is carried out with applicants as they become Club members, and arrange for member needs such as Aggregate entry cards and locker assignments.
- maintain an up to date listing of Club members that includes only the data required for Club membership, as well as Provincial and National affiliate membership.
- provide various membership listings to the Club membership and Executive Committee as needed, both paper based and electronic.
- maintain the Club Member Contact listing for email purposes.
- coordinate the sending of a card or arranging a visitation with any member who is hospitalized or ill, as deemed appropriate in each case.
- promote and maintain the Club's voluntary EMERGENCY CONTACTS card file.

5.5 Coaching Director:

- obtain qualified instructors (coaches) for all coaching sessions at the club.
- organize coaching sessions as needed, with assistance from the Club's qualified coaches, and liaising with the Membership Relations Director.
- arrange for internal and external clinics or training sessions for members interested in gaining more knowledge in any aspect of the sport..

5.6 Social Director:

- responsible for arranging, regulating, and carrying out of all matters of a social or entertainment nature.
- responsible for an allocated Petty Cash Fund. Each season, the amount of the fund will be determined by mutual agreement with the Treasurer.
- responsible for keeping track of revenue and expenses for the Club's social activities and reporting these to the Treasurer for inclusion in financial statements presented at the General Meetings.
- responsible for recruiting assistance and contributions for social events, such as kitchen helpers and food or refreshment contributions.
- responsible for maintaining equipment and materials needed for social activities.
- responsible for the supply and sale of refreshments, with prices presented to and ratified by the Executive Committee.

5.7 Publicity Director:

- serve as the media contact for the Club.
- promulgate information about lawn bowling to the general public in efforts to publicise and popularize the sport, and attract new members to the Club.

5.8 Technology and Security Director:

- ensure that all computer based facilities used by the Club are chosen, designed, and maintained for the benefit of the Club.
- ensure that all computer based facilities used by the Club are secured with effective passwords or other controls.
- assist members of the Executive Committee in the use of computing facilities in the performance of their duties.
- maximize physical security of the facility by managing all gate and door keys in possession of the Club, and keeping accurate records of key allocations to Club members.

Part 6 – Removal of Director(s) by the Members

The members of the Club may cause a Director or Directors to be removed from Office using the following procedure:

Ten percent (10%) or more of the voting members may call a Special General Meeting for the sole purpose of removing a Director or Directors from Office. The purpose of the meeting, the reason or reasons for the removal of the Director or Directors as well as a copy of the Motion to be presented to the Special General meeting, duly signed by the mover and seconder, is to be circulated to the General Membership at least fourteen (14) days prior to the Special General Meeting. The removal of a Director or Directors will require a simple majority of the voting members present at the Special General Meeting.

Part 7 – Membership and Dues

7.1 The annual membership dues shall be set at the Semi-Annual General Meeting. The annual dues are due and payable on or before May 31 of each year and are non-refundable.

7.2 All applications for membership must be made in writing to the Membership Director or the Secretary.

7.3 Each member of the Club shall have one (1) vote which shall be exercised in person at any General Meeting of the Club.

Part 8 - Class of Membership

8.1 General Member: A member who pays full dues has playing and voting rights, and social privileges.

8.2 Life Member: Those members who have made outstanding contributions to the Club in the course of their membership. The Club, in General Meetings may elect one or more persons to be Life Members. They will have all the rights and privileges of General

Members without the payment of dues. The number of Life Members shall at no time exceed five (5).

8.3 Honorary Member: The Club, in a General Meeting, may elect one or more outstanding citizens of the community to be Honorary Members. Such members will enjoy the freedom of the Club without playing privileges or voting rights. There will be no dues for this membership and no limit on their number.

8.4 Junior Member: This may be granted to persons who have reached the age of fourteen (14) and who are less than nineteen (19) years of age. Nominal dues for this class of membership will be set at the Semi Annual General Meeting.

Part 9 – Suspension or Expulsion of Members

9.1 In the event any member, in the opinion of the Executive Committee, is guilty of conduct liable to endanger the welfare, good name, or good order of the Club, it shall be the duty of the Executive Committee to take cognizance of such offense. In the event the Executive Committee is of the opinion that the offence has been committed, the Executive Committee may suspend such member until the next ordinary or special meeting of the Club, and at such meeting may re-instate or expel such member.

9.2 In the event that re-instatement is not approved and the person is to cease being a member of the Club, notice of the decision shall be given in writing.

Part 10 – General and Special Meetings

10.1 The President, First Vice President, Second Vice President, or the Secretary shall preside at all meetings of the Club, in accordance with Parts 3.2, 3.3, 3.4 and 3.5.

10.2 The Annual General Meeting of the Club shall be held in the month of October on a date to be set by the Executive Committee at a time and place specified in the notice calling the meeting.

10.3 The Semi Annual General Meeting shall be held in the month of April each year at a date determined by the Executive Committee. At least fourteen (14) days prior to the Annual and Semi Annual Meeting all members must be notified, specifying the place, the date, and the hour of the meeting.

10.4 The order of business at the Annual General Meeting (AGM) or Semi Annual General Meeting (SAGM) shall be as follows:

1. Reading or adoption of Minutes of last AGM or SAGM.
2. Business arising from the Minutes.
3. Review of Correspondence

4. Reports of Secretary, Treasurer, and Directors
5. President's Report
6. Motion of which notice has been given.
7. New Business
8. Setting Annual Dues (SAGM only)
9. Nomination and election of Officers and Directors (AGM only)

10.5 An Extraordinary General Meeting of the Club may be called by the Secretary on instruction from the President or at the written request of not less than ten percent (10%) of the voting members. The purpose for which the meeting is to be called shall be deposited with the Secretary twenty-one (21) days prior to the date of the meeting.

10.6 At least fourteen (14) days prior to any special meeting, all members must be notified, specifying the place, the date, and the hour, of the meeting and the nature of the business to be transacted thereat, and only the business specified on the notice of motion may be transacted at the meeting.

10.7 The non-receipt of a notice by any member shall not invalidate the proceedings or any resolution passed at any meeting of the Club.

10.8 Twenty five percent (25%) of the voting members, including the Executive shall form a quorum at any General Meeting of the Club, but never less than three (3) members.

Part 11 – Fiscal Matters

11.1 The Club's Fiscal Year shall be from October first to September thirtieth.

11.2 Bank Signing Officers: The Treasurer shall ensure that all cheques issued on behalf of the Club are signed by the Treasurer and any one of the Club's Bank Signing Officer. Each cheque must have two signatures.

11.3 Honoraria: The Secretary and the Treasurer may be paid an honorarium, the amount of which shall be decided by the Executive Committee.

Part 12 – Alteration of Constitution and By-Laws

No alteration or amendment of the Constitution or By-Laws shall be made unless by special motion at a General Meeting of the Club duly convened and passed by a majority of seventy-five percent (75%) or more of such members entitled to vote present at such a meeting. Fourteen (14) days written notice of proposed alterations signed by a proposer and a seconder, shall be given to the Secretary or Secretary-Treasurer and to the general membership stating the date, the place, and the hour of the meeting and providing a copy of the proposed changes or amendments. Amendments approved at the General Meeting become effective the date they are officially filed with BC Registries.