

# OAKVILLE LAWN BOWLING CLUB

## CONSTITUTION (Revised: July, 2017)

### ARTICLE I - NAME

The name of the organization shall be "Oakville Lawn Bowling Club", hereinafter referred to as the Club. The Club shall be a voluntary, incorporated, non-profit association, affiliated with Ontario Lawn Bowls Association (OLBA).

### ARTICLE II - OBJECTIVES

The objectives of the Club shall be:

- a) to provide facilities for, and to engage in, the game of lawn bowls;
- b) to stimulate a spirit of good fellowship and sportsmanship among its members; and
- c) to extend these amenities to members of other lawn bowling clubs.

### ARTICLE III - ORGANIZATION

1. The affairs of the Club shall be administered by an Executive Committee acting under the general direction of a Board of Directors.
2. The Executive Committee shall consist of:
  - a) Immediate Past President
  - b) President
  - c) 1<sup>st</sup> Vice President
  - d) 2<sup>nd</sup> Vice President
  - e) Treasurer
  - f) Secretary
3. The Board of Directors (hereinafter referred to as the Board) shall consist of the following elected Officers, all of whom must be active Club members.
  - a) Members of the Executive Committee
  - b) Chairpersons of the following Club Committees:

Club Championships	Membership & Publicity
Club Games (Club & Open)	Officiating & Training
Property	Website Services & Development
Greenskeeper	Hospitality/Kitchen
4. Meetings of the Executive Committee and the Board shall be held as directed in Article V.
5. Any Committee Chairperson may request and use the services of any Club member on that Committee.

6. All members of the Board, including the Immediate Past President, will have a vote, and in all matters, except proposed changes to the Constitution, a simple majority will determine the outcome. In the case of amendments to the Constitution, two-thirds (2/3) of the Board members present must support the Amendment before it may be presented to the membership. A quorum of the Board requires the presence of fifty-percent (50%) of the Directors.
7. The membership of the Board and of the Executive Committee shall consist of an equal number of women and men, if practicable.
8. Vacancies occurring on the Board shall be filled by the Board from the Club membership, subject to a majority vote on the Directors.

## **ARTICLE IV - MEMBERSHIP**

- a) Membership will be open to any person whose application has been approved by a member of the Executive, or the member appointed by the Executive Committee to conduct the New Bowler training. Priority will be given to residents of Oakville.
- b) A written Application for Membership refund needs to be made to the Membership Chair before June 30<sup>th</sup>, who will advise the Executive to approve.
- c) When membership is limited, priority for acceptance will be given to spouses of active members and to former Oakville lawn bowlers and the club associate members. Applications must be received by Opening Day. After that date, they may be deferred to the following year.
- d) Membership can be terminated by the Board if Club rules or objectives are violated; or if a member is not in good standing as per Article IV 7(b).

### **2. ACTIVE MEMBERSHIP**

Active members shall, with the exception of those not in good standing as per Article IV 7(b):

- a) be entitled to vote and hold office;
- b) have the use of all Club facilities; and
- c) be registered with Ontario Lawn Bowls Association (OLBA).

### **3. ASSOCIATE MEMBERSHIP**

The following may become Associate members:

- a) Spouses of active members
- b) Former active members
- c) Spouses of former active members
- d) Former members of any lawn bowling club affiliated with a lawn bowling association

Associate members will have the use of the clubhouse facilities provided fees as set by the Board for this class of membership are paid. Associate members may not vote or hold office, but will be registered with the Ontario Lawn Bowls Association.

#### **4. LIFE MEMBERSHIP**

Life Membership may be conferred on any active or former active member. In order to initiate this action, a letter of proposal signed by five (5) Active members must be received by the Board who will decide whether or not the matter should be taken before a Club General Meeting. An unanimous vote of the active membership will be required. Life members shall enjoy all the rights of active members. They shall be exempt from payment of membership fees and assessments.

#### **5. HONORARY MEMBERSHIP**

Honorary Membership may be conferred on any person by the unanimous vote of the active membership at a Club General Meeting. Honorary members will enjoy all the rights of Associate members, but will not be required to pay membership fees.

#### **6. JUNIOR MEMBERSHIP**

Junior members must be age 21 or under on January 1<sup>st</sup> of the current fiscal year, and will be liable for fees as set by the Board for this class of membership. They will have such use of the Club facilities as decided by the Board.

#### **7. FEES**

- a) Membership fees shall be set by the Board each year.
- b) An existing member is not in good standing, if membership fees are not paid by the scheduled Opening Day of the current year. At the discretion of the Board, such a situation may result in suspension of the member from the Club.
- c) Refund dates will not be made unless applied for by June 30<sup>th</sup>.
- d) Associate members will have the use of the clubhouse facilities provided fees as set by the Board for this class of membership are paid. Associate members may not vote or hold office but will be registered with the Ontario Lawn Bowls Association.
- e) Individuals transferring as an active member of an existing lawn bowling club shall pay the full current annual fee of the Oakville Lawn Bowling Club if such approved transfer occurs prior to July 1<sup>st</sup>. In the event the approved transfer occurs on or after July 1<sup>st</sup>, the membership fee will be one half (1/2) of the annual fee for that season.

### **ARTICLE V - MEETINGS**

**1. An Annual Meeting** will be held in the Spring before bowling commences so that members may:

- a) Approve the examined Annual Financial Statement for the previous year;
- b) Approve the Budget for the current year;
- c) Be informed of planned activities for the current year and of the fee structure established by the Board;
- d) Raise questions about matters related to the operations of the Club; and
- e) Consider and amend and/or approve the Minutes of the previous General Meeting.

2. A **General Meeting** will be held in the Autumn, at which:
  - a) A preliminary financial report will be tabled;
  - b) A Motion will be considered to approve the actions of the Board during the current year;
  - c) The Directors and Officers for the ensuing year will be elected;
  - d) An Examiner will be elected;
  - e) Consideration will be given to any other matter properly brought before the Meeting; and
  - f) Members may consider & amend and/or approve the minutes of the Annual Meeting held in the Spring.
  
3. An **Extraordinary Meeting** may be called by:
  - a) The **Executive Committee** - a two-thirds (2/3) majority vote of those present at the meeting is required;
  - b) The **Board** - a two-thirds (2/3) majority vote of those present at the meeting is required; and
  - c) The Membership - presentation of a petition signed by twenty (20) active members in good standing, the petition to detail the reasons for the meeting.
  
4. Twenty-five percent (25%) of the active membership shall constitute a quorum at the Club's General Meetings, Annual Meetings or Extraordinary meetings.
  
5. The **new** Board of Directors shall meet as soon as possible after its election in order to commence planning for the next season. The Board will meet in the Spring before the Annual meeting to:
  - a) Review the examined Annual Financial Statement from the previous year;
  - b) Review the proposed budget for the current year;
  - c) Review subjects to be presented at the Annual Meeting; and
  - d) Consider any other matters brought before the Board.

Aside from the above meetings the Board will meet as required at the call of the President or of any six (6) members of the Board. Fifty percent (50%) of the members will constitute a quorum of the Board.
  
6. The Executive Committee will meet as required, but no less than twice a year. The meetings shall be at the call of the President or of any three (3) members of the Committee. Fifty percent (50%) of the Committee will constitute a quorum of the Committee, except for financial matters, as outlined in Article VII-7.

## **ARTICLE VI - ELECTIONS**

1. Any active member in good standing is eligible for any position on the Board of Directors, as long as properly nominated and seconded by the Club members in good standing and subject to the gender requirements of the Board.
  
2. A Nominating Committee, chaired by the Immediate Past President and having at least two (2) other members of different genders, shall be elected at the Annual Meeting in the Spring.
  
3. The Nominating Committee shall:
  - a) Prepare a Proposed Slate of Directors and Officers and an Examiner for the coming year for submission to the General Meeting in the Autumn;

- b) Nominate a Club Examiner;
- c) Assure itself that all persons proposed have accepted the nomination;
- d) Post the Proposed Slate of Nominees in the clubhouse by September 1st;
- e) Incorporate any other nominations, properly seconded (received through the mail or otherwise presented in writing) to the Chairperson of the Committee;
- f) Provide for other nominations from the floor at the Annual General Meeting;
- g) Present the Proposed Slate of Directors and Officers and other nominations at the General Meeting;
- h) Conduct the election of the Directors and Officers and of the Club Examiner for the ensuing year at the General Meeting; and
- i) In case of a vote, a simple majority of all members present will decide by secret ballot.

## **ARTICLE VII - FINANCE**

1. The fiscal year shall extend from January 1 to December 31 inclusive.
2. All Club funds shall be deposited in the name of the Club in a chartered bank or trust company as instructed by the Board.
3. All disbursements shall be by cheque signed by any 2 or 3 designated members of the Executive Committee. *I think this should now read just 2 designated members of the Exec Committee*
4. The Executive Committee will approve a budget for presentation at the Spring Board Meeting for consideration by the Board. When adopted (as presented or amended), this becomes the Operating Budget for the year. Deviations from the budget must be approved as provided for in this Article.
5. The Executive Committee will review the examined Annual Financial Statement before it is presented to the Board and the Membership.
6. The Club Examiner, *who may or may not be a Club member in good standing, not on the Board*, will examine the books of the Club at the end of the fiscal year and append an Examiner's Report to the Annual Financial Statement.
7. Any financial expenditures in excess of the amount allocated for an item in the budget, or any item not included in the budget, shall require the following:
  - a) Where the amount is \$500 or less, the approval of a majority of the Executive Committee; or
  - b) Where the amount is in excess of \$500, but less than \$1,500, the approval of a majority of the Board of Directors; or
  - c) Where the amount is \$1,500 or more, the approval of the majority of the Board of Directors and the approval of a majority of the Members at a Membership Meeting duly held pursuant to Article V.

## **ARTICLE VIII - DUTIES OF OFFICERS**

1. **PRESIDENT** - The President shall be the Chief Executive Officer and ex-officio member of all Club Committees. The President shall preside at meetings of the Executive Committee and the Board, and at Club General Meetings, and shall have the casting vote on matters in which the voting body is in equal division.

2. **VICE-PRESIDENTS** - The First Vice-President shall, in the absence of the President, perform the duties of the President. If a vacancy should occur in the office of the President, the First Vice-President shall immediately assume the office of President for the unexpired portion of the latter's term of office. The Second Vice-President shall assume the First Vice-President's position, and the Board shall appoint an interim Second Vice-President. The Vice-Presidents will act as assistants to the President, as required, and will be responsible to the President and the Board of Directors for projects and activities over which each has been given charge.
3. **SECRETARY** - The Secretary shall:
  - a) Keep a record of proceedings at Board and Executive Committee Meetings and Annual (Spring) and General (Fall) Meetings;
  - b) Conduct the correspondence of the Club as directed; and
  - c) Generally perform such other duties as pertain to the office of Secretary, such as:
    - i) Main Club records of meetings
    - ii) Receive mail
    - iii) Distribute information of interest to Club members
4. **TREASURER** - The Treasurer shall:
  - a) Take charge of all funds belonging to the Club
  - b) Keep account of all monies received and all monies paid out, and to whom, and for what purposes;
  - c) Be responsible for banking all funds in a chartered bank or trust company as designated by the Board;
  - d) Keep the Executive Committee informed of the current financial condition of the Club;
  - e) Present a **Preliminary** Financial Report at the General Meeting (Fall);
  - f) Present an **Examined** Financial Report at the Annual Meeting (Spring);
  - g) Receive from the Membership Chairperson an up-to-date register of all members in good standing and advise the Executive Committee of those in arrears as of May 31<sup>st</sup>; and
  - h) Arrange adequate insurance coverage and keep policies in a secure place.
5. **IMMEDIATE PAST PRESIDENT** - The Immediate Past President shall:
  - a) Act in an advisory capacity to the President; and
  - b) Chair the Nominating Committee.

## **ARTICLE IX - GENERAL**

1. Participation in lawn bowling and in any other activity sponsored by the Club shall be voluntary and solely for the benefit of; and at the risk of the participating member.
2. All activities organized within the Club shall be under the direct supervision of the Board of Directors and such supervision by any member of the Board shall be performed solely as agent for participating members. All Club members agree to indemnify and save harmless the Club and all its members including the members of the Board of Directors and the Executive Committee for damages or injury, personal or otherwise, which might be sustained by themselves or guests during their attendance or participation at any activity sponsored by themselves or organized by the Club.

## **ARTICLE X - AMENDMENTS**

- 1.** Proposed Amendments to the Constitution shall be set out in a Notice of Motion and presented in writing to the Club Secretary no later than August 15.
- 2.** Upon receipt, the Proposed Amendment shall be posted in the Clubhouse.
- 3.** Amendments to any clause of the Constitution shall require a two-thirds (2/3) majority vote of those present at a regularly convened Annual, General or Extraordinary Meetings.

## **ARTICLE XI - DISSOLUTIONS**

- 1.** This Club may be dissolved at any Annual, General or Extraordinary Meetings by resolution passed by four-fifths (4/5) of the active members in good standing, provided that Notice of Motion for Dissolution shall have been communicated by the Secretary to all members at least thirty (30) days in advance of the meeting.
- 2.** In the event of the Dissolution of the Club, the disposal of all monies and other assets of the Club shall be decided by the members of the Board of Directors in office on the date of Dissolution, at a meeting called as if the Board was still in existence.