



**NANAIMO LAWN BOWLING CLUB  
CONSITUTION & BYLAWS**

Amended and Approved April 8, 2018

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**NANAIMO LAWN BOWLING CLUB**  
**CONSITUTION & BYLAWS**

**CONSTITUTION**

1. The name of the Society is Nanaimo Lawn Bowling Club.
2. (a) The purpose of the society is to promote the game of Lawn Bowling and to do anything conducive or incidental thereto.  
  
(b) To foster a spirit of good sportsmanship and sociability among its members.

# NANAIMO LAWN BOWLING CLUB

## BYLAWS

### Part 1 – Interpretation

1. In these bylaws, unless the context otherwise requires:
  - (a) “Society” refers to Nanaimo Lawn Bowling Club (NLBC).
  - (b) “Executives” means President, Vice President, Secretary and Treasurer plus the Past President.
  - (c) “Directors” mean the directors of the Society.
  - (d) “Board” or “Office” means the Executives and Directors.
  - (e) “Society Act” means the Societies Act of the Province of British Columbia and all amendments to it.
  - (f) “Registered address” of a member means the address recorded in the register of members
  
2. Words importing the singular include the plural and vice-versa.

### Part 2 – Membership

3. Full members are classified as being Active, Life, and Junior. Full members may attend general meetings, have voting rights at general meetings, hold office, attend social events of the Society and are eligible to bowl in the appropriate leagues in an unrestricted manner. Visually Impaired, Honorary and Social members have limits placed on their membership as defined below:
  - (a) An ACTIVE member is a person who has paid the Society’s full membership fees.
  - (b) An ASSOCIATE member is a person who has paid membership to another lawn bowling Society and has paid affiliation fees to NLBC. An Associate member is entitled to attend General meetings, vote and hold office and join in all activities enjoyed by Active members.
  - (c) A LIFE member is a person who over a period of time (minimum of ten years active membership) has rendered outstanding service to the Society and whose name has been submitted in writing to the Board for the consideration of such recognition. Recognition of such member by the Board to take place at the Annual General Meeting. Such life members shall have all the rights and privileges of an Active member and are exempt from paying membership fees. Life membership shall be limited to no more than 5% of current members.

- (d) An HONORARY member is a person who no longer bowls or a non-bowler who has contributed to the Society and is felt by the Board to be worthy of this recognition. Recognition of such members by the Board shall take place at the Annual General Meeting. Honorary members may attend and vote at general meetings but may not hold office. They are entitled to be present at social functions.
  - (e) A VIP Member is a person who is classified as a visually impaired or differently abled person and pays a nominal fee as determined by the Society plus affiliation fees. He/She shall be entitled to play in an organized program as set by the Society. Should a VIP Member wish to bowl in regularly organized programs (such as draws or leagues) he/she must pay the full membership dues as set by the Society. A VIP Member is entitled to all rights and responsibilities of an Active Member.
  - (f) A JUNIOR member is a person 19 years of age or under who has paid membership fees, has been recommended for full membership by the junior chairperson or senior coach and is entitled to all rights and responsibilities of an Active Member. He/she shall be entitled to attend and vote at general meetings of the Society and may hold a Board position.
  - (g) A SOCIAL member is one who desires to be a non-bowling member of the Society and who pays a nominal sum as determined by the Membership. Social members are entitled to attend all events of the Society, may participate at meetings but do not vote and may not hold office.
4. Acceptance of an application for membership is affirmed by the issuance of a membership card. The Society reserves the right to deny or revoke membership for cause.
  5. Every member shall uphold the principles of this Constitution and comply with these Bylaws as well as those of the Bowls BC and Bowls Canada Bowling.
  6. Annual membership fees shall be recommended by the Board and shall be ratified by the members at the Spring General Meeting. A portion of the annual fees for Active Members shall include a levy established by Bowls BC. Such a levy includes an amount that is forwarded to Bowls Canada Bowling.
    - (a) Annual Membership fees for NEW Active Members joining after May 1<sup>st</sup> shall be in accordance of the following schedule. (This provision does not apply to individuals whose membership has lapsed.)
      - 100% up to and including June 30
      - 60% after July 1<sup>st</sup>
      - 40% after August 1<sup>st</sup>
      - 25% after September 1<sup>st</sup>
    - (b) No membership fees shall be refunded
  7. A person shall cease to be a member of the Society

- (a) If annual membership is not renewed by May 1<sup>st</sup> at which time membership tags shall be removed from the roster board.
  - (b) By delivering his/her resignation in writing to the secretary of the Society
  - (c) On being expelled.
  - (d) Upon death.
8. Code of Conduct and Ethics for NLBC members encompasses those identified by Bowls Canada Boulingrin (BCB) and is supplemented by policies from Bowls BC, Bowls Vancouver Island North & Powell River District and NLBC.
9. Discipline – The Board shall have the power to investigate and resolve minor matters of discipline. Major infractions shall be dealt with by the membership at a General Meeting. Major and minor infractions are as defined in BCB.
- (a) A member may be expelled by a special resolution of the members passed at a general meeting.
  - (b) The notice of the special resolution for expulsion must be accompanied by a brief statement of the reasons for the proposed expulsion.
  - (c) The person who is the subject of the proposed resolution for expulsion must be given an opportunity to be heard at the general meeting before the resolution is put to a vote.
10. All members are in good standing except a member who has any debt due and owing to the Society and such member shall not be in good standing so long as the debt remains unpaid. Members not in good standing will not be allowed to participate in any NLBC activities.

### **Part 3 – Meetings of Full Members**

11. General meetings of the Society shall be held at the time and place as determined by the Board and in accordance with the Society Act.
12. An Annual General Meeting shall be held at least once in every calendar year and not more than fifteen (15) months after the holding of the last Annual General Meeting. It is customary to hold two meetings per year, namely a Spring General Meeting and an Annual General Meeting between October and the end of December.
13. A notice of meeting may be given to full members, by telephone, email or by post at their registered address at least fourteen (14) days prior to a meeting. Notice of a General Meeting shall specify the time, day and hour of the meeting, and in the case of special business, the general nature of that business. The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any members entitled to receive notice does not invalidate proceedings at the meeting.
14. The Board may convene an Extraordinary Meeting when deemed necessary.

15. An Extraordinary General Meeting shall be called by the Board upon receipt of the signature of 10% of the membership.

#### **Part 4 – Proceedings at General Meetings**

16. All duly constituted meetings of the Society shall be conducted in accordance with the principles of Roberts Rules of Order.

17. Business transacted at the Annual General Meeting shall include

- (a) The report of the Board Members and Committee Chairs
- (b) Special resolutions
- (c) The election of the Executive and Directors
- (d) The appointment of the Auditor, if required.

18. Business transacted at the Spring General Meeting shall include:

- (a) Proposed annual budget and establishment of membership fees
- (b) The report of the Board Members and Committee Chairs
- (c) Special resolutions

19. Quorum:

- (a) A quorum shall be 20% of voting members.
- (b) When a quorum is not present no business shall be conducted at a general meeting, other than the election of a chairman, if necessary, and the adjournment or termination of the meeting.
- (c) If there ceases to be a quorum present at any general meeting, business in progress shall continue until such time as the quorum is challenged.
- (d) A General meeting convened by the Board without a quorum shall stand adjourned to the same day in the next week at the same time and place. Members shall be notified of the rescheduled meeting; if, at this meeting a quorum is not present within 30 minutes from the time appointed for the meeting, the members present shall constitute a quorum.

20. If within 30 minutes from the time appointed for an Extraordinary General Meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated.

21. If at an Extraordinary General Meeting

- (a) There is no President or other Board member present or willing within 15 minutes after the time appointed to hold the meeting; or
- (b) The President and all the other directors present are unwilling to act as Chairperson,

the members present shall choose one of their number to so act.

22. A General meeting may be adjourned from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned with unfinished business, members will be notified of the rescheduled meeting.
23. All full members in good standing present at a meeting of members are entitled to one vote. In the case of a tie the motion shall be lost.
24. Voting is by show of hands unless a ballot vote is required or requested. Voting by proxy is not permitted.

## **Part 5 – Directors and Officers**

25. Consistent with the Constitution and these Bylaws, the Board may exercise all the powers and responsibilities that the Society may exercise, and which are not by these Bylaws or by statute otherwise lawfully directed or required to be exercised or done by the Society in General meeting. But subject, nevertheless, to:
  - (a) All laws affecting the Society
  - (b) Decisions consistent with the Constitution and these Bylaws which are made from time to time by the Society in General Meeting.
26. The Society's Board shall consist of the President, Vice President, Past President (as appropriate), Secretary and Treasurer and up to seven (7) directors.
27. Members of the Board shall retire from office at each Annual General Meeting and then their successors shall be elected.
  - (a) Separate elections shall be held for each Board office to be filled.
  - (b) An election may be by acclamation; otherwise it shall be by ballot.
  - (c) Past Board members may be re-elected.
28. The Board may at any time and from time to time appoint an Active Member to fill a Board vacancy. A member so appointed may hold office until the elections of the next Annual General Meeting of the Society, and is eligible for election at that meeting.
29. The members may at an Extraordinary General Meeting by special resolution remove a member of the Board before expiration of his/her term of office, and may elect a successor to complete the term of office.
30. No member of the Board shall be remunerated for being or acting as in that capacity. All members shall be reimbursed for all expenses necessarily and reasonably incurred while acting on behalf of NLBC.



31. All nominees for Board positions (other than those elected or appointed at a meeting they attend) must provide written consent.
32. Disclosure of Conflict of Interest: All Board Members have an obligation to disclose to the Board all material interests in matters that may conflict with their duties to the Society.

## **Part 6 – Proceedings of the Board**

33. The Board may meet together at the places they think fit to dispatch business, adjourn and otherwise regulate their meetings and proceedings.
  - (a) The Board may transact business with a quorum of a majority of current officers.
  - (b) The President shall be Chairperson of all meetings; if at a meeting the President is not present at the time appointed for holding the meeting, the Vice President shall act as Chairperson. If neither is present the Board may choose one of their number to be chairperson at that meeting.
  - (c) The Secretary, on the request of two Board members, shall convene a meeting of the Board.
34. Board members may delegate any, but not all, of their responsibilities to committees or individual members as they see fit. Members so entrusted in the exercise of the responsibilities delegated shall conform to any rules imposed on them by the Board and shall report all actions planned and taken to the appropriate Board Member.
35. A resolution in writing agreed upon by a quorum of the members of the Board and placed with the minutes of the Board is as valid and effective as if regularly passed at a meeting of the Board.

## **Part 7 – Duties of Officers**

### **36. President**

The President is the Chief Executive Officer of the Society and shall oversee the other officers in the execution of their duties. Responsibilities include:

- (a) Ensuring the Board sets the date and place of the Annual General Meeting, Season Opening and various club events
- (b) Presiding over club events; coordinating with the appropriate Board Members
- (c) Maintaining decorum and order while extending courtesy and fairness to all
- (d) Making all pro tem appointments and appointing committees, except when otherwise directed by the Board
- (e) Participating as an ex-officio member of all committees

- (f) Serving as liaison with Nanaimo Parks & Recreation Department.
- (g) Attending, as appropriate, District and Bowls BC general meetings.

### **37. Vice President**

The Vice President is responsible for:

- (a) Carrying out the duties of the President during his/her absence
- (b) Maintaining a record of club equipment inventory
- (c) Specific duties as assigned by the Board

### **38. Secretary**

The Secretary shall be responsible for carrying out all correspondence on behalf of the Society, including but not limited to:

- (a) Recording, posting and maintaining minutes for previous 5 years
- (b) Issuing notices of meetings of the Society and Board
- (c) Preparing and circulating the minutes of previous meetings as well as agenda for upcoming meetings at least 7 days in advance
- (d) Providing all materials required for the Annual and Spring General Meetings
- (e) Retrieving mail from the Canada Post mailbox as well as the Bowls BC email site on a regular basis
- (f) Advising Bowls Canada Boulingrin, Bowls BC, Bowls North Island & Powell River District and Nanaimo Parks & Recreation Department of changes to NLBC Executive, including telephone numbers and email addresses
- (g) Keeping common seal (if any) of the Society and holding the current issue of Roberts Rules of Order.
- (h) Ensuring letters of thanks are sent to sponsors and anyone making a donation to the Society
- (i) Sending “Get Well” and “Sympathy” cards as necessary

In the absence of the Secretary from a meeting, the Board shall appoint another person to take minutes.

### **39. Treasurer**

The Treasurer is responsible for presenting an accurate and true picture of the financial position of the Society. The Treasurer is responsible for:

- (a) Keeping financial records of all transactions of income and expenditure and accounting transfers
- (b) Reporting all financial activity directly affecting the members of the Club and ensuring that where there are discrepancies such are reported to the Board
- (c) Presenting to the members all financial reports
- (d) Participating in all planning and decision making regarding the financial position of the Society.

#### **40. Past President**

The Past President acts as a consultant to the Board and is responsible for serving as the Chairperson of the Nominating Committee and assuming the duties of the President when both President and Vice President are not available. The term of Past President shall end after one year. In the absence of a Past President specific duties will be carried out by a member delegated by the Board.

#### **Part 8 – Seal**

41. The Board may provide a common seal for the Society and may destroy a seal and substitute a new seal in its place.
42. The common seal shall be affixed only when authorized by a resolution of the board and then only in the presence of the persons prescribed in the resolution, or if no persons are prescribed, in the presence of the President and Secretary or President and Treasurer.

#### **Part 9 – Finance**

43. In order to carry out the purposes of the Society, the Board is authorized to open bank accounts as well as investment accounts in the name of the Society. Signatories for these accounts will be any two of the following elected executive members of the Society: President, Vice-President, Treasurer and Secretary. Additionally, the Board may also, on behalf of the Society, raise or secure payment or repayment of money in the manner they decide; and, in particular but without limiting the foregoing by the issue of debentures with the consent of the members at a General Meeting.
44. No debenture shall be issued without the sanction of a Special Resolution.
45. The members may, by special resolution, restrict the borrowing powers of the Board.

#### **Part 10 – Auditor**

46. This section applies only where the Society is required or has resolved to have an auditor.
  - (a) At each Annual General Meeting the Society shall appoint an Auditor.
  - (b) An Auditor may be removed by ordinary resolution and shall be promptly informed of appointment or removal.
  - (c) No Board member or no employee of the Society shall be auditor.

(d) The Auditor shall be notified and may attend general meetings.

**Part 11 – Bylaws**

- 47. The Society must be a paid-up member of Bowls BC and Bowls Canada Boulingrin
- 48. The Nanaimo Lawn Bowling Club is a non-profit organization. **This provision is unalterable.**
- 49. On being admitted to membership, members are entitled to and the Society shall give them, without charge, a copy of the Constitution and Bylaws of the Society.
- 50. These Bylaws shall not be altered or added to except by special resolution at any general meeting.
- 51. Special resolutions to change these Bylaws require a 2/3 majority of voting members present at a general meeting.

**Part 12 – Dissolution**

- 52. In the event of the winding up or dissolution of the Society, all the funds and assets of the Society remaining after the payment or satisfaction of all costs, charges, expenses, debts, and liabilities of the Society, including the remuneration (if any) of a liquidator, and after payment to employees of the Society of any arrears of salaries or wages, and after the payment of any debts of the Society, shall be given, transferred and distributed to such organizations that are registered charities pursuant to the Income Tax Act that should be designated by the members of the Society at the time of winding up or dissolution of the Society, and if affected cannot be given to the afore-said provisions. Such funds shall be given, transferred and distributed to such organizations that are determined by the members of the Society to be registered charities pursuant to the provisions of the Income Tax Act that have purposes similar to those of the Society. **This clause is unalterable.**

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**Amendments and Revisions:**

Revision approved by membership at Spring General Meeting April 8, 2018