

KAMLOOPS RIVERSIDE LAWN BOWLING CLUB

CONSTITUTION AND BYLAWS

**CONSTITUTION AND BYLAWS OF
THE KAMLOOPS RIVERSIDE LAWN BOWLING CLUB**

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CONSTITUTION AND BYLAWS OF THE KAMLOOPS RIVERSIDE LAWN BOWLING CLUB

Constitution

Name The name of the Club is the Kamloops Riverside Lawn Bowling Club.

Purpose The purpose of the Club is to:

1. Operate and maintain a non-profit lawn bowling facility;
2. Promote the game of lawn bowling and;
3. Provide for the enjoyment and relaxation of the Club members.

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PART 1 - INTERPRETATION

Interpretation

- 1.1 Words interpreting the singular include the plural and vice-versa and words interpreting the male person include the female person and vice-versa; except where the context indicates otherwise.
- 1.2 The “Club” shall mean the Kamloops Riverside Lawn Bowling Club.
- 1.3 “Society Act” means the Society Act of the Province of British Columbia from time to time in force and all amendments to it.

Use of Shall, Will, Should and May

Shall/Will

A mandatory condition

Where certain requirements are described with the “will” stipulation, it is mandatory that these requirements be met.

Should

An advisory condition

Where the word “should” is used, it is considered to be an advisable or recommended procedure, but not mandatory.

May

A permissive condition

No requirement for application is intended.

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PART 2 – THE EXECUTIVE COMMITTEE

Members

1. The Executive Committee of the Club shall consist of the immediate Past-President, President, Vice-President, Secretary, and Treasurer.
2. If a vacancy should occur in any elective office between Annual General Meetings, the Executive Committee may appoint other members to serve in that office, for the remainder of the term. This provision does not apply to the office of the President, since the Vice-president succeeds.

Appointing Executive Board

3. The Executive Committee at the Fall Annual General Meeting shall nominate a minimum of five candidates to become Executive Board members. (Note: Additional Executive Board members may be elected from the membership at the Fall Annual General Meeting.)

Standing Committees

- 4.1 The Executive Committee shall appoint such Committees or Sub-Committees as may deem necessary for the efficient operation of the Club.
- 4.2 The Executive Committee shall delegate such powers to a standing committee so that the Committee may make day-to-day decisions within its operating budget. Major decisions and requirements should be referred to the Executive Committee for approval.

Term

5. The term of office shall be for two years.

Gender

6. The position of President should alternate between male and female members of the Club.

Powers

- 7.1 It shall be the responsibility of the Executive Committee to govern the Club in the interval between the General Meetings.
- 7.2 The Executive Committee may at anytime appoint a member in good standing as a director on the Executive Board.

Duties

8.1 President shall:

- (a) Preside at all General Meetings of the Club as well as at all meetings of the Executive Board;

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- (b) Serve as the official representative of the Club, with powers to delegate such duty, and as an ex-officio member of all Committees except the Nomination Committee and

8.2 Vice-President shall

Carryout duties of the President when absence.

8.3 Secretary should:

- (a) Conduct the correspondence;
- (b) Issue notice of General and Executive meeting;
- (c) Keep minutes of the General and Executive Meetings; and
- (d) Have custody of all records and documents; maintain register of members.

8.4 The Treasurer shall:

- (a) 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) Recommend to the Executive Committee prior to the Annual General Meeting a schedule of dues and fees for Members and Non-Members;
- (c) Keep full and accurate records of all receipts and disbursements made in the name of the Club;
- (d) 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.D.I.C. and approved by the Executive Committee;
- (e) 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 and
- (f) Subject to the authority of the Executive Committee, shall invest such surplus funds as may accrue from time to time allowing for their availability at short notice in the event of emergency.

Remuneration

- 9. No member of the Executive Committee shall receive any remuneration from the Club for being a member of the Executive Committee.

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PART 3– THE EXECUTIVE BOARD

Members

1. The Executive Board shall be comprised of the Executive Committee and a minimum of five directors as selected by the Executive Committee.

Election

2. At the Fall Annual General Meeting, the voting members shall elect the Executive Board.

Committees

- 3.1 The Executive Board at its meeting prior to the Spring General Meeting shall consider any standing, special or ad hoc committees.
- 3.2 The Executive Board at the Fall Annual General Meeting should nominate a Chairperson for any standing, special or ad hoc committees

Vacancy

4. The Board may, at any time, appoint a member as a director to fill a vacancy that arises on the Board as a result of the resignation, death or incapacity of a director during the director's term of office.

Chairperson

5. At all Executive Board meetings the President or the Vice-President shall preside, but should neither of these officers be present, the members shall choose one of their members to be the chairperson.

Term

6. The term of office shall correspond with that of the Executive Committee.

Term of Appointed Vacancy

7. An Executive Board member appointed by the Executive 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.

Meetings

8. The Executive Board shall meet before the Spring General Meeting and the Fall General Meeting, and whenever necessary at other times.

Quorum

9. A quorum shall consist of a majority of the directors on the Board.

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Limitation of Capital Expenditure

10. The Executive Board shall obtain prior approval of the members before entering into an expenditure commitment exceeding \$1 000.00 per occurrence.

Remuneration

11. No member of the Executive Board shall receive any remuneration from the Club for being a member of the Executive Board.

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PART 4 – MEMBERSHIP

Qualification

- 1.1 Membership in the Club shall be open to any person requesting admission and accepted by the Executive Committee.
- 1.2 Every member shall uphold the Constitution and comply with the bylaws and standing rules of the Club.

Dues and Fees

- 2.1. The amount of the annual dues and fees for each category of member or non-member shall be determined at the Annual General Meeting.
- 2.2 Dues are payable by June 1st.
- 2.2. The Executive Committee may waive, in whole or in part, membership dues or fees for any Member or Non-Member.

Categories - Members

- 3.1 There are three classes of membership in the club, namely, Full, Junior (as defined by Bowls BC) and Social members.
- 3.2 A Full and Junior member in good standing is entitled to:
 - (a) Attend any General Meeting, vote on any issue and partake of the proceedings at the meeting;
 - (b) Stand for election to any office; and
 - (c) Participate in the lawn bowling and social activities of the Club.
- 3.3 A Social member in good standing is entitled to attend Club meetings and participate in Club social function
- 3.4 A Social Member is not eligible to:
 - (a) Serve as a director or officer of the Club
 - (b) Vote in the election of Executive of the Club,
 - (c) Vote on matters pertaining to the operation of the Club.

Categories – Non-Members

- 4.1. Trial Bowlers – Fees and conditions as set by the Executive Committee.
- 4.2. Visitors to the City - Less than Two Months
Conditions as set by the Executive Committee.
- 4.3. Visitors to the City – Two Months or Greater
Conditions as set by the Executive Committee.

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Complaints

- 5.1 The Bowls Canada Boulingrin 'Discipline and Complaints Policy' is the guideline for managing complaints and disciplinary procedures.
- 5.2 Reporting a Compliant
 - (a) Any member may complain of any about incidents that arise during club activities and events to the Executive Committee.
 - (b) The complaint must be signed and in writing within 14 days of an alleged incident.
- 5.3 Managing a Complaint
 - (a) The Executive Committee will assess the complaint to determine if the alleged incident(s) involved minor or major infractions as defined by Bowls Canada Boulingrin.
 - (b) The Executive Committee may take immediate, informal or corrective action in response to behaviour that constitutes either a minor or major infraction.
- 5.4 Minor Compliant
 - (a) The Executive Committee may take any actions considered necessary to resolve a minor compliant.
 - (b) Penalties for minor infractions are similar to those described by Bowls Canada Boulingrin.
- 5.5 Major Complaints
 - (a) Major Infractions will be referred to a Disciplinary Committee comprised of a minimum of 3 Executive Board Members appointed by the Executive Committee.
 - (b) The Disciplinary Committee will determine the format of the hearing and if additional parties are required to arrive at a decision. The Disciplinary Committee will consider the procedure, decision and sanctions outlined by Bowls Canada Boulingrin.
 - (c) The Disciplinary Committee will report in writing the Committee's conclusions and recommendations.
 - (d) If the individual being disciplined chooses not to participate in the hearing, the hearing may proceed in any event.
- 5.6 Appeal

The Member shall be given an opportunity to appeal an Executive Committee's disciplinary decision in person at the general meeting.

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5.7 Suspensions or Termination

- (a) A Member may be expelled by a special resolution of the members passed at a general meeting.
- (b) A brief statement of the reason(s) for the proposed expulsion shall accompany the notice of special resolution for expulsion.
- (c) The person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard in person the general meeting before the special resolution is put to a vote.

5.8 Sanctions

- (a) A Member may be expelled by a special resolution of the members passed at a general meeting.
- (b) A brief statement of the reason(s) for the proposed expulsion shall accompany the notice of special resolution for expulsion.
- (c) The person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard in person the general meeting before the special resolution is put to a vote.

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PART 5 – MEMBERSHIP

Annual General Meeting

1. The Annual General Meeting shall be held the first Sunday of October of each year or as determined by the Executive Committee.

Spring General Meeting

2. The Spring General Meeting shall be held no later than the last week of April of each year or as determined by the Executive Committee.

Special General Meeting

3. A Special General Meeting may be convened by the Executive Committee as it sees necessary or shall be convened upon written request of 10% of the voting members, such request stating the purpose of such a meeting.

Notice

- 4.1 Members shall be notified of such meeting not less than fourteen days prior to the meeting specifying the time and place of the meeting, and in the case of a Special Meeting, the nature of the business to be transacted.
- 4.2 A notice may be given to a member by Canada Post, email or telephone call.

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PART 6 – PROCEEDING AT GENERAL MEETINGS

Quorum

1. A quorum at any General Meeting shall be 25% of the active members of the Club. But never less than three members.
2. If, within 30 minutes from the time set for holding a general meeting, a quorum of voting members is not present,
 - (a) In the case of a meeting convened on the requisition of members, the meeting is terminated, and
 - (b) In any other case, the meeting stands adjourned to the same day in the next week, at the same time and place, and if, at the continuation of the adjourned meeting, a quorum is not present within 30 minutes from the time set for holding the continuation of the adjourned meeting, the voting members who are present constitute a quorum for that meeting.

If quorum ceases to be present

3. If, at any time during a general meeting, there ceases to be a quorum of voting members present the voting members who are present constitute a quorum for that meeting and the meeting will continue.

Chairperson

4. The President of the Club or the Vice-President, or in the absence of both, one of the other directors present shall preside as Chairperson of a General Meeting.

Casting Vote

5. In the case of an equality of votes, the Chairman shall not have casting or second vote and the proposed resolution shall not pass.

Voting

6. A member is entitled to one vote. Voting is by show of hands except where voting ballot is carried by a motion.

Order of Business

7. The order of business at a General Meeting should be as follow:
 - (a) Call to order.
 - (b) Roll Call; Attendance record, quorum, eligibility to vote, visitors.
 - (c) Moment of silence
 - (d) Approve the agenda
 - (e) Approval of minutes.
 - (f) Reports – Committees
 - (g) Reports - Others
 - (h) Correspondence.
 - (i) Unfinished business.
 - (j) New business.

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- (k) Announcements, presentations, elections.
- (l) Set date for next meeting.
- (m) Adjournment.

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PART 7 – PROTECTING PERSONAL INFORMATION

7.1 Scope

The Kamloops Riverside Lawn Bowling Club will respects the privacy of all its members and is committed to protecting their personal information.

7.2 Collection of information

(a) The personal information provided on the Membership Application will be used to process membership application.

(b) This information will include the following:

- First name and last name;
- Residential address;
- Post office box number if required;
- Email (optional);
- Telephone; and
- Contact details.

7.3 Restrictions on Access - Full Contact List

The complete list of members information may be provided to the President, Secretary and the Treasurer.

(Example)

Last Name	First Name	Address	Telephone Number	Email Address	Years a Member
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7.3 Restrictions on Access - Partial Contact List

a. The partial list of members' information may be provided to the members for the purposes advancing the Club's activities.

b. A members may in writing request their contact information not be shared with other members.

(Example)

Last Name	First Name	Telephone Number	Email Address
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7.4 Disclosure

Personal information will not be disclosed to a third party unless the disclosure is for a primary purpose for which the information was collected and the member has consented to the disclosure.

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PART 8 - COMMITTEES

Organization

1. The Executive Board at its meeting prior to the Spring General Meeting shall consider any standing, special or ad hoc committees.

Powers

- 2.1 The Executive Committee shall delegate such powers to a standing committee so that the Committee may make day-to-day decisions within its operating budget. Major decisions and requirements should be referred to the Executive Committee for approval.
- 2.2 Each Standing Committee shall prepare a report to be presented at the General Meetings.
- 2.3 The Committee shall obtain prior approval from the Executive Committee or at a General Meeting before entering a single expenditure exceeding \$200.00 unless approved in the budget.

Chairperson

- 3 Should a Committee Chairperson be absent at a called meeting, the members shall choose one of their members to be the chairperson.

Nominating Committee

- 3.1 As required, prior to the Annual General Fall Meeting the Executive Committee shall appoint not less than two nor more than four members of the Club who are not members of the Executive Committee, to act as a Nominating Committee, chaired by the Past President.
- 3.2 The Nominating Committee is required to nominate members to fill all vacancies on the Executive Committee.
- 3.3 The Nominating Committee shall submitted a list of candidates to the Executive Committee prior to the Annual General Meeting.
- 3.4 At this meeting, the slate is presented, and the Nominating Chairperson calls for nominations from the floor or being absent, has indicated in writing a willingness to stand.
- 3.5 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.

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PART 9 - BORROWING

Authority

- 1.1 The Executive Committee may on behalf of the Club, raise or secure the payment or repayment of money in a responsible manner.
- 1.2 No debenture shall be issued without sanction of a special resolution.

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PART 10 – DISSOLUTION

Dissolution

Upon the dissolution of the Club:

1. The assets that remain after payment of all costs, charges and expenses, which are properly incurred in the dissolution, will be distributed to a registered charity or charities in British Columbia, as defined in the Income Tax Act (Canada) as may be determine by the members of the Club at the time of dissolution and;
2. Full ownership of all buildings and any remaining assets will revert to the City of Kamloops with no further remuneration.

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PART 11 – GENERAL

Documents

1. Any contact, document, cheque, draft, shall be signed on behalf of the Club by any two of the following members:
 - (a) President;
 - (b) Vice-president;
 - (c) Treasurer; or
 - (d) Secretary

Bank Account

2. The Club shall maintain an account with a chartered bank, credit union or trust company for the deposit and withdrawal of funds.

Fiscal Year

3. The financial year-end of the Club shall be September 30th in each year.

Bylaws

4. These bylaws may be amended at any General Meeting of the Club by a two-thirds vote, provided that due notice has been given of the intent.

Parliamentary Rules

5. In any matter or procedures not considered in these bylaws, Robert's Rules of Order shall apply.