

# CONSTITUTION of the BURLINGTON LAWN BOWLING CLUB

## **1. NAME**

- 1.1 The club shall be called the BURLINGTON LAWN BOWLING CLUB and shall be affiliated to the Ontario Lawn Bowls. The legal address of the Club will be: 2275 New Street, Burlington, Ontario, L7R 1J4.

## **2. OBJECTIVES**

- 2.1 To encourage and promote the development of the game of Lawn Bowling.
- 2.2 To provide healthful recreation, fellowship and enjoyment through participation in the activities of the club.
- 2.3 To foster a proper relationship between other affiliated clubs and bowlers.
- 2.4 To improve the interest and status of lawn bowling within the community.
- 2.5 To do all such lawful things as may become necessary to fulfill the objectives.

## **3. MEMBERSHIP**

- 3.1 The membership of this club shall be open to those persons who, at the time of joining, have been approved by the Executive Board.
- 3.2 MEMBERS: Those members who have been approved and have paid the required dues.
- 3.3 ASSOCIATE MEMBERS: Former members, spouses of members, and those who have been approved and have paid the required dues.
- 3.4 HONORARY LIFE MEMBERS: Those who have been nominated by the Board of Directors and elected by 50% majority of those present and voting at the Annual General Meeting (AGM).
- 3.5 ELIGIBILITY FOR SHORT MAT WINTER BOWLS: Indoor bowling is available to full and associate members of Burlington Lawn Bowling Club for seasonal dues to be fixed annually by the Board of Directors. New members joining the Burlington Lawn Bowling Club for the next bowling year may join indoor bowling on payment of the full dues for the next outdoor season and the indoor dues.

## **4. DUES**

- 4.1 Membership dues are to be set by the Club Board of Directors and such membership dues or change in membership dues shall be filed for review with the City's Department of Parks and Recreation.

**5. OFFICERS**

- 5.1 The Board of Directors will be elected annually and shall consist of the Executive and the Chairpersons of the standing committees herein after named.
- 5.2 The Officers shall consist of the President, Vice President, Secretary, Treasurer, Two Executive Directors and the immediate Past President. If the immediate Past President is not able to serve, an additional Executive Director shall be appointed by the Executive.
- 5.3 The Chairpersons of the following committees will, with the Executive Officers, form the Board of Directors. The duties of the Chairpersons and their committees shall be designated in the By-Laws.

Bar	Coaching & Officiating	Membership
Building & Property	Indoor Bowling	Social
Club Championships	Greens	Tournaments

- 5.4 All Board and Executive meetings shall have 50% +1 to form a quorum.

**6. ELECTIONS**

- 6.1 All Officers and Chairpersons of Standing Committees will be elected at the Annual General Meeting by a majority of those members present and voting.
- 6.2 A member may be nominated for office in his/her absence, provided that the Secretary has, before the AGM. been notified in writing by both nominator and seconder naming the office or offices for which the member has been nominated, and that the member shall, before the AGM have signified to any officer of the Club his/her intention to stand. Only fully paid up members may hold office.
- 6.3 A nominating committee consisting of the Immediate Past President as Chairperson, plus two club members not on the existing Board of Directors shall be appointed by the Executive and shall present a report at the AGM Nominations from the floor will be accepted at the meeting.
- 6.4 The Executive will have the power to fill vacancies on the Board of Directors as they may occur for the outstanding duration of the said office.
- 6.5 All Officers and Chairpersons will serve without remuneration.
- 6.6 The Board of Directors will form ad-hoc committees as needed to fulfill the duties of the Burlington Lawn Bowling Club.

**7. AUDITORS**

- 7.1 The Executive will appoint an auditor as required to give an opinion of the accounts of the Club.

7.2 Each year as of August 31st and before the Annual General Meeting, the Auditor shall present a certificate for the AGM.

**8. DUTIES**

- 8.1 The Officers will perform the special duties hereinafter mentioned, notwithstanding any other duties that may be contained elsewhere in this Constitution & By-Laws.
- 8.2 The PRESIDENT shall preside at all the meetings of the Club which he/she is present, shall decide all questions of order and announce the results of voting. He/she shall, when required, exercise a casting vote. He/she shall ensure that all rules are enforced.
- 8.3 The VICE PRESIDENT shall assist the President in the discharge of his/her duties and officiate in the President's absence. In the event of the Presidency becoming vacant during the year, the Vice President shall assume that office until the next AGM. He/she shall oversee such Standing Committees as laid out in the By-Laws.
- 8.4 The SECRETARY shall keep a true record of proceedings at all meetings of the Club as well as any other decisions reached at Executive and /or Board meetings. He/she shall conduct the correspondence of the Club and issue to members notice of all meetings.
- 8.5 The TREASURER shall receive, give an official receipt for, and be responsible for all funds of the Club. (He/she shall prepare a monthly statement of income and expenditure.) An annual statement of income and expenditure and a statement of assets and liabilities showing the financial state of the Club shall be prepared by and bear the signature of the Auditor. A copy of these annual statements shall be distributed to each member of the Board of Directors prior to the Annual General Meeting and to all other members at the Annual General Meeting.
- 8.6 The EXECUTIVE DIRECTORS shall undertake any duties at the discretion of the President.
- 8.7 The EXECUTIVE OFFICERS shall conduct all the routine or urgent business of the Club between meetings. Its decisions shall be submitted for ratification or otherwise at the next meeting of the Board of Directors. They shall oversee such Standing Committees as laid down in the By-Laws.
- 8.8 The BOARD OF DIRECTORS shall have charge of all the property of the Club and shall keep such inventory as may be required.
- 8.9 Insofar as the actions taken and the decisions made by the Officers, the Executive Committee and the Board of Directors within the authorities contained in the Constitution and the By-Laws and for the benefit of the best interest of the Club as a whole, the said Officers, Executive Committee and the Board of Directors shall not personally be held, jointly or severally responsible for them, neither shall legal action be taken by any member or former member against the said Officers, Executive Committee or Board of Directors as a result of such lawful actions or decisions.

## **9. FINANCES**

- 9.1 A financial Committee consisting of the President, Secretary and Treasurer will be responsible for the overseeing of all expenditures and for the striking of a yearly budget prior to the AGM. All funds of the Club shall be deposited in a Canada Deposit Insurance Corporation (CDIC) member chartered bank or such other (CDIC member) financial institution authorized by the Board, to an account in the name of the BURLINGTON LAWN BOWLING CLUB. Withdrawals and cheques drawn on behalf of the Club may be signed by any two of the President, Vice President, Secretary and Treasurer. All disbursements over \$1000.00 shall be presented to the Executive Committee for approval. Upon resolution by the Board of Directors, surplus funds of the Club may be invested in secure instruments, such as GICs and Term Deposits, through CDIC member institutions. Such securities may, by similar resolution be liquidated.
- 9.2 Reserve Fund. The Club establish and maintain a reserve fund to ensure sufficient monies are available to cover anticipated and planned expenses of major repairs, replacements, and possible improvements to our facilities as well as expenditures of a contingent nature. The size of this fund will ultimately be determined by establishing forecasts of expenditures projected over an ongoing ten-year period. The basis of the funding level will be the engineering audit of our facilities to be undertaken by the City in due course. Contributions to this fund should be made not less than annually and will be a percentage of the annual membership dues after giving due consideration to surplus operating monies available for transfer at the end of each fiscal year and interest earned on our investments.
- 9.3 Appropriation of Funds:
- 9.3.1 Repairs and improvements up to \$1000.00 should be classified as a normal operating expense and be paid from the current year's operating budget.
- 9.3.2 Planned repairs. Improvements or renovations in excess of \$1000.00 and up to \$2500.00 with prior Board approval can be ultimately proceeded with at the Executive Officers' discretion. Funds to be appropriated from the reserve fund.
- 9.3.3 Contingency repairs (needed but not expected or planned for) require Executive support to proceed and ultimately Board approval. Funds to be appropriated from the reserve fund.
- 9.3.4 Capital expenditures of a discretionary nature in excess of \$2500.00 and supported by the Executive Officers and the Board of Directors require two-thirds (66 & 2/3%) approval of membership in attendance by person or by proxy at a duly called meeting. Funds to be appropriated from the reserve fund.
- 9.4 Investment Policy: Reserve fund monies are to be invested in secure instruments such as GICs and Term Deposits through financial institutions whom are members of the Canada Deposit Insurance Corporation (CDIC). The rate of return should be the best available at the time of investment giving appropriate consideration to security of investment. The term of the investment should be

determined by the forecasted need and timing of expenditures at the time of investment. A portion of the reserve fund should be maintained in liquid or accessible form to ensure the Club can meet any short-term demands. Investments decisions to be made on motion by the Treasurer subject to Executive Officers' approval.

## **10. FISCAL YEAR**

10.1 The fiscal year shall commence on the 1st day of September in each year and terminate on the 31st of August of the following year.

## **11. MEETINGS**

11.1 The ANNUAL GENERAL MEETING shall be held in the first week of October and notice convening the meeting shall be notified by each member by posting the information in the clubhouse fourteen (14) days before the date of the meeting.

The agenda for the AGM shall be as follows:

1. Approval of quorum & call to order
2. Remembrance
3. Minutes of previous AGM.
4. Matters arising from those minutes
5. Correspondence
6. President's Report
7. Treasurer's Report & Auditor's Certificate
8. Chairpersons reports (previously submitted)
9. Old business
10. Amendments to Constitution & By-Laws
11. Election of Officers
12. New Business

11.2 The newly elected Board of Directors shall take office immediately.

11.3 GENERAL MEETINGS of the membership shall be called at such times as deemed desirable by the Executive Committee, at the call of the President, or as provided for in article 11.6.

11.4 Only paid up full members and members in good standing will have voice and voting rights. In addition only those aforementioned members will be eligible for election to any of the Club offices.

11.5 Twenty-five (25) paid up members shall constitute a quorum for all General Meetings.

11.6 SPECIAL GENERAL MEETINGS of the Club shall be called on application in writing to the Secretary, signed by not less than fifteen (15) paid up members. The application shall set forth the purpose and reason for such a meeting. Only the business set forth in the application may be discussed at such a meeting.

11.7 "Robert's Rules of Order" shall prevail in the event of any dispute.

## **12. CONDUCT**

- 12.1 Members of the Club shall by virtue of an application and by payment of membership dues, be deemed and required to have subscribed to the Constitution and By-Laws, and to any alteration and amendments properly approved.
- 12.2 Members shall conduct themselves in such a manner as to be a credit to the Club and the game as a whole. In cases of misconduct reported to the Executive Committee, the said Committee will form a "code of conduct sub-committee" to hear and deal with the complaint.
- 12.3 Any member expelled by the "conduct sub-committee" will have the right to appeal to the Full Board of Directors at a special meeting called for such a purpose; the said appeal may only be upheld by a two-thirds majority of the members present.

## **13. COMPETITION RULES**

- 13.1 Competitions held under the Club's jurisdiction will be governed by the rules of "Ontario Lawn Bowls" with amendments and additions to suit local conditions. All such amendments and additions will be laid out as By-Laws and published with this Constitution. Alterations under this rule may only be made with the consent of a majority of the Board of Directors.

## **14. BY-LAWS**

- 14.1 The Board of Directors shall from time to time lay down rules for committees, games and tournaments. No changes in the By-Laws will be permitted during the playing season without the consent of the Board of Directors. All rules laid down shall be approved by a majority of the Board members present at a meeting called for such a purpose.

## **15. LOSS OF PRIVATE PROPERTY**

- 15.1 The Club will not be responsible in any way for the loss of personal effects and equipment left on the premises or stored in lockers. Any article lost or found must be reported to the Executive Committee.

## **16. INTERPRETATION**

Interpretations of these rules as well as questions in dispute shall be referred to the Executive Committee. The singular shall include the plural tenses and vice versa. The masculine and feminine gender shall be interchangeable.

## **17. ALTERATIONS & AMENDMENTS**

- 17.1 No alteration and amendments to the Constitution may be made, unless the following conditions are met.

17.2 Proposed amendments shall be defined in a notice of motion presented in writing to the Club Secretary by the 31st of August, or 30 days prior to any General Meeting called for such a purpose.

17.3 Amendments to the Constitution shall require two-thirds majority vote of those paid up members at the regularly convened AGM or any general meeting called for such a purpose.

## **18. CESSATION OF OPERATIONS**

18.1 If BLBC needs to cease operations for any reason, the Board of Directors shall ensure all debts, leases and obligations will be paid. After all obligations have been filled, the Executive members will recommend and share with members how the assets will be dispersed. The strategy for the allocation of assets will be decided with a special members meeting being called and a resolution agreed upon.

Instituted October 1985

Revised October 1986

Revised October 1988

Revised May 1992

Revised May 1995

Revised October 1998

Revised October 1999

Revised August 17, 2001

Revised October 7, 2002

Revised October 1, 2014 according to amendments passed at the AGM Oct 7, 2013.