

BYLAWS of THE JUAN DE FUCA LAWN BOWLS CLUB  
(Incorporation Number S-30763)

These Bylaws were adopted at the Annual General Meeting of October 15, 1995 and amended at the Fall General Meeting of October 20, 1996 and the Annual General Meeting of September 26, 2001 and are now amended on September 30, 2017 to comply with the new BC Societies Act and replace all former Bylaws of the Juan de Fuca Lawn Bowls Club.

Definitions

(a) In these Bylaws:

"Act" means the Societies Act of British Columbia as amended from time to time.

"Board" means the Executive of the Society.

"Chair" or "Chairs" mean Chairperson or persons.

"Bylaw" means these Bylaws as altered from time to time.

(b) The definitions in the Act apply to these Bylaws.

(c) 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.

Article 1 INCORPORATION

(A) The Juan de Fuca Lawn Bowls Club is a Member Funded Society under the British Columbia Societies Act. It is not a reporting Society within the meaning of the Act.

(B) The Club is a non-profit organization.

Article 2 PROVINCIAL AND NATIONAL AFFILIATION

The Club shall be affiliated with Bowls South Island (BSI), Bowls BC (BBC) and Bowls Canada Boulingrin (BCB).

Article 3 MEMBERSHIP

(A) There shall be four categories of membership in the Club: (1) Regular, (2) Social, (3) Junior, and (4) Associate.

(1) Regular membership shall be open to men and women who are prepared to comply with the standards of conduct (rules of play, and the Constitution and Bylaws of the Club. All Regular members, men and women, who have paid their fees for the current year shall have all the rights and privileges of the Club including the right to participate in and vote at, any General and Special membership meeting. They shall also enjoy the rights and privileges extended to members Bowls South Island (BSI), Bowls BC (BBC) and Bowls Canada Boulingrin (BCB).

(2) Social membership shall be open to men and women who are prepared to comply with the standards of conduct and the Constitution and Bylaws of the Club, but who do not

participate in playing the game of Lawn Bowls. All Social members who have paid the appropriate fee for the current year may participate in the social life of the Club and attend General and special meetings of the membership but may not initiate or vote on any motions proposed at such meetings.

(3) Junior membership shall be open to men and women up to the age of 19 years who are prepared to comply with the standards of conduct, rules of play and the Constitution and Bylaws of the Club. All Junior members who have paid their fees for the current year shall have all the rights and privileges of the Club including the right to participate in and vote at the General and Special membership meetings.

(4) Associate Membership. To be eligible for Associate Membership in Juan de Fuca Lawn Bowls Club, one must produce a current membership card of any lawn bowls club affiliated with Bowls B.C., or Bowls Canada Boulingrin and must be a member in good standing. Associate members must agree to abide by the Rules of Play and Conditions, Standards of Conduct and the Constitution and Bylaws of Juan de Fuca Lawn Bowls Club. The club Executive will set playing rules, conditions, restrictions, and fees for Associate memberships. Associate members will not have voting privileges but may attend the Annual General Meeting of the Juan de Fuca Lawn Bowls Club.

(B) Applications for Regular, Social and Junior membership shall be submitted on a form established by the Club to the director responsible for membership, for approval by the Executive.

(C) Once approved, Regular, Social and Junior members shall retain membership from year to year thereafter subject to payment of annual fees and adherence to the rules of play and standards of conduct established by the Club.

(D) Any member may be asked to resign (or be expelled) by unanimous vote of the Executive for conduct unbecoming a member or prejudicial to the reputation of the Club.

(E) The expelled member may appeal the decision of the Executive by giving notice in writing to the Secretary within seven (7) days of receiving advice of the Executive's decision. Immediately upon receipt of such a notice of appeal, a special general meeting shall be called to convene within twenty-one (21) days to deal with and finalize the member's appeal by vote of the Regular and Junior members present at the meeting so called.

(F) All members are in good standing except a member who has failed to pay his or her current annual membership fee by its due date and any other subscription or debt due and owing by the member to the Club and is not in good standing as long as the debt remains unpaid.

#### Article 4        THE EXECUTIVE

(A) The Executive of the Club shall consist of the President, First Vice-President, Second Vice-President, Secretary, Treasurer, two directors at large, and the immediate Past President.

- (B) All Executive members shall be Regular members in good standing.
- (C) The term of office for Executive members shall be for one year beginning immediately following their election at the Annual General Meeting. An Executive member may serve for more than one term subject to re-election each year.
- (D) The Executive shall have the authority to appoint Regular members to any position not filled by election at the Annual General Meeting or to positions vacated by an elected Executive member. Such appointments will be subject to ratification by a simple majority vote of the eligible members present at the next duly called General meeting.
- (E) An Executive member may be removed from office for dereliction of duty. The question of his or her removal must be presented to a Special General meeting called for the purpose, and will require a two thirds majority vote for removal.
- (F) All Executive and Board of Management positions are voluntary and carry no remuneration.
- (G) Executive members' responsibilities:
  - 1. The President
    - (a) Ensures the efficient and proper conduct of all business of the Club.
    - (b) Presides at all General meetings of the Club membership.
    - (c) Acts as the Club liaison with West Shore Parks and Recreation Commission.
    - (d) Serves as an ex-officio member of all committees.
  - 2. The First Vice President
    - (a) In the absence of the President exercises the authority and performs the duties of the President including ex-officio membership on all committees.
    - (b) Carries out such other duties as may be assigned by the Executive.
  - 3. The Second Vice-President
    - (a) In the absence of the President and the First Vice-President, exercises the authority and performs the duties of the President including ex-officio membership on all committees
    - (b) Carries out such other duties as may be assigned by the Executive.
  - 4. The Secretary
    - (a) Records the proceedings of all Executive, Board of Management and General meetings of the Club.
    - (b) Retains custody of all official records of the Club except the financial books.
    - (c) Carries on all correspondence pertaining to the general operations of the Club.
    - (d) Forwards to the Registrar of Societies the year-end financial statement, the Annual Report (Form 11), and Copy of Resolution(s) (Form 10) as required to comply with the BC Societies Act.
  - 5. The Treasurer

- (a) Receives all Club funds and deposits in such bank as the Executive may approve.
- (b) Pays all legitimate expenses of the Club maintaining appropriate receipts and bank records.
- (c) Maintains ongoing financial records for the Club reporting current status to the Executive on a Regular basis.
- (d) Prepares the annual financial statements for the Club for examination by the auditors and presents the audited statement to the Annual General Meeting for approval.
- (e) With the co-operation of the Board of Management prepares an annual operating budget, which is reviewed by the Executive on a regular basis.

6. The Two Directors at Large

- (a) Fully participate in Executive and Board of Management meetings
- (b) Serve as committee chairmen or carry out such other duties as assigned by the Executive.

Article 5 THE BOARD OF MANAGEMENT

- (A) The Board of Management shall be made up of the Executive and the chairs of all Standing Committees.
- (B) Each Board of Management member, with the exception of the President, shall have one vote at Board meetings. The President may vote only to break a tie.
- (C) No Board of Management member shall receive remuneration for their service to the Club. However, out-of-pocket expenses incurred on Club business may be reimbursed subject to prior approval of the Board.
- (D) The Board of Management will appoint Regular members in good standing as follows:
  - 1. One representative to Bowls B.C.
  - 2. Two representatives to BSI.

Article 6 MEETINGS

- (A) The Annual General Meeting shall be held during the month of September and shall include the following items of business:
  - 1. Select an individual to chair the meeting, if necessary;
  - 2. Determine that there is a quorum;
  - 3. Approve the agenda;
  - 4. Approve the minutes from the last general meeting;
  - 5. Deal with unfinished business from the last general meeting;
  - 6. Receive the Executive report on the financial statements of the Society for the previous financial year, and the auditor's report, if any, on those statements.
  - 7. Receive any other reports of directors' activities and decisions since the previous annual general meeting.

8. Elect or appoint directors, and
9. Appoint an auditor, if any
10. Deal with new business, including any matters about which notice has been given to the members in the notice of meeting.
11. Terminate the meeting.

(B) The Spring General meeting to be held in the month of April and shall include the following items of business:

1. Select an individual to chair the meeting if necessary,
2. Determine if there is a quorum
3. Approve the agenda
4. Read and adopt the minutes of the previous meeting.
5. Read and dispose of correspondence.
6. Report of the Treasurer.
7. Report of the President.
8. Reports of committees as appropriate.
9. Other business as required.

(C) Other Special General meetings of the membership shall be held as follows:

1. At the call of the President on the approval of the Executive.
2. If requested by 10 percent or more of the Regular and Junior members in good standing. The request, specifying the reason for the meeting must be made in writing to the Secretary at least three weeks prior to the anticipated meeting date.

(D) Fourteen days' written notice shall be given to all members advising them of the holding of a General or Special meeting. A notice of a general meeting must state in sufficient detail the nature of any business, other than ordinary business, to be transacted at the meeting to permit a member receiving the notice to form a reasoned judgment concerning that business.

(E) A quorum at any General or Special meeting of the membership shall consist of twenty (20) percent and not less than three (3) of the Regular and Junior members of the Club:

1. If, within 30 minutes from the time set for holding a general meeting, a quorum of voting members is not present, in the case of a meeting convened at the request of members, the meeting is terminated.

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.

2. If, at any time during a general meeting, there ceases to be a quorum of voting members present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

- (F) Voting at meetings shall be by show of hands or by secret ballot if requested by two or more members. Each Regular and Junior member present shall have one vote on each question and voting by proxy shall not be permitted.
- (G) Executive and or Board of Management meetings shall be held at the discretion of the President or if requested by any five (5) members of the Executive.
  1. At least two (2) days' notice of an Executive or Board of Management meeting must be given unless members agree to a shorter notice period.
  2. The accidental omission to give notice of a directors' meeting to a director, or the non-receipt of a notice by a director, does not invalidate proceedings at the meeting.
- (H) A quorum for Executive meetings shall be one half (1/2) of members of the Executive.
- (I) A quorum for Board of Management meetings shall be one half (1/2) of the members of the Board.
- (J) All meetings shall be governed by Robert's Rules of Order.
- (K) At the Annual General meeting at which Bylaw amendments(s) will be considered and voted upon, no alteration in substance or intent to the wording of the amendment(s) proposed will be permitted and the motion must be voted on as stated.

Article 7 ANNUAL MEMBERSHIP FEES

- (A) The Board of Management, following negotiation with the West Shore Parks and Recreation Commission to set the rental charge for the facilities for the coming season, will establish the membership fee schedule for the following year.
- (B) Annual membership fees are due on the opening day of the playing season.
- (C) Club privileges may be withheld from members whose membership fees have not been paid by June 1. If the membership fees remain unpaid after July 1, the member will be considered to have resigned and will have no further Club privileges. Subsequent payment of membership fees in full is required before privileges are restored.

Article 8 COMMITTEES

- (A) The standing committees of the Club shall consist of the following: Women's Games, Men's Games, Social, Coaching, Membership, Public Relations, House and Property, and Greens.
- (B) The Executive shall appoint Regular members as Chairs of the Standing Committees. Executive members may serve in this capacity.
- (C) Standing Committee chairs will serve from the time of their appointment until the next Annual General Meeting unless they are removed from their position by a two-thirds vote of the Executive.

(D) The Executive shall appoint a Nominating committee of at least three (3) Regular members who are responsible to present a slate of eligible candidates for election to the various Club Executive positions to the Annual General Meeting.

(E) Ad hoc committees for special projects or studies may be formed by the Executive as required. On a regular basis, reports including scope of work and resulting recommendations will be made to the Executive.

(F) Responsibilities of the Committee Chairs:

1. Men's and Women's Games. The Games Chairmen shall:

- (a) Share the responsibility of arranging and organizing games throughout the bowling season.
- (b) Recruit such members as necessary to act on their committees to carry out their function.
- (c) Recruit, train and assign draw masters to ensure the smooth running of regular club bowling.
- (d) Coordinate monitors for all time periods as required to fulfil West Shore Parks and Recreation management's requirements.
- (e) Ensure that all members receive the appropriate playing rating - lead, second, vice-skip or skip - to assist the draw masters in arranging Club games.
- (f) Coordinate with Executive the selection of dates for all Club tournaments as required for the preparation of the Club schedule.
- (g) Coordinate and administer all Club tournaments and those open to members of other Clubs.

2. Coaching. The Coaching Chair shall:

- (a) Arrange an instruction program for new members to introduce them to the game of bowls, its rules and etiquette.
- (b) Offer on-going instruction in playing techniques, rules, etiquette for all members as appropriate
- (c) Recruit qualified members to assist in the various aspects of the instruction program

3. Greens. The Greens Chair shall:

- (a) Monitor the greens to ensure that they are maintained to the highest possible playing standard.
- (b) In cooperation with the Green keeper, exercise final authority on the condition of the greens for play. In the absence of the Greens Chairman this authority shall be assumed by the President or in his or her absence, a member of the Executive.

4. House and Property. The house and Property Chair shall:

- (a) Maintain the playing equipment and other Club property.
- (b) Assist the Social Committee with arrangement of Clubhouse furniture.
- (c) Carry out other responsibilities assigned by the Board of Management.

5. Social. The Social chair shall:

- (a) Plan and arrange all social activities of the Club.
- (b) Recruit members as required to serve on a committee to carry out these activities.

6. Membership. The Membership chair shall:

- (a) Develop programs to attract new members to the Club.
- (b) In cooperation with other Club committees ensure that new members are integrated into the life of the Club.
- (c) Communicate with the membership on a regular basis through email or Website postings.
- (d) Maintain a telephone committee to communicate with Club members when required.

7. Public Relations. The Public Relations Chair shall:

- (a) Ensure that the community at large is made aware of the existence and activities of the Club.
- (b) Assist the Membership chairman to attract new members to the Club.

Article 9 FINANCE

- (A) With the exception of the agreement with the Westshore Parks and Recreation Commission for the use of the greens and Clubhouse, the Executive's ability to enter into contracts or make purchases is limited to \$500.00 for any one contract or item and is reimbursable. Expenditure of amounts greater than \$500.00 requires approval at the Annual or a Special General Meeting.
- (B) Directors' liability is limited to \$500 or the amount indicated in the special resolution that was approved by the membership at a General meeting.
- (C) The Executive shall not have the power to borrow or invest money for any purpose without being specifically given that power by a seventy-five (75%) vote at the Annual or a Special General Meeting. No debenture or investment shall be issued without sanction of a special Resolution.
- (D) Juan de Fuca Lawn Bowls Club receives liability coverage from Bowls BC.

Article 10 FISCAL YEAR

The fiscal year of the Club shall be the twelve-month period ending September 30.

Article 11 INSPECTION OF BOOKS AND RECORDS

The books and records of the Club shall upon written request be open to the inspection of any Regular and Junior member in good standing.

Article 12 AMENDING THE CONSTITUTION OR BYLAWS

- (A) The Constitution and Bylaws may be amended in whole or in part by an affirmative vote by seventy five (75%) of the members in attendance and voting at an Annual General Meeting or a Special General Meeting called for that purpose.



(B) The proposal to amend the Constitution and/or Bylaws shall be submitted as a Notice of Motion at a duly constituted General Meeting. The exact wording of the proposed amendment(s) shall be subsequently distributed to all Regular and Junior members in good standing at least fifteen (15) days prior to the General Meeting at which the Amendment(s) will be considered.

Article 13      DISSOLUTION OF THE SOCIETY

In the event of an ordinary resolution to dissolve the Club be accepted by a simple majority of the Membership, all physical and or financial assets of the Juan de Fuca Lawn Bowls Club will be given to Bowls South Island Directors to be distributed in such a manner as to promote and encourage the sport of Lawn Bowls in the Lower Vancouver Island Region. This provision is unalterable.

President: \_\_\_\_\_

Date signed: \_\_\_\_\_

Secretary: \_\_\_\_\_