

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 General Meetings of October 20, 1996, September 26, 2001, September 30, 2017, and are now amended on September 30, 2023, 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 of Management**" means the Executive, Standing Committee Chairs, and appointed Committee Members of the Club in accordance with Article 5.

"**Chair**" or "Chairs" mean chairperson or chairpersons.

"**Club**" means the Juan de Fuca Lawn Bowls Club.

"**Executive**" means the directors of the Club in accordance with Article 4.

B. The definitions in the Societies 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 Act.

B. The Club is a non-profit organization.

Article 2 AFFILIATIONS

The Club shall be affiliated with Bowls South Island, Bowls BC and Bowls Canada Boulingrin.

Article 3 MEMBERSHIP

A. There shall be four classes of membership in the Club: Regular, Social, Junior, and Associate.

a. Regular membership shall be open to any person prepared to comply with the standards of conduct, rules of play, and the Constitution and Bylaws of the Club. All Regular 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, any General and Special Membership Meeting. They shall also enjoy the rights and privileges, extended to members of Bowls South Island, Bowls BC and Bowls Canada Boulingrin.

- b. Social membership shall be open to any person 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 their fees for the current year may participate in the social life of the Club and attend any General and Special Membership Meeting but may not initiate or vote on any motions proposed at such meetings.
 - c. Junior membership shall be open to any person under the age of 18 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 Meeting. They shall also enjoy the rights and privileges, extended to members of Bowls South Island, Bowls BC and Bowls Canada Boulingrin.
 - d. Associate Membership shall be open to any person who is a current member, in good standing of any lawn bowls club affiliated with Bowls BC, or Bowls Canada Boulingrin and is prepared to comply with the standards of conduct rules of play, and the Constitution and Bylaws of the Club. The Executive will set playing rules, conditions, restrictions, and fees for Associate memberships. Associate members who have paid their fees for the current year may attend any General and Special Membership Meeting but may not initiate or vote on any motions proposed at such meetings. Associate Members cannot be a Director of the Club.
- B. Applications for Membership shall be submitted on a form established by the Executive to the Chair responsible for membership.
 - C. Members shall retain membership from year to year subject to payment of annual fees and ongoing compliance with membership requirements of Section A.
 - D. Any member may be asked to resign (or be expelled) by seventy-five (75) percent 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 notice of the Executive's decision. Immediately upon receipt of such a notice of appeal, a Special Membership Meeting shall be called to convene within twenty-one (21) days to deal with and finalize the member's appeal by majority vote of the Regular and Junior members present at the meeting so called.
 - F. All members complying with the membership requirements of Section A, are in good standing except a member who has failed to pay their current annual membership fee by its due date or any other subscription or debt due and owing by the member to the Club and is not in good standing as long as the fees, subscription or debt remains unpaid.

Article 4 THE EXECUTIVE

- A. The Directors 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. Collectively, the directors constitute the Executive.
- B. Executive members must be Regular members in good standing.
- C. Elections for Executive members shall be held at the Annual General Membership Meeting. The term of office for Executive members shall be for one year beginning at the start of the next fiscal year. An Executive member may serve for more than one term subject to re-election each term.
- D. The Executive shall have the authority to appoint Regular members to any position not filled by election at the Annual General Membership Meeting or to positions vacated by an elected Executive member for the remainder of the fiscal year. Such appointments will be subject to ratification by a simple majority vote of the eligible members present at a Special Membership Meeting called for that purpose or at the next General Membership 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 Membership Meeting called for the purpose and will require a two thirds (2/3) majority vote of the eligible members present for removal.
- F. All Executive, Board of Management and Committee Member positions are voluntary and carry no remuneration.
- G. Executive members' responsibilities:
 - a. The President
 - i. Ensures the efficient and proper conduct of all business of the Club.
 - ii. Presides at all General and Special Membership Meetings.
 - iii. Acts as the Club liaison with West Shore Parks and Recreation Commission.
 - iv. Serves as an ex-officio member of all committees.
 - b. The First Vice President
 - i. In the absence of the President exercises the authority and performs the duties of the President.
 - ii. Carries out such other duties as may be assigned by the Executive.
 - c. The Second Vice-President
 - i. In the absence of the President and the First Vice-President, exercises the authority and performs the duties of the President.
 - ii. Carries out such other duties as may be assigned by the Executive.
 - d. The Secretary
 - i. Records the proceedings of all Executive, Board of Management, General and Special Membership Meetings.

- ii. Retains custody of all official records of the Club except the financial books.
 - iii. Carries on all correspondence pertaining to the general operations of the Club.
 - iv. 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 Act.
- e. The Treasurer
- i. Receives all Club funds and deposits in such financial institution as the Executive may approve.
 - ii. Pays all legitimate expenses of the Club and maintains appropriate receipts and records.
 - iii. Maintains ongoing financial records for the Club and reports the status to the Executive on a regular basis.
 - iv. Prepares the annual financial statements for the Club for examination by the auditors, if required, and presents the audited statement to the Spring General Membership Meeting for approval.
 - v. With the co-operation of the Board of Management prepares an annual operating budget and reviews with the Executive on a regular basis.
- f. The Two Directors at Large
- i. Fully participate in Executive and Board of Management meetings
 - ii. May serve as Committee Chairs and 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, the Chairs of all Standing Committees and appointed committee members.
- B. Each Board of Management member, except for 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:
 - a. One representative to Bowls B.C.
 - b. Two representatives to Bowls South Island.

Article 6 MEETINGS

- A. The Annual General Membership Meeting shall be held at the end of the lawn bowling season normally in the month of September and shall include the following items of business:

1. Select an individual to chair the meeting if the President and Vice Presidents are not available.
 2. Determine that there is a quorum.
 3. Approve the agenda.
 4. Approve the minutes from the last General Membership Meeting.
 5. Deal with unfinished business from the last General Membership Meeting.
 6. Receive the President's report on Club activities since the last General Membership Meeting
 7. Receive the Treasurer's report on the Club's financial activities for the current year to date.
 8. Receive the Secretary's report on Club correspondence since the last General Membership Meeting.
 9. Receive any other directors' or committee reports of activities and decisions since the previous General Membership Meeting.
 10. Deal with new business, including any matters about which notice has been given to the members in the notice of meeting.
 11. Elect Directors for the next fiscal year.
 12. Appoint an auditor, if required.
 13. Terminate the meeting.
- B. The Spring General Membership Meeting to be held at the start of the bowling season normally in the month of April and shall include the following items of business:
1. Select an individual to chair the meeting if the President and Vice Presidents are not available.
 2. Determine if there is a quorum.
 3. Approve the agenda.
 4. Approve the minutes from the last General Membership Meeting.
 5. Deal with unfinished business from the last General Membership meeting.
 6. Receive the President's report on Club activities since the last General Membership Meeting and plans for the upcoming bowling season.
 7. Receive the Treasurer's report on the Club's financial activities for the past financial year and the auditors report, if any.
 8. Receive the Secretary's report on Club correspondence since the last General Membership Meeting.
 9. Introduce all Chairs and committee members appointed to the Board of Management.
 10. Receive any other directors' or committee reports of activities and decisions since the previous General Membership Meeting and plans for the upcoming bowling season.
 11. Deal with new business, including any matters about which notice has been given to the members in the notice of meeting.
 12. Terminate the meeting.
- C. Other Special Membership Meetings shall be held as follows:
1. At the call of the President on the approval of fifty (50) percent of the Executive.

2. If requested by ten (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 (14) days' written notice shall be given to all members advising them of the holding of a General or Special Membership Meeting. A notice of all meetings 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 Membership Meeting shall consist of twenty (20) percent and not less than three (3) of the Regular and Junior members of the Club:
 - a. If, within thirty (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 thirty (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.
 - b. 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 motion 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 fifty (50) percent members of the Executive.
 - a. 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.
 - b. 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 fifty (50) percent of members of the Executive.
 - I. A quorum for Board of Management meetings shall be fifty (50) percent of the members of the Board.
 - J. Robert's Rules of Order shall govern all meetings.
 - K. An Annual General Membership Meeting at which Bylaw amendments 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 next lawn bowling season, will establish the membership fee schedule for that fiscal year.
- B. Annual membership fees are due on the opening day of the lawn bowling season.
- C. Club privileges will be withheld from members whose membership fees have not been paid by June 1st unless there are special circumstances approved by the Executive. The unpaid member is 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: Men's and Women's Games, Coaching, Greens, House and Property, Social, Membership, Public Relations, and Safety.
- B. The Executive shall appoint Regular members as Chairs of the Standing Committees. Executive members may serve in this capacity.
- C. Standing Committee Chairs once appointed will serve for the coming Fiscal Year unless they are removed from their position by a seventy-five (75) percent vote of the Executive.
- D. The Executive shall appoint a Nominating committee of one or more Regular members who are responsible to present a slate of eligible candidates for election to the various Club Executive positions to the Annual General Membership Meeting.
- E. The Executive may establish additional committees for which they consider beneficial to the operation of the Club. Committees will make reports to the Executive and participate as members of the Board of Management.
- F. Responsibilities of the Committee Chairs:
 - a. Men's and Women's Games. The Games Chairmen shall:
 - i. Share the responsibility of arranging and organizing games throughout the bowling season.
 - ii. Recruit such members as necessary to act on their committees to carry out their function.
 - iii. Recruit, train and assign draw masters to ensure the smooth running of regular club bowling.
 - iv. Coordinate monitors for all time periods as required to fulfil West Shore Parks and Recreation management's requirements.
 - v. Ensure that all members receive the appropriate playing rating - lead, second, vice skip or skip – to assist the draw masters in arranging Club games.
 - vi. Coordinate with Executive the selection of dates for all Club tournaments as required for the preparation of the Club schedule.

- vii. Coordinate and administer all Club tournaments and those open to members of other Clubs.
- b. Coaching. The Coaching Chair shall:
 - i. Arrange an instruction program for new members to introduce them to the game of bowls, its rules and etiquette.
 - ii. Offer on-going instruction in playing techniques, rules, etiquette for all members as appropriate.
 - iii. Recruit qualified members to assist in the various aspects of the instruction program.
- c. Greens. The Greens Chair shall:
 - i. Monitor the greens to ensure that they are maintained to the highest possible playing standard.
 - ii. In cooperation with the Greenskeeper, exercise final authority on the condition of the greens for play. In the absence of the Greens Chair this authority shall be assumed by a member of the Executive.
- d. House and Property. The House and Property Chair shall:
 - i. Maintain the playing equipment and other Club property.
 - ii. Assist the Social Committee with arrangement of Clubhouse furniture.
 - iii. Carry out other responsibilities assigned by the Board of Management.
- e. Social. The Social chair shall:
 - i. Plan and arrange all social activities of the Club.
 - ii. Recruit members as required to serve on a committee to carry out these activities.
- f. Membership. The Membership chair shall:
 - i. Receive membership applications and membership fees.
 - ii. Develop programs to attract new members to the club.
 - iii. In cooperation with other Club committees ensure that new members are integrated into the life of the Club.
 - iv. Communicate with the membership on a regular basis through email or Website postings.
 - v. Maintain a contact list for communications with Club members when required.
- g. Public Relations. The Public Relations Chair shall:
 - i. Ensure that the community at large is made aware of the existence and activities of the Club.
 - ii. Assist the Membership chair to attract new members to the Club.
- h. Safety. The Safety Chair shall:
 - i. Act as the Club Safety Officer.
 - ii. Maintain club safety equipment.
 - iii. Champion a respectful and inclusive environment by implementing policies and initiatives in alignment with Bowls Canada Bowling's Safe Sport framework.
 - iv. Maintain a record of all safety incidents reported. Updates Executive on reported incidents and outcomes.
 - v. Maintain a record of all reported interpersonal conflict incidents and investigates reported occurrences in a timely manner. Updates Executive on reported incidents and outcomes.
 - vi. Provide for general safety related training to Club members as required.

Article 9 **FINANCE**

- A. Except for the agreement with the Westshore Parks and Recreation Commission for the use of the greens and Clubhouse, the Executive's ability to enter contracts or make purchases is limited to \$1000.00 for any one contract or item and is reimbursable. Expenditure of amounts greater than \$1000.00 requires approval at a General or Special Membership Meeting.
- B. Directors' liability is limited to \$1000, or the amount indicated in a special resolution approved by the membership at a General or Special Membership 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) percent vote at a General or a Special Membership Meeting. No debenture or investment shall be issued without sanction of a special resolution.

Article 10 **FISCAL YEAR**

- A. The fiscal year commencing October 2022 shall end on December 31, 2023.
- B. Subsequent Fiscal Years shall be the twelve-month period January 1st to December 31st.

Article 11 **INSPECTION OF BOOKS AND RECORDS**

The books and records of the Club, upon written request, shall be open to inspection by 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) percent of the members in attendance and voting at any General Membership Meeting or a Special Membership Meeting called for that purpose.
- B. The proposal to amend the Constitution and/or Bylaws shall be submitted as a Notice of Motion for a duly constituted General or Special Membership 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 scheduled 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: _____