

## Draft

### Procedures to Accompany the Constitution, Bylaws and Policies of the LHLBC

#### **PR 2 Members**

##### **PR 2.1 New Members**

New members shall make application for membership to the Club on appropriate forms supplied by the Secretary. Each application shall be sponsored and bear the signature of one member in good standing. New members shall be approved for acceptance by the Board of Directors. On acceptance or rejection the Secretary will so inform the candidate.

##### **PR 2.2 Membership Fee Due Date**

Membership fees shall be due for payment by the thirtieth day of April in each and every year unless otherwise decided at a General Meeting. Payment of Annual fees shall entitle a person to rights and privileges of membership until April 30 in the year following except as provided in Bylaw 2.4

##### **PR 2.3 Membership Fee Amount**

The following membership fees apply until it is altered through Notice of Motion submitted to a General Meeting in accordance with procedures outlined in Bylaw/Policy ?

- Playing Member \$170.00
- Social Member?
- Student Member?

##### **PR 2.4 Method of Payment**

Arrangements as to method of payment may be varied by the members in General Meeting on the recommendation of the Executive Committee.

##### **PR 2.5 Other Fees**

If considered desirable by the Board of Directors, initiation fees, penalties relating to late payment of dues and locker fees may be introduced subject to approval of members in General Meeting.

##### **PR 2.6 Termination of Membership**

Members whose memberships have been suspended or terminated by the Board of Directors for cause have the right to appeal to the Board for review, and if not satisfied with the outcome, the right of appeal to members in General Meeting.

##### **PR 2.7 Selection of Honorary Members**

**PR 2.7.1** The Recognition Committee (RC) comprised a Chair appointed by the President, and 5 members selected by the Chair, who are all active bowling members with not less than five years membership in the Club, shall nominate the Honorary Members (HM) from time to time to be considered.

**PR 2.7.2** Honorary Membership may be conferred on those who in the opinion of the Executive Committee shall have rendered or may be invited to render, notable service to the Club but who are not themselves members.

**PR 2.7.3** It is the responsibility of the President and Chair to ensure a fully staffed Committee.

**PR 2.7.4** The Chair shall convene the meeting of the RC annually no later than August 15, where 5 members of the HC shall constitute a quorum, to consider deserving members. In case a member of the HC is nominated, that person shall not participate in any discussion relating to that nomination.

**PR 2.7.5** The confirmation of a member so honoured shall be announced at the next ensuing Annual General Meeting of the Club.

**PR 2.7.6** The President of the Club shall be an ex-officio but non-voting member of the Committee.

**PR 2.7.7** The period of such Honorary Membership shall be determined by the Executive Committee at the time of appointment.

#### **PR 2.8 Visitor Fee**

Members are responsible for ensuring that fees are paid for any visitor they introduce.

### **PR 3 Meetings**

#### **PR 3.1 Notice of Meeting**

Notice of the date, place and time of the meeting shall be communicated to the members electronically or by mail no later than fourteen days prior to the meeting date.

#### **PR 3.2 Notice of Motion**

Notices of motion duly proposed and seconded by members in good standing should be lodged with the Secretary not less than fourteen days in advance of the due date.

#### **PR 3.3 Notice of Special Meeting**

Special Meetings must be initiated by the written request addressed to the Secretary by ten percent or more members in good standing. At least 14-day notice of any General or Special Meeting shall be communicated electronically, mailed or handed to members by the Secretary. In situations where a Special Meeting is called, only business specified in the notice may be transacted.

#### **PR 3.4 Passing of Special Resolution**

Approval/passing of a special resolution shall require a three-fourths majority of such members entitled to vote as are present in person at the General Meeting of the Club.

#### **PR 3.5 Conduct of Meetings**

Chairpersons of Club meetings will be guided in their conduct of same by Robert's Rules of Order.

## **PR 6 Board Positions and Associated Duties**

### **PR 6.1 Nomination of Directors**

**PR 6.1.1** The Nominating Committee shall be required to nominate members in good standing to fill all vacancies in the Executive Committee. For this purpose the Nominating Committee will prepare a list of members who have agreed to serve if elected. This will state for which vacancy each nominee is recommended.

**PR 6.1.2** The list of nominations will be submitted to the members of the Club at the Annual General Meeting.

**PR 6.1.3** None of the foregoing will deprive any two voting members to make and second additional nominations at the Annual General Meeting.

### **PR 6.2 Election of Directors**

All Directors shall be elected at the Annual General Meeting and shall hold office until the next Annual General Meeting and shall be eligible for re-election except in the case of the President who may not be elected to that office for more than two consecutive years, it being understood that this in no way prevents the individual's subsequent re-election as President after an intervening period.

### **PR 6.3 Unanticipated Vacancy of Board Position**

If for any reason the position of President should become vacant during the incumbent's term of office, the First Vice-President shall automatically succeed for the balance of that year.

Any vacancy occurring during the year in the office of First Vice- President, Secretary or Treasurer shall be filled by appointment of a member by the President with the approval of a majority of the Board members, to serve until the next following Annual General Meeting.

### **PR 6.4 Establishment of Committees and Sub-Committees**

The President with the approval of the Board shall also appoint such Committees or Sub-Committees additional to those specified herein as he may deem necessary for the efficient operation of the Club.

### **PR 6.5 Duties of Secretary**

**PR 6.5.1** The Secretary shall maintain the Club's records, including an up-to-date register of Club membership, and shall be the custodian of the Seal of the Club and of all books, papers and other documents belonging to the Club except those appertaining to the office of Treasurer.

**PR 6.5.2** The Secretary shall conduct all Club correspondence according to the directions received from the President and/or the Executive Committee and shall obtain for and submit to the Annual General Meeting a report from each of the Standing Committees concerning the work of those Committees during the past year.

**PR 6.5.3** The Secretary shall be responsible for the preparation and submission of the Annual return under the Societies Act and shall perform such other duties from time to time, as may be determined by the President or the Executive Committee.

**PR 6.5.4** The Treasurer shall keep full and accurate records of all receipts and disbursements made in the name of the Club and shall pay all accounts and bills of the Club by cheque in accordance with the provisions of Bylaw 6.7

**PR 6.5.5** Treasurer will invest, subject to the authority of the Executive Committee, such surplus funds as may accrue from time to time commensurate with their availability on short notice in the event of emergency, and he will be responsible for the safe-keeping of all Bonds, Debentures, Investment Certificates, etc., that are the property of the Club.

**PR 6.6 Committees**

The Board shall issue to each Chairperson a Report Book containing his Committee's Terms of Reference which shall be so drafted as to ensure clarification of duties. All such Terms of Reference shall be reviewed annually by the Board.

**PR 6.7 Signing Authority**

All cheques, agreements and other Club documents shall be signed by the President or the First Vice-President and countersigned by the Treasurer or, in his absence, the Secretary.