

LAKE HILL  
LAWN BOWLING CLUB  
M A N U A L

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*With 1999 AMENDMENTS*

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CLUB CONSTITUTION AND BY-LAWS  
DATED APRIL 5,1988.

"J. B. Perri"

Registrar of Companies  
Province of British Columbia

LAKE HILL LAWN BOWLING CLUB  
CONSTITUTION AND BY-LAWS

CONSTITUTION

1. NAME The name of the Society is "Lake Hill Lawn Bowling Club", hereinafter referred to as the Club.

2. PURPOSES The purposes of the club are to foster and safeguard the game of Lawn Bowling and to encourage and maintain friendly communication and social activity among its members and with others having the same interests. The Club will not own, operate and manage a social club.

3. In the event of a winding up and dissolution of the Club any assets remaining after the payment of all debts and obligations shall be distributed to a recognized non-profit organization in the Province of British Columbia with similar Objects, failing then to a suitable level of local government. This clause is unalterable. 16-10-99

1.0 MEMBERSHIP

1.1 DEFINITION The members of the Club are subscribers of the Constitution and By-Laws and include every other person who becomes a member or any other class of member by whatever name described, according to the provisions herein contained.

1.2 ELIGIBILITY Membership of the Club shall consist of residents of the Municipality of Saanich and vicinity, duly approved by the Executive Committee and thereafter in good standing in the records of the Club. 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 Executive Committee. On acceptance or rejection the Secretary will so inform the candidate.

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1.3 TEMPORARY MEMBERSHIP Temporary membership may be granted to members of other bona fide Lawn Bowling Clubs on terms and conditions prescribed annually by the Executive Committee.

### 1.4.0 MEMBERSHIP FEES

1.4.1 The amount of the Annual Fee for members shall be determined from time to time in General Meeting.

1.4.2 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 By-laws nos. 1.5 and 1.8.

1.4.3 Any member in default of payment by May fifteen shall not be in good standing except in such special circumstances as may be approved by the Executive Committee or in General Meeting.

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

1.4.5 Any proposed alteration in the amount of the Annual Fee for members shall be subject to Notice of Motion submitted to a General Meeting in accordance with the procedure outlined in By-law no. 2.1.1.

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

1.4.7 Except as provided in By-law 1.4.4 no reduction in fees shall be allowed for membership for part of a season.

1.5.0 TERMINATION Membership shall be suspended or terminated by the Executive Committee for irresponsible behaviour, subject to the right of appeal to members in General Meeting.

### 1.6.0 RECOGNIZED OR HONORARY MEMBERS 16-10-99

1.6.1 In order to recognize past or present members who have performed outstanding service to the Club a permanent Committee, to be known as the "Recognitions Committee", shall be formed. The Committee shall consist of a Chairman and five Members, all of whom shall be active bowling



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members with not less than ten years membership in the Club. The President, from time to time, shall appoint the Chairman who shall, in turn, appoint the Members. In the event a vacancy on the Committee should occur the Chairman shall promptly appoint a replacement or, in the case of the Chairman, the President shall promptly appoint a replacement.

The Committee's mandate shall be to nominate deserving members from time to time to have his or her name inscribed on a plaque to be known as the "Lake Hill Bowling Club Honour Roll" which shall be prominently displayed in the Clubhouse.

The nomination of a deserving member by the Committee shall be placed before the Executive Committee who shall confirm or deny the nomination. The confirmation of a member so honoured shall be announced at the next ensuing Annual General Meeting of the Club.

The Chairman shall call a meeting of the Committee to consider deserving nominees once a year no later than August 15th. Subsequent to the meeting the Chairman shall promptly advise the Executive Committee of any nominations.

Five members of the Committee shall constitute a quorum.

A member of the committee may be nominated for recognition and the proposed nominee shall not attend the meeting at which the nomination is discussed; such member's absence shall not affect the quorum.

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

Present Life Members shall retain their privileges as such.

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

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1.7 NON-PLAYING OR SOCIAL MEMBERS Persons may be admitted at an annual subscription to be determined by the Executive Committee as Non-Playing or Social Members. Non-Playing or Social Membership carries no playing or voting privileges.

1.8 VISITORS Members may introduce a member of a bona fide Lawn Bowling Club as a visitor. Visitors may play for two days without payment of fees. Thereafter visitors shall pay a fee to be determined by the Executive for each day of play. Members are responsible for ensuring that fees are paid for any visitor they introduce.

1.9 WITHDRAWAL FROM THE CLUB Unless by reasons of death, misadventure or removal, any member may withdraw from the Club on giving notice in writing to the Secretary. No refund of fees will be granted.

## 2.0 MEETINGS

### 2.1.1

2.1.1. ANNUAL GENERAL MEETING of the Club shall be held in October in every year and notice of the date, place and time of the meeting shall be mailed to the members no later than fourteen days prior to the meeting date.

2.1.2 A SEMI-ANNUAL GENERAL MEETING of the Club shall be held during the month of March or April in every year, the date to be determined by the Executive Committee to consider reports and to transact such other business as may properly arise. Notice of the date, place and time of the meeting shall be mailed to the members no later than fourteen days in advance of the due date.

2.1.3 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.

2.1.4 GENERAL OR SPECIAL MEETINGS shall be called on a date to be determined by the Executive Committee, or as regards Special Meetings at the written request addressed to the Secretary by ten percent or more members in good standing. At least fourteen days notice of any General or Special Meeting shall be mailed or handed to members by the Secretary. Where a Special Meeting is called, only business specified in the notice may be transacted.

## 2.2 QUORUM AND VOTING

2.2.1 A quorum at any Annual, Semi-Annual,



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General, or Special Meeting shall be twenty-five members present and in good standing.

2.2.2 Voting shall be by a show of hands except that;

:- where relating to the election of officers and other members of the Executive Committee, if there is more than one candidate for a particular office or more candidates than vacancies in Committee membership

:- or where requested by a member in good standing in attendance at the meeting, voting shall be by ballot.

2.2.3 No Proxies shall be allowed.

2.2.4 On all matters except as provided in By-laws nos. 1.6 and 2.3.0 a simple majority will decide any issue.

2.3.0 SPECIAL RESOLUTIONS A special resolution shall require a three-fourths majority of such members entitled to vote as are present in person at a General Meeting of the Club of which notice has been given specifying the intention to propose the resolution as a Special Resolution in accordance with provisions of By-law no. 2.1.1. For example By-laws of the Club shall not be repealed or amended in any manner except by Special Resolution.

## 3.0 MANAGEMENT

3.1 EXECUTIVE COMMITTEE The management of the Club shall be vested in the Executive Committee consisting of the President, First Vice-President, Second Vice-President, Secretary, Treasurer and Immediate Past President. All shall serve without remuneration. The composition of the Committee may be revised by Special Resolution.

3.2 ELECTION OF EXECUTIVE With the exception of the Immediate Past President, all officers and other members of the Executive Committee 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.

## 3.3.0 VACANCIES ARISING

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

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

3.4.0 FAILURE TO ATTEND MEETINGS Any member of the Executive Committee failing to attend four (4) consecutive duly convened meetings of the Committee without delivering thereto satisfactory reasons for his absence shall, on receiving notice from the Committee in writing, cease to be a member thereof.

## 4.0 OFFICERS' DUTIES

### 4.1.0 PRESIDENT

4.1.1 The President shall be the Chief Officer of the Club and shall preside at all meetings of members regularly convened and at all meetings of the Executive and Membership Committees.

4.1.2 The President shall serve as official representative of the Club, with powers to delegate such duty and as an ex-officio member of all committees except the Executive, Membership and Nominating Committees and as provided in By-law no. 4.2.2.

4.1.3 The President with the approval of the Executive Committee 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.

### 4.2.0 VICE-PRESIDENTS

4.2.1 The First Vice-President will assist the President, whenever possible in the execution of his office and shall act on his behalf as an ex-officio member of such committees as the President may determine.

4.2.2 In the temporary absence or incapacity of the President, his duties and powers shall be exercised pro-tem by the First Vice-President.



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4.2.3 In the absence of both the President and First Vice-President from meetings of members or from meetings of the Executive or Membership Committees, the Second Vice-President shall act as Chairman in their stead.

4.3.0 SECRETARY

4.3.1 The Secretary shall convene and attend all General and Special Meetings of the Club and meetings of the Executive Committee, and shall keep accurate minutes of the same in the books provided for that purpose. The Secretary shall record the attendance at all such meetings for inclusion in the report to the Annual General Meeting.

4.3.2 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.

4.3.3 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.

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

4.4.0 TREASURER

4.4.1 The Treasurer shall receive all subscriptions, donations, fees, assessments and monies due to the Club and shall report regularly to Executive Committee on the state of the Club finances.

4.4.2 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 By-law no. 6.3.



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4.4.3 The Treasurer shall 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 chartered bank approved by the Executive Committee.

4.4.4 The 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.

4.4.5 The Treasurer shall submit to the Annual General Meeting a detailed statement, duly audited, of the assets and liabilities, receipts and disbursements of the Club for the financial year under review.

## 5.0 COMMITTEES

### 5.1.0 STANDING COMMITTEES

5.1.1 At a convenient date following the Annual General Meeting the President shall appoint from the membership of the Club a Chairman for each of the following Standing Committees: Greens, Mens Games, Ladies Games, Building and Grounds, Social, Telephoning, Coaching, Carpet Bowls and Membership

5.1.2 Each Chairman on appointment shall become an ex-officio member of the Executive Committee and shall be empowered to select the members of his committee in accordance with the composition and numbers set out in the appropriate Terms of Reference and subject to the final approval of the Executive Committee to which he shall be directly responsible.

5.1.3 The Executive Committee shall issue to each Chairman 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 Executive Committee.

### 5.2.0 MEMBERSHIP COMMITTEE

5.2.1 The President, from the members of the Executive Committee, shall appoint a Membership Committee consisting, in addition to

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himself as Chairman, of the First Vice-President, the Second Vice-President, the Immediate Past President, the Secretary, the Treasurer and such other members as he may determine.

### 5.3.0 NOMINATING COMMITTEE

5.3.1 At least six weeks prior to the Annual General Meeting the President shall appoint a Chairman to preside over the Nominating Committee which shall consist of not less than three or more than five members of the Club in good standing, which number shall include the Chairman.

5.3.2 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 nominees who have agreed to serve if elected. This will state for which vacancy each nominee is recommended.

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

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

### 6.0 FINANCE

6.1 FINANCIAL YEAR The Club's financial year shall be from the first day of October in one year until the thirtieth day of September in the next.

6.2 AUDIT AND ACCOUNTS The accounts of the Club shall be audited each year and an Auditor appointed for the purpose at the Annual General Meeting. The Auditor shall present his report in respect of the preceding financial year at the Annual Meeting next following.

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

6.4 BORROWING POWERS The Club shall not



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borrow or incur any liability in excess of cash or securities in hand or in the bank without the sanction of a special resolution presented to and approved by Members in accordance with the procedure outlined in By-law no. 2.3.0.

6.5 LIMITATION IN EXPENDITURE The Executive Committee is not empowered to sell, exchange or mortgage any lands or physical properties of the Club with a value in excess of One Thousand Dollars (\$1,000.00), nor is it empowered to spend, in any financial year, a sum in excess of Two Thousand Dollars (\$2,000.00) on capital improvements of Club properties without the authority of a special resolution presented to and approved by members in accordance with the procedure outlined in By-law no. 2.3.0.

## 7.0 GENERAL

7.1 CLUB SEAL The Club shall have a Corporate Seal that shall be used only in accordance with and under the authority of a resolution of the Executive Committee, and shall be affixed to any instrument only in the presence of one member of the Executive Committee and the Secretary.

7.2 INSPECTION OF RECORDS Any record of the Club shall be open to inspection by members of the Club on application to the Executive Committee which will arrange a time and place for such inspection.

7.3 LAWS OF THE GAME The laws of the game of Lawn Bowling, as approved by the International Bowling Board, shall govern all Club games and matches, subject always to any special rule deemed necessary by the appropriate organizing committee for some particular purpose.

7.4 AFFILIATION The Club shall maintain affiliation with the British Columbia Lawn Bowling Association and will pay such dues and assessments as are properly levied.

7.5 DISSOLUTION The Club may be dissolved by ordinary resolution at a General Meeting of the members convened in accordance with the provisions of By-laws nos. 2.1.1 and 2.3.0. The resolution shall determine the time and manner of the dissolution and the manner of disposition of the assets of the Club.

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7.6 AMENDMENTS The Constitution and By-laws of the Club shall not be amended in any way except by the passage of a Special Resolution presented to and approved by members in accordance with the procedure outlined in By-law no. 2.3.0.

7.7 Where the masculine pronoun is employed in these By-laws it shall be regarded as interchangeable with the feminine pronoun and vice versa.

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