

COMMONWEALTH LAWN BOWLING CLUB OF EDMONTON

AMENDED CLUB BYLAWS

October 21, 2017

1. DEFINITIONS

1.1 In these bylaws, unless the context otherwise requires:

1.2 "**Club**" means Commonwealth Lawn Bowling Club of Edmonton.

2. MEMBERSHIP

2.1 The members of the Club shall be divided into the following fee classes: Individual, Junior, Social, and Visiting.

2.2 The members at a general meeting shall determine fees for each class of membership.

2.3 Membership in any class, except Life Member, is subject to approval by the Board of Directors. Membership is effective from May 1st to April 30th of the following year, only after the applicable fee has been paid.

2.4 Each class of membership shall have the following privileges and restrictions:

2.4.1 An **Individual Member** shall be any person being the full age of 18 years on May 1st. An Individual Member shall be entitled to all the privileges of the Club, including the right to vote at any general meeting and to be elected or appointed as
a director and to hold office in the Club.

2.4.2 A **Junior Member** shall be any person 18 years or under as of December 31st of the current year. A Junior Member shall be entitled to all privileges of the Club, excluding the right to vote at any general meeting, or to be elected or appointed as
a director or to hold office in the Club.

2.4.3 A **Social Member** shall be any person being the full age of 18 years on May 1st. A Social Member shall be entitled all the privileges of the Club, except for the bowling greens and equipment. A Social Member shall not have the right to vote at any general meeting, or to be elected or appointed as a director or to hold office in the Club.

2.4.4 A **Life Member** shall be a current or former member of the Club and be elected at the Annual General Meeting or Semi-Annual General Meeting. A nomination for a Life Member must be endorsed by 5 members and state the person's contribution to the Club that merits the nomination. Nomination must be delivered to the Secretary at least 28 days prior to the Meeting, to be considered at that Meeting. Notice of the nomination will be sent to all members and will be voted upon by secret ballot at the Meeting with a two-thirds majority needed to pass. A Life Member shall be entitled to all the privileges of the Club, including the right to vote at any general meeting, be elected or appointed as a director and to hold office in the Club. A Life Member will not be assessed a membership fee.

2.4.5 A **Visiting Member** shall be a member of an out of City lawn bowling club and may be admitted as a Visiting Member upon payment of the applicable fee. A Visiting Member shall be entitled to all privileges of the Club, except the right to vote at any general meeting, or to be elected or appointed as a director or to hold office in the Club.

2.5 A member in good standing shall be defined as the following: a member who has paid their annual membership fee prior to bowling in that year at the Club; a member who does not have any outstanding debts owing to the Club, Lawn Bowls Association of Alberta or Bowls Canada; a member who is not abusive towards other members, players, officials or guests; and a member who does not discriminate in any fashion towards other members, players, officials or guests of the Club. The types of abuse will be noted in the Club's Policy & Procedure Manual.

2.6 Any member wishing to withdraw from membership may do so upon a notice in writing to the Board through its Secretary. Any member, upon a majority vote of all members of the Club entitled to vote, shall be expelled from membership for any cause that the Club may deem reasonable.

3. **BOARD OF DIRECTORS**

3.1 Board of Directors, Executive Committee or Board, shall mean the Board of Directors of the Club.

3.2 Each Director shall be elected for a two-year term at the Annual General Meeting. Their term of office shall begin immediately and continue until their successors are elected. The Board of Directors will consist of the following, with Directors elected in the year shown:

3.2.1 President	Even year
3.2.2 Vice President	Odd year
3.2.3 Treasurer	Even year
3.2.4 Bowling Director	Even year
3.2.5 Bar Director	Even year
3.2.6 Secretary	Odd year
3.2.7 Greens and Grounds Director	Odd year
3.2.8 Clubhouse Director	Odd year
	Odd year

3.2.9 Membership Development Director

3.2.10 Kitchen Director

Odd year

3.3 The Board shall subject to the bylaws and directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the Club.

3.4 Meetings of the Board shall be held as often as may be required, but at least once every two months and shall be called by the President. A special meeting of the Board shall be called on the instructions of any two members, provided they request the President via email or telephone to call such meeting and state the business to be brought before the meeting. Meetings of the Board shall be called by three days' notice by email or telephone.

3.5 Any five members of the Board shall constitute a quorum and meetings may be held without notice if a quorum of the Board is present, provided that any business transactions at such meetings shall be ratified at the next regularly called meeting of the Board; otherwise they shall be null and void.

3.6 A person appointed or elected a Director, becomes a Director if they were present at the meeting when being appointed or elected and did not refuse the appointment. They may also become a Director if they were not present at the meeting, but consented in writing to act as a Director before the appointment or election.

3.7 The Board may appoint any eligible member in good standing to fill a vacancy on the Board, until the time of the next General Meeting when that office shall be filled by election.

3.8 Any Director, upon a majority vote of all eligible members, may be removed from office for any cause that the Club may deem reasonable.

4. PRESIDENT

The President shall be ex-officio a member of all Committees. He/she shall, when present, preside at all General Meetings of the Club and of the Board and represent the Club in all dealings with third parties. In his/her absence, the Vice President will assume the duties of the President.

5. VICE PRESIDENT

The Vice President will assume the duties of the President in his/her absence. The Vice President will be responsible for Corporate Challenge and working with the Membership Director to provide volunteers for all club events. The Vice President will chair the nominating committee.

6. SECRETARY

The Secretary shall attend all meetings of the Club and of the Board, and to keep accurate minutes of the same. He/she shall have charge of the Seal of the Club which whenever used shall be authenticated by the signature of the Secretary and the President, or, in the case of the death or inability of either to act, by another member of the Board. In the absence of the Secretary, his/her duties shall be discharged by an officer appointed by the Board. The Secretary shall have charge of all the correspondence of the Club and be under the direction of the President and the Board. The Secretary shall keep a record of all the members of the Club, their mailing addresses, telephone numbers and email addresses (if applicable) and send all notices of the various meetings as required, and collect and receive the annual fees levied by the Club. He/she shall follow all public policy guidelines for the protection of privacy of the Club members' information.

7. TREASURER

The Treasurer shall receive all monies paid to the Club and be responsible for its deposit in whatever financial institute the Board may order. He/she shall properly account for the funds of the Club and keep such books as may be directed. He/she shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited of the financial position of the Club and submit a copy to the Secretary for the records of the Club.

8. BOWLING DIRECTOR

The Bowling Director shall be responsible for all bowling and tournament programs operated under the auspices of the Club and to provide liaison for tournaments under the auspices of the provincial and national associations and other clubs. He/she will provide the Club calendar of events at the commencement of each bowling season to the Club webmaster.

9. BAR DIRECTOR

The Bar Director shall be responsible for the operation of the Clubhouse bar, including the purchasing of all bar supplies and the recruitment and direction of bar staff and volunteers.

10. GREENS AND GROUNDS DIRECTOR

The Greens and Grounds Director shall be responsible for the operation, repair and maintenance of the bowling greens, the irrigation system, greens equipment and all the Club premises except the Clubhouse, including the recruitment and direction of greens maintenance staff, volunteers and contractors.

11. CLUBHOUSE DIRECTOR

The Clubhouse Director shall be responsible for the operation and maintenance of the Clubhouse and patio, including the recruitment and direction of cleaning staff, volunteers and contractors.

12. MEMBERSHIP DEVELOPMENT DIRECTOR

The Membership Development Director shall be responsible for the recruitment of new members, arranging a Club Open House at the beginning of each bowling season, organizing bowling lessons and coaching for new and existing members. He/she shall be responsible

to arrange for the accommodation of non-member user groups such as schools, private groups and businesses.

13. KITCHEN DIRECTOR

The Kitchen Director shall arrange for the provision of food at specified Club events and be responsible for the operation of the Clubhouse kitchen, arranging catering when required, purchasing of all food and kitchen supplies, the recruitment and direction of kitchen staff, volunteers and contractors.

14. AUDITING

The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the Club elected for that purpose at the Semi-Annual General Meeting. The auditor shall submit a complete and proper statement of the standing of the books for the previous year at the Annual Meeting of the Club. The fiscal year of the Club in each year shall be March 1st to February 28th (or February 29th as applicable). The books and records of the Club may be inspected by any member of the Club at the Annual Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Board shall at all times have access to such books and records.

15. MEETINGS

This Club shall hold an Annual General Meeting in the month of March, April or May each year and a Semi-Annual General Meeting in the month of September or October each year, of which notice in writing to the last known address of each member shall be sent via email or mail 21 days prior to the date of the meeting. At the Semi-Annual General Meeting there shall be elected Board Members as stated in Article 3.2. General meetings of the Club may be called at any time by the Secretary upon the instructions of the President or Board by notice in writing to the last known address of each member, delivered by email or mail 14 days prior to the date of such meeting. A special meeting shall be called by the President or Secretary upon receipt of a petition signed by one-third of the members in good standing, setting forth the reasons for calling such meeting, which shall be by letter to the last known address of each member, delivered by email or mail 21 days prior to the meeting. 10% of the voting members, or 20 voting

members, whichever is greater, shall constitute a quorum at any meeting.

16. VOTING

Any member with voting privileges as defined in Article 2.4, who has not withdrawn from membership nor has been suspended nor expelled shall have the right to vote at any meeting of the Club. Such votes must be made in person and not by proxy or otherwise.

17. REMUNERATION

Unless authorized at any meeting and after notice for it shall have been given, no Director of the Club shall receive any remuneration for his/her services as a Director.

18. BORROWING POWERS

For the purpose of carrying out its objects, the Club may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the Club, and
in no case shall debentures be issued without the sanction of a special resolution of the Club.

19. BYLAWS

The Bylaws may be rescinded, altered or added to by special resolution at either the Annual General Meeting or the Semi-Annual General Meeting. Proposals by any member must be delivered to the Secretary at least 28 days prior to the Meeting to be considered
at that Meeting. Notice of the proposals will be given to all members at least 21 days prior to the Meeting. A 75% majority of votes is required for the proposal to pass.