

NUTANA LAWN BOWLING CLUB INC

CONSTITUTION (September 2016 Revision)

ARTICLE 1 Name and Object

Section 1: The Club shall be known as Nutana Lawn Bowling Club Inc. The abbreviation NLBC may be used

Section 2: The Club is formed for the purpose of stimulating interest in lawn bowling and promoting good fellowship among its members

ARTICLE 2 Membership and Meetings

Section 1: There shall be five classes of membership, Active, Junior, Social, Recreational, and Honorary,

Section 2: All those interested in the game of Lawn Bowls shall be eligible to become Active Members provided they have duly applied for active membership, and they have been elected or accepted by the Executive Committee of the Club.

Section 3: All those interested in the game of Lawn Bowls who would be designated as Juniors by Bowls Saskatchewan shall be eligible to become Junior Members provided they have duly applied for membership, and they have been elected or accepted by the Executive Committee of the Club. They shall pay annual membership dues at a rate reduced from that of Active Members. They shall have the privilege of participating in the regular bowling program of the Club as well as special programs for Junior Members.

Section 4: All those interested in the game of Lawn Bowls and wishing to maintain a social contact with the Club, but not wishing to bowl in the regular Club program, shall be eligible to become Social Members, provided they have duly applied for social membership, and they have been elected or accepted by the Executive Committee of the Club, They shall pay annual membership dues at a rate reduced from that of Active Members. They may bowl on guest occasions, paying the normal game fees, but not in the regular Club schedule.

Section 5: All those interested in the game of Lawn Bowls, and wishing to maintain a recreational contact with the Club, but not wishing to bowl in the regular Club program, shall be eligible to become Recreational Members, provided they have duly applied for membership and have been elected or accepted by the Executive Committee of the Club. They shall pay annual membership dues at a rate reduced from that of Active Members. They may bowl on guest occasions, paying the normal game fees, but not in the regular Club schedule.

Section 6: As a mark of respect, or in consideration of their zeal, or for services rendered, the Club may elect either a lady or a gentleman as an Honorary Member. The Executive Committee shall consider any whom they deem worthy and shall place the name before the members at the Annual Meeting for election. An Honorary Member shall be exempt from payment of annual membership dues but not exempt from game fees.

Section 7: A Semi-Annual Meeting of the full membership of the Club shall be held at least ten days before the opening of each season.

Section 8: An Annual General Meeting of the full membership will be held within thirty days following closure for each season.

NUTANA LAWN BOWLING CLUB INC
CONSTITUTION (September 2016 Revision)

Section 9: The Secretary shall notify all members of the Club of the Semi-Annual Meeting and the Annual General Meeting at least seven days before the meeting by mail, posting in the Clubhouse, or telephone (Telephone Committee) as appropriate.

Section 10: No member who is in arrears for dues shall be eligible to hold office or to vote at meetings of the membership.

Section 11: Bowlers who wish to enter local, provincial or national competitions must participate in regular bowling in this Club.

Section 12: All active members should feel obliged to volunteer their services when requested.

ARTICLE 3 Dues

The annual dues for each year for all classes of membership shall be fixed at the Semi-Annual Meeting of members and shall be payable on or before June 15th next following.

ARTICLE 4 Officers And Executive:

Section 1: The Officers of this Club shall be - President, Vice President, Secretary and Treasurer, or Secretary-Treasurer.

Section 2: The Executive Committee of this Club shall consist of the Officers, Immediate Past President, and three Directors. The Officers and Directors shall be nominated and elected at the Annual General Meeting of the full membership, which shall be held within thirty days after the close of each season.

Section 3: The terms of office of the members of the Executive Committee shall be for not more than two consecutive years, or until their successors are elected. In the interests of continuity, only one of the three Directors shall be replaced in any one year.

Section 4: The three Directors shall participate in all activities of the Executive and assist the Executive with managing the affairs of the Club for its welfare and advancement. They shall perform such specific duties as may be properly required of them by the Executive.

Section 5: The Executive Committee shall request the attendance of selected Standing Committee Chairpersons at meetings of the Executive Committee when the business to be conducted is specifically relevant to or affects the work of those Standing Committees.

Section 6: No member who is in arrears for dues shall be eligible for office or entitled to vote.

Section 7: The Executive Committee shall have power to suspend a member for cause, or to expel a member for unbecoming conduct on the green.

NUTANA LAWN BOWLING CLUB INC
CONSTITUTION (September 2016 Revision)

ARTICLE 5 Duties of the Executive Committee. Officers and Directors

Section 1: The Executive Committee shall have charge of the affairs of the Club. It shall meet at the call of the President, be under the President's direction and guidance, and perform such duties as may be necessary for the welfare and advancement of the Club. It shall examine all accounts and approve the audited statements for presentation at the Annual General Meeting. In the event of any vacancy occurring in the Executive Committee, the remaining members, if there be a quorum present, may fill the vacancy from the Club membership till the next Annual General Meeting. Five members of the Executive Committee shall constitute a quorum.

Section 2: The duties of the President shall be to preside at the meetings of the Club and those of the Executive Committee; to call special meetings at his/her own discretion, or upon written request of twenty or more members; to appoint all committees not otherwise provided for - subject to the approval of the Executive; sign jointly with the Secretary all certificates and official documents of the Club (except cheques); and to perform such other duties as the advancement of the Club's interest may require.

Section 3: In the absence of the President the Vice President shall preside and perform the duties of the President's office. In the absence of both President and Vice President a Chairman, Pro Tem, may be elected by the members present

Section 4: The Treasurer shall have charge of the funds of the club and shall pay all accounts when approved by a majority of the Executive Committee. The Executive Committee may authorize the Treasurer to pay routine operating expenses up to a defined maximum without specific reference to the Executive Committee. He/she shall receive all money, giving his/her receipt therefore, and deposit same in a Chartered Bank or Credit Union to the credit of the Club, and withdrawals shall be made only on the signatures of two of the President, Secretary, Vice President and Treasurer. He/she shall render to the Club an annual audited report of receipts and expenditures, and shall give a statement of finances when requested to do so by the President.

Section 5: The Secretary shall give notice of the annual and semi-annual meetings as provided for in Article 2, Section 8; attend all meetings of the Executive Committee and of the members; properly record the minutes of the business transacted thereat and notify all officers and members of committees of their election or appointment. He/she shall keep a list of members and their addresses. He/she shall conduct correspondence of the Club and perform such other duties as may be properly required of him/her by the Executive Committee.

Section 6: The Directors shall participate in all activities of the Executive Committee and assist the Officers with managing the affairs of the Club for its welfare and advancement. They shall perform such specific duties as may be properly required of them by the Executive Committee.

ARTICLE 6 Auditor

Section 1: An auditor shall be appointed annually to audit the financial records of the Club. Club members may act as auditors provided they are not members of the Executive Committee.

NUTANA LAWN BOWLING CLUB INC

CONSTITUTION (September 2016 Revision)

ARTICLE 7 ORDER OF BUSINESS

Section 1: The order of business in all meetings of the Club or of the Executive Committee shall be as follows:

1. Reading of the minutes of the previous meeting.
2. Business arising out of the minutes.
3. Receiving of communications,
4. Reports of officers and presentation of financial statement.
5. Reports of Standing Committees
6. Reports of Special Committees.
7. Unfinished business.
8. Election of Officers, Executive Committee, Chairpersons of Standing Committees;
9. Appointment of Auditor.
10. New business,
11. Adjournment.

Section 2: This order of business may be suspended or varied at any meeting at the discretion of the Chairperson with the approval of the members present.

ARTICLES 8 STANDING COMMITTEES

Section 1; The Standing Committees, shall consist of the following and such other committees as may from time to time be needed:

Archives	Cards and visiting
Coaching	Draw
Draw	Housekeeping
Lockers and Bowls	Food Services
Maintenance	Membership Development/ Publicity
Newsletter	Nominations
Social	Telephone

Section 2: The Chairpersons of the Standing Committees shall be appointed at the Annual General Meeting. The committees shall be composed of a Chairperson and such other members as required; the President being an ex officio member of all committees.

Section 3: The main duties of the Standing Committees shall be as follows:

The Archives Committee shall collect and maintain pictures, newspaper articles, etc. to serve as an historical record of the activities of the Club and its members.

The Cards and Visiting Committee shall arrange for the sending of cards and/or small gifts and visits where appropriate in support of members who are ill.

NUTANA LAWN BOWLING CLUB INC

CONSTITUTION (September 2016 Revision)

The Coaching Committee shall arrange coaching programs for prospective new members before the regular bowling schedule begins each spring; arrange periodic coaching sessions for members as required; arrange training programs in cooperation with the schools to introduce young athletes to the sport of lawn bowling.

The Draw Committee shall present a program of games, tournaments, etc., arrange for teams, make possible the play activities of the membership.

The Greens Committee shall supervise the maintenance of the greens and see that the playing surfaces are in proper condition. This committee should keep a log of work done on the greens. This Committee shall oversee the work of any individuals hired to carry out work on the greens. The Chairperson of the Greens Committee will be responsible for determining when the greens are unplayable.

The Housekeeping Committee shall arrange for the cleaning and general upkeep of the clubhouse.

The Lockers and Bowls Committee shall maintain an inventory record of the bowls owned by the Club. They shall be in charge of rentals of bowls and lockers.

The Lunch Committee shall be in charge of arrangements for serving lunches after regular Club bowling, Saturday evening guest bowling and other occasions as requested by the Executive Committee.

The Maintenance Committee shall carry out repair and maintenance of the Club and equipment other than the playing surfaces of the greens.

The Membership Development Committee shall be responsible for developing strategies to increase the numbers of members in all age and membership categories. They shall encourage the participation of members in coaching, officiating and playing skill clinics and other training sessions.

The Newsletter Committee shall be responsible for collecting and submitting articles for publication in the Bowls Sask Newsletter.

The Nominations Committee shall be chaired by the immediate Past President and shall include such other members as he/she requires. This Committee shall prepare a slate of candidates for the positions on the Executive Committee and Chairpersons for the Standing Committees for consideration at the Annual Meeting

The Publicity Committee shall arrange for publicity of Club activities through the local print, radio and television media.

NUTANA LAWN BOWLING CLUB INC
CONSTITUTION (September 2016 Revision)

The Social Committee shall arrange and have charge of Club entertainment and social activities. This Committee shall be responsible for purchasing supplies, organizing and providing food and refreshments for regular bowling and all special events and tournaments.

The Telephone Committee will arrange contact with members when necessary.

ARTICLE 9 AMENDMENT OF CONSTITUTION

Section 1: To alter or amend the Constitution a specific series of steps shall be taken as follows:

- (1) The Executive Committee shall appoint a Special Committee to draft the proposed changes,
- (2) The Special Committee shall make their recommendations to the Executive Committee.
- (3) After the approval of the Executive Committee has been reached the proposed changes shall be posted in the Clubhouse along with a Notice of Motion indicating that the proposed changes are to be voted on by the membership at the next Annual Meeting. This posting must be made at least thirty (30) days prior to the Annual Meeting.
- (4) At the Annual Meeting where the proposed changes are considered, it shall be required that two-thirds of the members present must vote in favor of the changes for them to be adopted