

NUTANA LAWN BOWLING CLUB

CONSTITUTION



September 27, 2021

ARTICLE 1 **NAME AND OBJECTIVES**

- 1.1 The Club shall be known as the Nutana Lawn Bowling Club Inc. The abbreviation NLBC may be used. The NLBC will be affiliated with Bowls Saskatchewan and Bowls Canada Boulingrin. The legal address will be: 310 – 7th Street East, Saskatoon, SK S7N 0A6.
- 1.2 The Club is formed for the purpose of stimulating interest in lawn bowling and promoting good fellowship among its members.

The Club is formed for the purpose of:

- encouraging and promoting the development of the game of Lawn Bowling
- providing healthful recreation, friendship and enjoyment through participation in the activities of the Club
- offering coaching and competition opportunities both provincially and nationally
- fostering a good relationship between other affiliated clubs and bowlers
- ensuring a duty of care to all members of the Club
- ensuring an environment for all present and future members that is free of bullying, harassment, discrimination, any form of maltreatment and in support of inclusivity
- improving the interest of Lawn Bowling within the community

ARTICLE 2 **MEMBERSHIP AND MEETINGS**

2.1 **Types of Membership**

Active Members – All those interested in the game of Lawn Bowls shall be eligible provided they have duly applied for active membership and have been accepted by the Executive Committee of the Club. Active Members have the right to vote and hold office. They can participate in any event sponsored by the Club. Bowlers who enter Provincial or National competitions must be an Active Member in good standing. All Active Members should volunteer their services when available.

Junior Members (ages 17 and under) – All those interested in the game of Lawn Bowls shall be eligible provided they have duly applied for membership and have been 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, Provincial Tournaments, and National Championships, as well as special programs for Junior Members. Junior Members are entitled to attend General Meetings and AGMs but cannot vote or hold office.

Social Members – 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, and provided they have duly applied for social membership and have been 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. Social Members are entitled to attend General Meetings and AGMs but cannot vote or hold office.

Recreational Members (*Wednesday Night League*) – 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, and provided they have duly applied for membership and have been 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. Recreational Members are entitled to attend General Meetings and AGMs but cannot vote or hold office.

Honorary Member – As a mark of respect, or in consideration of their zeal, or for services rendered, the Club may elect a member as an Honorary Member. The Executive Committee shall consider any one who they deem worthy and shall place the name before the members at the Annual General Meeting (AGM) for election. An Honorary Member shall be exempt from payment of annual membership dues but not exempt from game fees.

2.2 Meetings

The Secretary shall notify all members of the Club of the Spring General Meeting and AGM at least seven (7) days before each of the meetings by mail, e-mail, posting at the Clubhouse, on the NLBC website and/or on the Club's Facebook page.

The meetings of the Club shall be conducted in accordance with the Robert's Rules of Order.

A **Spring General Meeting** of the full membership of the Club shall be held at least ten (10) days before the opening of the outdoor lawn bowling season.

An **Annual General Meeting** of the full membership will be held within thirty (30) days following the closure of the outdoor lawn bowling season for the purpose of conducting the business of the Club.

A **General Meeting** of the members may be called by the President or by written request to the Executive Committee by at least twenty (20) Active Members of the Club. The request will specify the nature of the business and no other business will be conducted. The Executive Committee will decide the date, time and place for the meeting.

An **Executive Meeting** will be held at the call of the President who will determine the time, place and agenda.

A **Quorum** of twenty percent (20%) of the Active Members in good standing is required for the Spring General Meeting and AGM.

2.3 Constitution and Amendment

The Constitution and its amendments may be changed by amendment or revision. Amendments/revisions may be made provided that a notice of motion of the change has been

given to each Active Member and posted on the Clubhouse bulletin board thirty (30) days prior to the AGM.

A two-thirds (2/3) majority of the votes cast is required.

ARTICLE 3 **DUES**

- 3.1 The annual dues for each year for all classes of membership shall be fixed at the Spring General Meeting of members and shall be payable on or before June 15th.
- 3.2 No member who is in arrears for dues shall be eligible to hold office or to vote at meetings of the membership or compete at Provincial or National Championships.

ARTICLE 4 **OFFICERS AND EXECUTIVE**

- 4.1 The **Officers** of this Club shall be:
 - President
 - Vice-President
 - Past President
 - Secretary
 - Treasurer or Secretary-Treasurer
- 4.2 The **Executive Committee** of this Club shall consist of the Officers and three (3) Directors. The Officers and Directors shall be nominated and elected at the AGM of the full membership, which shall be held within thirty (30) days after the close of the season.
- 4.3 The terms of the Officers of the Executive Committee shall be for not more than two consecutive years or until their successors are elected.
- 4.4 As much as possible for continuity, one-half of the Executive will be elected in even years, and one-half in odd years.
- 4.5 The Executive Committee shall request the attendance of the selected Standing Committee at meetings of the Executive Committee when the business to be conducted is specifically relevant to or affects the work of those Standing Committees.
- 4.6 The Executive Committee shall have power to suspend a member for cause or to expel a member for unbecoming conduct on the green.
- 4.7 **Directors (3)**

The three (3) **Directors** of the Club will be elected on a staggered three-year rotation. Director One will be on the Executive for one year. Director Two will be on the Executive for two years

and Director Three will be on the Executive for a three-year appointment. In the interests of continuity, only one of the three Directors shall be replaced in any one year.

- 4.8 The three (3) 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.

ARTICLE 5 **DUTIES OF THE EXECUTIVE COMMITTEE AND DIRECTORS**

5.1 The **Executive Committee** shall:

- be in charge of the affairs of the Club
- meet at the call of the President
- be under the President's direction and guidance
- perform such duties as may be necessary for the welfare and advancement of the Club
- examine all accounts and approve the financial statements for presentation at the AGM
- prepare and submit grant funding applications along with supporting documents
- fill any Executive Committee or Director vacancy from the Club membership if there is a quorum present. The appointment would be effective until the next AGM
- consist of five members to constitute a quorum

5.2 The **President** shall:

- preside at the meetings of the Club and those of the Executive Committee
- represent the Club where and when required
- call special meetings at their own discretion, or upon written request of twenty (20) or more members
- shall not vote on any matter except when required to break a tie vote
- appoint all committees not otherwise provided for and subject to the approval of the Executive
- be an ex-officio member of all committees
- prepare and/or assist in the preparation of the Club's newsletter and information to the membership
- assist in preparing and submitting grant funding applications along with the supporting documentation
- ensure cheque signing requirements are made only on the signatures of two of the President, Past-President and/or Treasurer
- sign jointly with the Secretary all certificates and official documents of the Club
- prepare and present reports on the activities of the Club
- perform such other duties as the advancement of the Club's interest may require

5.3 The **Vice-President** shall:

- in the absence of the President preside and perform the duties of the President's office
- be available to assist the President upon request

- in the absence of both the President and Vice-President, a Chair, *Pro Tem*, may be elected by the members present

5.4 The **Past President** shall:

- mentor and assist the President in the duties of the office
- be prepared to assume the duties of the President or Vice-President if required
- be responsible for chairing the Nominating Committee and for finding candidates for the elected positions within the Club
- ensure cheque signing requirements are made only on the signatures of two of the President, Past-President and/or Treasurer
- manage Club bookings and rentals
- perform such other duties that may be assigned by the Executive Committee

5.5 The **Treasurer** shall:

- administer and keep accurate records of financial transactions of the Club
- have charge of the funds of the Club and shall pay all accounts when approved by a majority of the Executive Committee
- receive all money, giving receipt and deposit same in a Chartered Bank or Credit Union to the credit of the Club
- ensure cheque signing requirements are made only on the signatures of two of the President, Past-President and/or Treasurer
- assist in preparing and submitting grant funding applications along with the supporting documentation
- prepare the annual budget for approval by the Executive Committee and membership at the Spring General Meeting
- provide a financial report to the Executive Committee, Spring General Meeting and AGM
- shall render to the Club an annual financial report of receipts and expenditures, and shall give a statement of finances when requested to do so by the President

5.6 The **Secretary** shall:

- provide notice of Executive Meetings to the members of the Board
- provide notice of the Spring General Meeting and AGM to the membership
- attend all meetings of the Executive Committee and of the members
- receive Committee reports
- properly record the minutes of the business transacted
- retain copies of legal documents and records
- notify all officers and members of committees of their election or appointment
- keep a club directory of our member's current mailing and e-mail addresses, and phone numbers. This club directory should be made available by request to any Active Member
- report and respond to correspondence of the Club
- manage voter registration (Sign-in sheet/Voting sheet/Ballots) at the Spring General Meeting and AGM
- perform other duties as may be required by the Executive Committee

5.7 The **Directors** shall:

- participate in all activities of the Executive Committee
- assist the Officers with managing the affairs of the Club for its welfare and advancement
- perform such specific duties as may be properly required of them by the Executive Committee

ARTICLE 6 **AUDITOR**

6.1 The **Auditor** shall:

- be appointed annually to audit the financial records of the Club
- Active Club members may vote to waive an audit at the AGM per the provincial requirements for non-profit organizations

ARTICLE 7 **ORDER OF BUSINESS**

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

1. Welcome and Approval of the Agenda
2. In Memory of Bowlers Passed (Moment of Silence)
3. Approval of the minutes of the previous meeting
4. Business Arising out of the Minutes
5. Correspondence
6. President's Report
7. Treasurer's Report
8. Appointment of Auditor (AGM only)
9. Standing Committee Reports
10. Election of Executive Committee, Director, and Chairs of Standing Committees (AGM only)
11. New Business
12. Adjournment

7.2 The order of business may be suspended or varied at any meeting at the discretion of the President with the approval of the Active Members present.

ARTICLE 8 **DISSOLUTION OF THE CLUB**

8.1 If the Club, for any reason needs to cease operations, a resolution to dissolve the Club can only be passed at an AGM or General Meeting through a majority vote of the membership. The Executive Committee with the approval of the membership will ensure that all debts and obligations will be paid. Any assets of the Club that remain will be sold, donated or disposed of at the discretion of the Executive Committee.

ARTICLE 9 **STANDING COMMITTEES**

9.1 The **Standing Committees** shall consist of the following and such other committees as may from time to time be needed:

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|--------------------|----------------------|
| Archives | Housekeeping |
| Bowls and Lockers | Marketing |
| Cards and Visiting | Membership |
| Coaching | Nominations |
| Draw | Property/Maintenance |
| Greens | Social |

9.2 The **Chairs of the Standing Committees** shall be elected at the AGM. The Executive can appoint a Chair, if the position is vacant or if the elected Chair, cannot complete their term.

The committees shall be composed of a Chair and such other members as required; the President being an ex officio member of all committees.

All committees are accountable to the Executive and must report back to the Executive on a regular basis (Spring General Meeting and AGM) or as requested by the Executive.

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 in paper and/or electronic formats.

The **Bowls and Lockers Committee** shall maintain a current inventory record of the bowls owned by the Club, and the rentals of the lockers.

The **Cards and Visiting Committee** shall arrange for the sending of cards and/or small gifts and visits where appropriate in support of current members, past members, or close family members who are ill or who have passed.

The **Coaching Committee** shall coordinate the planning and implementation of coaching programs for prospective new members before the regular bowling schedule begins each Spring and oversee Club bowling instructional clinics and training sessions throughout the season.

The **Draw Committee** – *Club Games and Open Tournaments* shall present a program of games and tournaments, arrange for teams, make possible the play activities of the membership, guests and entries from other clubs. For *Provincial Events*, the Host Club will work in co-ordination with the NLBC Executive and Bowls Sask to manage the responsibilities for provincial events as outlined in Bowls Sask's Policy and Procedures Manual, Sport for All, sections H, I and K (Website: www.bowlssask.ca)

The **Greens Committee** shall supervise the maintenance of the greens, surrounding grass surfaces and its equipment.

The **Housekeeping Committee** shall arrange for the maintenance and cleanliness of the clubhouse other than the kitchen area.

The **Marketing Committee** shall consist of two groups – Newsletter and Media/Publicity. The Newsletter group will be responsible for collecting and submitting articles to the membership for information. The Media/Publicity group will arrange for the communication of Club activities through local print, electronic formats, radio/television and/or social media.

The **Membership Committee** shall be responsible for developing strategies to increase the numbers of members in all age and membership categories.

The **Nominations Committee** shall be chaired by the immediate Past President and shall include such other members as required. The Committee will prepare a slate of candidates for the positions on the Executive Committee and Chairs for the Standing Committees for consideration at the AGM.

The **Property/Maintenance Committee** shall carry out the repair, maintenance and replacement of the interior and exterior of the Clubhouse, Bowls Rooms, Old Shed, and exterior of Greens Equipment Garage other than the playing surfaces of the greens.

The **Social Committee** shall co-ordinate arrangements and support the scheduled club social activities, special events and tournaments.

More detailed information on the Standing Committee duties and responsibilities can be found in the document called Standing Committees Duties and Responsibilities.