

Maple Leaf Lawn Bowling Club Bylaws

ARTICLE I

Name

The name of this Club shall be the Maple Leaf Lawn Bowling club, hereinafter referred to as the Club.

ARTICLE II

Object

The object of this Club shall be to provide the means and the opportunity for its members and guests to participate in lawn bowling activities and social events for mutual enjoyment, friendship and exercise.

ARTICLE III

Members

Section 1. Regular Members

- a. All members must be a resident of Maple Leaf Golf & Country Club and must abide by The Code of Conduct attached to these Bylaws.
- b. Any change in the dues or any assessment must be adopted by a majority at a meeting of the membership, either the annual meeting or a special meeting.
- c. Members must pay dues for each season (November through October 31st).
- d. Members who bowled the previous season will continue at the same ratings in subsequent seasons until changed by the Rating Committee. A new resident who is an experienced bowler must accept the rating assigned by the Rating Committee when becoming a member.
- e. A resident guest who is an experienced bowler may participate in the weekly jitneys upon a space available basis and upon the payment of the established visitor/guest fee. A visitor who is not a resident guest (ie. resides or rents outside Maple Leaf) and who is an experienced bowler may at the request of a member participate in the weekly jitneys upon a space available basis and upon payment of the established visitor/ guest fee, for a maximum of 2 times per year. The fee shall be set by the Board from time to time.
- g. Inexperienced bowlers (beginners) who are residents and wish to bowl must first receive training from the Chief Instructor's Committee. They may then bowl in jitneys for two weeks without becoming a member. After that time, they must become a member to continue to bowl or pay the "per game fee". The per game fee shall be set by The Board from time to time. Beginners taking the instruction are eligible to use Club bowls for one (1) year without charge.
- h. A resident non-member shall pay a per game fee set by The Board from time to time.

Section 2. Social Members

- a. A social member must be a resident of Maple Leaf Golf & Country Club
- b. Social members may participate in all social events of the Club.
- c. They may not make motions or vote in meetings.
- d. Dues for Social Members shall be determined by the Board of Directors.

ARTICLE IV Officers

Section 1.

The Officers of the Club shall be President, Immediate Past President, Vice-President, Secretary and Treasurer. These officers shall perform the duties prescribed by their job descriptions and by the parliamentary authority adopted by the Club.

Section 2. Nomination Procedure

- a. There shall be a Nominating Committee composed of the Immediate Past President as Chairperson and two other members at large to be appointed by the Executive Committee who shall hold office for two years. In the event that the Immediate Past President is unable to, or declines to assume the Chairmanship of the Nominating Committee, the Executive Committee will appoint a third member for the Committee and the Committee members will then select their own chairman.
- b. It shall be the duty of this committee to nominate candidates for the offices to be filled at the Annual Meeting in March. The Nominating Committee shall post the list of nominees at least 10 days prior to the Annual Meeting at designated notice board at The Charlotte Center. Prior acceptance of each nominee for each office must be obtained before the list is posted.
- c. Additional nominations may be made from the membership but must be in the hands of the Nominating Committee 2 days prior to the Annual Meeting with the written concurrence of the nominee.

Section 3. Election and Term of Office.

The election shall be held at the annual meeting in March. If there is more than one candidate nominated for any office, election shall be by ballot. The officers shall be elected to serve for two years or until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected.

Section 4. Office-Holding Limitations.

No member shall hold more than one office at a time, except for the Secretary and Treasurer which may be a combined role, and no member shall be eligible to serve more than two consecutive terms as President, without agreement of the board.

Section 5. Vacancies.

In the event that an officer must vacate the position prior to the end of his or her term of office, the Executive Committee shall appoint a replacement. This appointment must be approved at the next meeting of the Board of Directors. In the event that a replacement cannot be appointed the executive may decide how to cover the position in the interim or for the balance of the term.

ARTICLE V Meetings

Section 1. Annual Meeting.

The Annual Meeting shall be held in March and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise. A notice of the date, time and place of the meeting shall be placed on the designated bulletin board at The Charlotte Center. at least 14 days prior to the meeting.

Section 2. Special Meeting.

Special meetings of the membership may be called by the President or by the Board of Directors and shall also be called upon the written request of ten members of the Club. A notice of the date, time and place of the meeting along with the purpose of the meeting shall be placed on the Club Bulletin Board at least seven days prior to the meeting.

Section 3. Quorum.

The lesser of forty percent (40%) of the membership or forty (40) members of the Club shall constitute a quorum.

ARTICLE VI Board of Directors

Section 1. Board Composition.

The Officers of the Club and standing committee chairpersons shall constitute the Board of Directors.

Section 2. Board's Duties and Powers.

The Board of Directors shall have general supervision of the affairs of the Club between meetings of the membership, fix the hour and place of meetings, make recommendations to the Club and perform such other duties as are specified in these bylaws.

Section 3. Board Meetings.

Unless otherwise ordered by the Board, regular meetings of the Board of Directors shall be held on the first Monday of each month from November to March, inclusive. Special meetings of the Board may be called by the President and shall also be called upon the written request of three members of the Board. A quorum shall be a majority of members.

ARTICLE VII Executive Committee

Section 1. The Executive Committee shall be the officers of the Club.

Section 2. The Executive Committee shall have general authority over the Club between meetings of the Board of Directors and any action taken by the committee shall be reported at the next board meeting and shall perform other duties specified in these bylaws.

Section 3. Meetings of the executive committee shall be held as necessary between meetings of the Board of Directors.

Section 4. The quorum for the executive committee shall be a majority of its members.

Section 5. The Executive Committee may authorize the expenditure of an amount under \$500 for items which exceed its budgeted amount or are not budgeted. (See Article IX, Section 3b).

ARTICLE VIII Committees

Section 1. The Standing Committees of the Club shall be: Greens, Maintenance, Tournament, Membership, Social, Drawmaster, Publicity, Training, Bowling Supplies, Rating and Inter-Club Competition.

Section 2. The President shall appoint all standing committee chairpersons. Committee Chairpersons shall appoint the members of their committees. The President shall announce committee chairperson appointments at the annual meeting following his/her election. Standing committee chairpersons shall remain in office until replaced by the President or until resignation.

Section 3. Special committees or additional standing committees shall be appointed by the President as the Board of Directors shall deem necessary to carry out the work of the club.

Section 4. The President shall be an ex officio member of all committees except the nominating committee.

ARTICLE IX

Finance

Section 1. Fiscal Year

The Club's fiscal year shall be for the period from March 1st ending the last day of February.

Section 2. Banking

- a. The Treasurer is authorized to open checking and savings bank accounts within the area of Port Charlotte to deposit funds received by the Club and to pay for legitimate obligations incurred by the Club as per the budget or as otherwise approved.
- b. All checks for payment must be signed by the Treasurer or, if necessary, by one of at least two other members who are to be designated by the Executive Committee.

Section 3. Budgeting

- a. The Board of Directors shall prepare an annual budget each year for the approval of the membership present at the annual general meeting of the Club.
- b. The budget shall include at least the following items, each adequately delineated for the benefit of the members:
 1. Estimated income for the year from membership, guest dues and other sources.
 2. Proposed operating, capital furnishings and equipment expenditures. Any expenditure item arising during the year which will exceed its budgeted amount, or has not been provided for in the budget, must be approved:
 - i. if under \$500 by the Executive Committee, or
 - ii. if \$500 or over, by the Board.

Section 4. Auditor

- a. The Executive Committee shall recommend for the approval of the members at each annual general meeting, an appointee as Financial Reviewer for the coming year.
- b. The Financial Reviewer is responsible to report to the members of the Club at the annual meeting on their review of the accounting records and their examination of the financial statements to be presented by the Treasurer at that meeting.

ARTICLE X

Membership Policy

- a. The Board of Directors shall have the power, after a thorough investigation of the facts to be carried out by 2 members of the board and after a two-thirds (2/3) majority vote of all Members of the Board of Directors present, to revoke, suspend or terminate a person's membership and privileges.
- b. All members must abide by the Code of Conduct attached to these Bylaws and as amended by The Board from time to time.

ARTICLE XI
Parliamentary Authority

The rules contained in the current edition of Robert's Rules as amended from time to time shall govern the Club in all cases to which they are applicable.

ARTICLE XII
Amendments

These bylaws may be amended at any meeting of the membership by a two-thirds vote, provided that the amendment has been posted on the Lawn Bowling bulletin board at least 10 days prior to the meeting.

Attachment Maple Leaf Lawn Bowling Club Bylaws

Attachment to Maple Leaf Lawn Bowling Club Bylaws

CODE OF CONDUCT

The code of conduct of the game of bowls is a combination of good manners, sportsmanship and sociability.

1. Dress correctly for all games. For non-tournament play unacceptable wear is tank tops, muscle shirts and short shorts. Necklines should be of a modest nature. Shoes need to be flat soled. For tournaments the dress code for the event will be stated on the sign-up sheet.
2. Remain behind the mat or outside the head when it is not your turn to play. Always remember that as soon **as your bowl comes to rest possession of the rink passes to your opponent.**
3. Do not talk loudly when a player is about to deliver a bowl.
4. Keep to your own rink. Do not become a wanderer and distract other bowlers. Walk down the **centre** of your **rink** when you are changing ends.
5. Stand still when a player is on the mat.
6. Compliment your opponent on a good shot.
7. Admit a fluke with grace.
8. Never complain about lucky bowls- they tend to equal each other out over a game.
9. Do not say **Thanks** for an opponent's poor shot that goes your way.
10. Try to avoid obscuring boundary pegs and rink markers.
11. When an **umpire** is called, retire away from the head as you are no longer part of the decision making.
12. Never criticize your opponent, the greens or your team members. If you cannot say something positive do not say anything at all.
13. Skips should always remember that their team members are doing their best and that they are not always perfect themselves. Watch your body language.
14. No harassment will be tolerated. Harassment is any form of conduct that is cruel, intimidating, offensive, or physically harmful. Types of behaviour that constitute harassment include, but are not limited to: **hostile verbal and non verbal communications, condescending, patronizing, physical threatening or punishing actions that undermine self- esteem or diminish performance.**
15. Be a gracious winner and a good loser.