

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, pay dues for each season (November through October 31st), and must abide by The Code of Conduct attached to these Bylaws. The current rate for a regular member is \$50 for the year.
- 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. Each member shall be entitled to one vote, in person or by proxy, on all matters submitted to a vote of members.
- 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 regular member has all the rights and privileges of membership including playing in tournaments, voting and holding executive positions.
- f. The board is authorized to introduce membership incentives to try and increase the number of members in the club. The incentives should be for a limited time.

Section 2. Temporary Members

- a. Residents of Maple Leaf who wish to be a member of the club for a portion of the season can pay a monthly rate to be a Temporary member. The current monthly rate is set at \$20 per month. A monthly membership includes play in all events and tournaments, but does not include the right to vote or hold office.
- b. A resident, or resident guest of Maple Leaf who wishes to bowl for a short period of time can pay \$5 per day or \$10 per week. The daily or weekly memberships do not include tournament play or the right to vote or hold office.
- c. 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.

- d. Beginners who receive instruction from the Coaching committee 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.

Section 3. 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. Meetings

- a. Meetings of the Association, including its AGM, Board meetings, General meetings, Special meetings and Committee meetings may be held in person or by such electronic means including, but not limited to, email, telephone call and the transmission of data, information and video through computer networks or other similar means as determined by the President of the Association. Any person attending a meeting by such means is deemed to be present at the meeting. The Secretary shall keep minutes of and attendance at such meetings.
- b. Voting at meetings of the Association shall be by a show of hands, paper or electronic ballot, if feasible or otherwise by such other means or matter as the President may direct.
- c. Notices of membership meetings shall be communicated to the members by electronic means and be displayed on the bulletin board by the Charlotte Center. No error or omission in the notice of any meeting of the Association or its board shall invalidate such meeting or render void any proceedings taken at the meeting.
- d. In cases of equality of votes, the President shall have a second or casting vote.

Section 2. 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 communicated electronically and be placed on the designated bulletin board at The Charlotte Center. at least 14 days prior to the meeting.

Section 3. 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 communicated electronically and placed on the Club Bulletin Board at least seven days prior to the meeting.

Section 4. Quorum.

The lesser of forty percent (40%) of the membership or forty (40) members of the Club shall constitute a quorum. Members who have assigned their vote to a proxy will be counted toward the attendance total to make quorum. The proxy appointment form is Schedule A.

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, 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. Financial Review

- 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.

**ARTICLE XIII
Suspension Of Rules**

Section 1. When situations arise because of catastrophic circumstances such as hurricanes or pandemics, the Board may temporarily suspend the rules enacted by these By-Laws that govern the administration of the club.

Section 2. Any suspension of the rules declared by the Board pursuant to this clause shall be terminated by the Board as soon as is reasonably possible.

Schedule A

Instrument Appointing Proxy

The undersigned, a member in good standing of the Maple Leaf Lawn Bowling Club, hereby appoints the President of the Club, or failing him or her, the Vice-President of the Club, or failing him or her, an Officer of the Board of the club, or in lieu of the foregoing,

_____ as proxy of the undersigned to attend, vote and act at the meeting of the Association to be held on the

_____ day of _____, 20____. To the same extent and with the same powers as if the undersigned were present at the said meeting.

Dated the _____ day of _____, 20____.

Print Name of Member: _____

Signature of Member: _____

Attachment Maple Leaf Lawn Bowling Club Bylaws

Attachment to Maple Leaf Lawn Bowling Club Bylaws

CODE OF CONDUCT

The purpose of the Code of Conduct is to ensure that the Maple Leaf Lawn Bowling Club operates in a manner that ensures the club is a respectful, friendly, inclusive, safe and welcoming environment for all players, coaches, officials and spectators. The code of conduct is comprised of a combination of sports etiquette, safe sport principles and sociability. The points listed below are examples but not an exhaustive list of guidelines.

Sport Etiquette

- All members and guests are expected to behave in a respectful and fair manner at all times. Refrain from any discriminating, harassing, bullying or violent behavior towards any persons regardless of circumstance. Raised voices and coarse language are examples of unacceptable behavior.
- Abide by the rules of play, the spirit of those rules and sports etiquette.
- Treat all officials, opponents and teammates with respect and dignity.
- Dress correctly for all games. For non-tournament play unacceptable wear is muscle shirts and short shorts. Necklines should be of a modest nature. For tournaments, follow the dress code stated on the sign-up sheet.
- If you are having difficulty with agreement on a rule or measure, call an umpire or experienced player to assist. Once called, their decision stands.
- 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.

Safe Sport Principles and Safety in General

- If you observe an unusual significant hazard or risk, immediately report your observations to the drawmaster.
- Wear flat soled shoes so you do not damage the surface of the green.
- Support safety practices around the green by passing the rake to others from on and off the green, and keeping personal items away from the edge of the rink.
- Use caution stepping on and off the playing surface.
- Be aware of your position on the rink. Try to avoid obscuring boundary pegs and rink markers.
- Walk down the center of your rink when you are changing ends so you don't interfere with the play on neighboring rinks.
- Do not participate if impaired by alcohol, medication, or other substances.

Sociability

- Do your best to be friendly and welcoming to other people around the lawn bowling facility.
- Compliment your opponent on a good shot. Never criticize your opponent, the greens or your team members. Everyone experiences both lucky and unlucky breaks during play. No sense complaining about unlucky bowls or saying thanks for an opponent's poor shot that goes your way. If you cannot say something positive do not say anything at all.
- Be a gracious winner and a good loser.

Any member of the club who has a complaint regarding any of the above or who feels that they have a concern regarding the behavior of others in the club should speak with a member of the club executive.