

Niagara-on-the-Lake Lawn Bowling Club
By-Laws
DUTIES OF THE EXECUTIVE, OFFICERS AND COMMITTEES

President

- ▶ shall be chief officer of the club
- ▶ shall call Executive meetings as required
- ▶ shall be ex-officio member of all committees
- ▶ shall be one of the signing authorities of the club
- ▶ shall report on the Club's activities at each annual meeting
- ▶ shall write appropriate letters of thanks to all tournament sponsors

Vice-President

- ▶ in the absence of the President or his/her inability to act, shall assume all the Presidents duties and responsibilities or shall ensure that such duties are assigned to another member or to members of the Executive.
- ▶ shall be one of the signing authorities of the club
- ▶ shall be responsible for player development
- ▶ shall be responsible for allocation of such keys as are required by the Community Centre Management and the Club Executive
- ▶ shall be responsible for the Health and Safety aspects of the Club
- ▶ shall be responsible for obtaining tournament sponsors and obtaining the sponsorship money from them.

Immediate Past President

- ▶ shall assume the President's responsibilities in his absence or inability to act if requested by one of the Vice-Presidents to do so.
- ▶ shall chair the Nominating Committee
- ▶ shall perform special assignments that may be requested by the executive

Secretary (Note: The following two sets of duties could be combined in one person)

shall perform normal secretarial duties including:

- ▶ sending notices of meetings and keeping minutes and records
- ▶ correspondence except that which may be more effectively handled by other officers or committee chairmen
- ▶ processing membership applications and renewals and keeping a list of members
- ▶ liaison with Frontier and O.L.B.A. excluding payment of dues
- ▶ receiving mail and information and posting on bulletin board or distributing to other officers or committee chairmen as appropriate

Treasurer

shall perform normal treasurer duties including:

- ▶ receiving and depositing of membership dues and funds from other sources
- ▶ shall process membership applications and renewals and keep a list of members
- ▶ must be one of the signing officers of the Club
- ▶ maintaining the Club bank accounts and cash advances
- ▶ disbursement of cash advances to the Clubhouse Committee or to others that may be authorized by the Executive and ensuring that such advances are properly accounted for

Niagara-on-the-Lake Lawn Bowling Club

By-Laws

DUTIES OF THE EXECUTIVE, OFFICERS AND COMMITTEES

- ▶ providing the necessary information for the annual financial review
- ▶ shall be responsible for the rental of bowls owned by the Club and keep a record of the receipts
- ▶ shall be provided with a cash advance

Auditor

- ▶ shall make an annual financial review of the Club Operating Fund and report at the Annual meeting

DUTIES OF TOURNAMENT SECRETARY

- ▶ shall coordinate schedules and games with other clubs and associations
- ▶ shall alert the Club officers and committees when interclub events are scheduled for our club
- ▶ shall be responsible for keeping the Greens Committee posted on schedules of all games
- ▶ shall recommend to the executive the introduction of new local events and tournaments that would appear to have appeal to the membership.
- ▶ shall arrange for tournament drawmasters at all scheduled games
- ▶ shall arrange for club jitney drawmasters
- ▶ shall arrange for coordination of all District tournaments
- ▶ shall consult with and recommend to the Executive the Club's involvement in Provincial and National tournaments
- ▶ shall arrange for the solicitation of high level tournaments such as Provincial, National. etc.

DUTIES OF COMMITTEES

Each Committee Chair will have responsibility for the assigned duties of their committee. They should, however, endeavour to appoint sufficient committee members to adequately share the work and, where necessary, solicit assistance from other members of the club.

Finance Committee

- ▶ Administration of the Club's financial resources including the following:
- ▶ shall be on the lookout for possible grants or gifts from which the resources might be augmented
- ▶ shall be aware of investment alternatives, to keep the resources effectively invested for maximum earnings and to ensure prompt renewals of short-term investments such as Term Deposits and Investment Certificates
- ▶ in co-operation with the Treasurer shall keep records of transactions appropriate for the annual financial review of the resources

Membership and Publicity Committee

- ▶ processes new and renewal applications in cooperation with the Treasurer
- ▶ ensures that new members are appropriately welcomed and that they are made aware of the Club's rules, regulations and customs
- ▶ plans and implements a publicity program regarding the Club's activities in the community as appropriate
- ▶ plans and implements a program to increase Club membership
- ▶ updates the Club scrapbook with permanent records of newspaper and other publicity

Niagara-on-the-Lake Lawn Bowling Club
By-Laws
DUTIES OF THE EXECUTIVE, OFFICERS AND COMMITTEES

Greens and Grounds Committee

Responsibilities of this committee are in two groups:

1. Care of all club premises including greens

- ▶ Note : This section will have to wait until the town has decided what the Club's responsibility will be.

2. Arrangements for setting up and dismantling the playing area for each Game Session or Tournament.

- ▶ shall determine from other committees the schedules of, and required arrangements for, all playing sessions including local games and special events
- ▶ shall have final responsibility in decisions whether the greens are playable at a given time
- ▶ in cooperation with the Tournament Secretary shall set the required number of greens and put out required equipment, including the flags for special occasions, before the start of play and to put equipment back at the end of play.

Supplies and Social Committee

A. Refreshments

- ▶ shall assist those in charge of local or inter—club events when refreshments are required

B. Housekeeping:

- ▶ shall arrange for cleaning the locker area and other areas after Club events

C. Supplies:

- ▶ shall be responsible for the procurement, storage and sale of such items as:
 - ▶ books and literature
 - ▶ beverages
 - ▶ serving items
 - ▶ members' badges and other paraphernalia
- ▶ shall keep records of receipts and expenditures relating to the cash advance in a manner satisfactory to the Treasurer.

D. Entertainment:

- ▶ shall be responsible for arranging entertainment for special events.

E. Bowls:

- ▶ shall operate a program endeavouring to secure used bowls of sizes and quality suitable for sale and rental to members.
- ▶ bowls accepted as donations become Club property and can be disposed of at the discretion of the Club Executive unless specific instructions to the contrary are given by the donor.

Signed at Niagara-on-the-Lake, _____, 2011

Ivan Eaton, President _____

Mary Hazell, Secretary _____