

## CONSTITUTION

### Article 1. NAME OF CLUB

The Club shall be known as the Niagara-on-the-Lake Lawn Bowling Club.

### Article 2. OBJECTIVES

The objectives of the Club are:

- to provide and maintain a high-quality playing area, and adequate equipment and clubhouse facilities;
- arrange and schedule games and in-house tournaments at our home Club;
- to encourage participation in inter-club and provincial bowling activities;
- to provide affordable opportunities for recreation and fellowship to as many citizens as possible;
- to provide coaching for new bowlers that will enable them to learn about the game and be able to enjoy it at any level;
- to provide coaching for experienced bowlers that will enable them to develop their skills further.

### Article 3. MEMBERSHIP

There shall be four classes of members in the Club, namely, playing members, social members, associate members and honorary members.

#### **Playing Members**

Playing membership shall be available only to individuals who wish to lawn bowl, are prepared to receive coaching as required, and pay the annual fee.

The term of membership of a Playing Member shall be annual, subject to renewal in accordance with the policies of the Club.

As set out in the by-laws of the Club, each playing member is entitled to receive notice of, attend and vote at all meetings of members and each such playing member shall be entitled to one (1) vote at such meetings.

#### **Social Members**

Social membership shall be available to individuals who do not wish to lawn bowl,

and is open to all who are prepared to pay the annual social member fee. Membership allows social members to attend Club post-jitney teas, barbecues and other social functions organized by the Club. While social members may not participate in regular bowling, they may bowl in a jitney as a guest of the Club once per month during the bowling season. Social members may not vote at the annual general meeting of the Club, or at any other meetings of members that may be called by the Club.

The term of membership of social members shall be annual, subject to renewal in accordance with the policies of the Club.

A social member shall not be entitled to receive notice of, attend or vote at meetings of the members of the Club.

### **Associate Members**

Associate membership shall be open to individuals who are members of another lawn bowling Club in Ontario and pay the Ontario Lawn Bowling Association (OLBA) fee through that Club, and are prepared to pay the annual NOTL Lawn Bowling Club associate membership fee.

Associate members may participate in all bowling activities of the Club, as well as in all social activities organized by the Club. They may not vote at the annual general meeting of the Club, or at any other meetings of members that may be called by the Club.

The term of membership of associate members shall be annual, subject to renewal in accordance with the policies of the Club.

An associate member shall not be entitled to receive notice of, attend or vote at meetings of the members of the Club.

### **Honorary Members**

Honorary membership may, on recommendation by the Executive, be awarded to a member for special services rendered to the Club. An honorary member will not be required to pay the annual fee.

The term of membership of honorary members shall be for life, subject to review by the Executive in accordance with the policies of the Club.

An honorary member shall not be entitled to receive notice of, attend or vote at the annual general meeting of the Club, or at any other meeting of members that may be called by the Club.

A membership in the Club is terminated when:

- a. the member dies;
- b. a member fails to maintain any qualifications for membership described in the Club by-laws;
- c. the member resigns by delivering a written resignation to the President of the Club in which case such resignation shall be effective on the date specified in the resignation;

- d. the member is expelled in accordance with the provisions of the Club by-laws;
- e. the member's term of membership expires; or
- f. the Club is dissolved.

Subject to the by-laws, upon any termination of membership, the rights of the member, including any rights in the property of the Club, automatically cease to exist.

In the event that events outside of the control of the Club, including catastrophic damage to the greens or clubhouse, a natural disaster or global pandemic, lead to the suspension or cancellation of the lawn bowling season, the Club Executive may choose to waive annual membership dues for all members. Should this occur, members would be considered to remain members in good standing of the Club until such time as the Club resumes operating and resumes the collection of annual membership dues, or the member either resigns or dies.

## Article 4. CLUB EXECUTIVE AND OFFICERS

The Officers of the Club shall comprise a:

President  
Vice-President  
Immediate Past President  
Secretary  
Treasurer

The Executive shall consist of the Officers and the following Directors:

Director – Membership and Publicity Director  
– Greens, Grounds and Equipment Director -  
Supplies and Social Committee  
Director – Capital Improvements and Grants Committee  
Director – at large (ad Hoc Committees struck)

- Terms of office for each of the Executive shall be for one year.
- The Executive shall conduct the operations of the Club and shall be responsible to the general membership.
- The regular season shall normally run from Mid-April to end of October and the off season shall run from November to Mid-April
- The Executive shall normally meet twice or three times during the off season for planning purposes for the upcoming season and twice during the regular season.
- The President or any two Officers may call extra meetings on one week's notice, in accordance with the Club by-laws.
- A quorum for an Executive meeting shall be 6 members, one of whom must be the President or Vice-President. All questions shall be decided by a simple majority vote of the members attending. The President or his/her alternate shall not vote except to break a tie.
- If a vacancy occurs on the Executive after the AGM and before the next AGM, the Executive may appoint a member to fill the vacancy until the person filling the position returns or until the next AGM.

## Article 5. RESPONSIBILITIES OF CLUB EXECUTIVE

**a. President of the Club** - The President of the Club shall be a director of the Club. He/she shall be chair of the Executive and, when present, shall preside at all meetings of the Executive and of the members. The President shall have such other duties and powers as the Executive may specify, including:

- 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

In addition, the President shall be the chief executive officer of the Club and shall be responsible for implementing the strategic plans and policies of the Club. The President shall, subject to the authority of the Executive, have general supervision of the affairs of the Club.

**b. Vice-President of the Club** - The Vice-president shall be a director. He/she shall be the vice-chair of the Executive. If the President of the Club is absent or is unable or refuses to act, the Vice-President of the Club shall, when present, preside at all meetings of the Executive and of the members. The Vice-president shall have such other duties and powers as the Executive may specify, including:

- in the absence of the President or his/her inability to act, shall assume all the President's 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 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 sit on the greens oversight committee.
- shall be responsible for obtaining tournament sponsors and obtaining the sponsor money from them.

### **C. Immediate Past President**

- shall chair the Nominating Committee for Members of the following year Executive.
- shall perform special assignments that may be requested by the Executive.

#### **d. Secretary**

If appointed, the Secretary shall attend and be the Secretary of all meetings of the Executive, members and committees of the Executive. The Secretary shall enter or cause to be entered in the Club's minute book, minutes of all proceedings at such meetings; the Secretary shall give, or cause to be given, as and when instructed, notices to members, directors, the public accountant and members of committees; the Secretary shall be the custodian of all books, papers, records, documents and other instruments belonging to the Club. The Secretary shall have such other duties and powers as the Executive may specify, including:

- shall be responsible for preparing and mailing or e-mailing correspondence on behalf of the Club, at the direction of the President of the Club or Executive
- shall undertake ongoing liaison with the OLBA (note, receipt of dues/payments to the Club, and payment of dues to third-party organizations/clubs is the responsibility of the Treasurer)
- shall receive correspondence and information and post on bulletin board or distribute to other officers or directors, as appropriate

#### **e. Treasurer**

The Treasurer must be one of the signing officers of the Club, and shall have such powers and duties as the Executive may specify, including:

- shall be responsible for the administration of the Club's financial resources, including receiving and depositing membership dues, and funds from other sources, and, as appropriate, payment of dues to third-party organizations such as the OLBA
- shall keep records of transactions required to prepare the annual financial review of the Club assets, liabilities, balance sheet and accounts, and collect and provide all other necessary information for the annual financial review
- shall maintain the Club bank accounts and oversee its cash advances, including the disbursement of cash advances to recipients that may be authorized by the Executive, and for ensuring that such advances are properly accounted for
- shall be responsible for the accounting for and depositing of funds related to the rental of bowls owned by the Club and keep a record of the receipts
- shall undertake to stay informed of the investment alternatives available to the Club, and keep the Club's available funds invested in low- to moderate- risk investments that provide reasonable financial returns to the Club while minimizing risk
- shall ensure prompt renewals of the Club's short-term investments such as term deposits and investment certificates
- shall strike a finance committee when required to do so, and shall sit as the chair of such a committee.
- under the direction of the Executive, shall ensure the appointment of an internal Auditor to make an annual financial review of the Club Operating Fund and report at the Annual meeting

The powers and duties of all other officers of the Club shall be such as the terms of their engagement call for or the Executive or President requires of them. The Executive may, from time to time and subject to the Act, vary, add to or limit the powers and duties of any officer.

## Article 6. MEETINGS

The Annual General Meeting shall be held in the autumn of each year. Preferably as near to the end of October as possible.

Special membership meetings may be called by the Executive, in accordance with the Club by-laws.

Action at any meeting shall require a quorum of 50% of the members in good standing at the date of the meeting.

Motions will be carried with a simple majority of voting members either present or voting through proxies at the meeting.

Notice (either by post or by electronic mail) of the Annual General Meeting shall be sent by the Secretary 30 days before the meeting date to all paid-up members, together with any materials involved with changes to the constitution, by-laws or policies.

Failure of any member to receive notice properly sent shall not invalidate any decisions taken or other proceedings of that meeting.

During a crisis (i.e. pandemic, fire, war, strike, renovations, etc.), it may not be possible to hold an Annual General Meeting or a Special Membership Meeting. In such circumstances the Executive may hold a vote of the membership on specific issues via e-mail.

Proxy forms will be sent to all members prior to the Annual General Meeting and Special Membership Meetings along with instructions on how voting through the proxy process will work.

## Article 7. NOMINATIONS AND ELECTIONS

All officers and directors shall serve for a one-year term. At each Annual General Meeting the membership shall elect individuals to fill any vacant positions on the Executive and such individuals will serve for one year.

The newly elected members of the Executive will assume responsibility 30 days following their election/acclamation at the Annual General Meeting.

Prior to the end of their term, the outgoing executive shall commence the process of making all the necessary changeovers such as handing over files to their replacement, contacting the financial institutions to change the signing officers, and providing executive names and contact information to the OLBA, the Town of NOTL and the NOTL Community Centre.

Sixty days before the Annual Meeting, the President shall appoint three members of the Club, one being a Past President, as the nominating committee to canvass possible candidates and prepare a list of nominees for each vacant Executive position. The Past-President will chair the committee. In addition, members may be nominated for election to the Executive at the Annual Meeting by any two members. A nominee must accept the nomination for it to be valid.

If there is more than one nominee for a position, voting shall be by secret ballot. The President shall appoint a minimum of two members to count the ballots and report the results, after which a motion will be made to have the ballots destroyed.

Members wishing to serve on a committee must submit their names to the Director of that committee. Outgoing Directors are expected to actively invite members to serve.

## Article 8. AFFILIATIONS

The Club shall maintain membership in the Ontario Lawn Bowling Association (OLBA) in District 6.

## Article 9. FINANCE

The fiscal year shall be from November 1 through October 31 the following year.

The financial resources of the Club are held in an Operating Fund which will consist of a bank account and guaranteed investments.

Signing authority for the bank account shall reside with the Treasurer, the President and the Vice-President. Any withdrawals from the bank account requires two signatures; the Treasurer and one of the President or Vice-President. In an emergency, the President and Vice-President may act as the two signers.

Withdrawals from the guaranteed investments may be made only by a majority vote of the Executive.

Investment recommendations shall be submitted by the Treasurer to the Executive for their approval.

A reviewed financial statement of the Operating Fund shall be presented, and voted on, at each Annual Meeting.

## Article 10. FEES

Changes in membership dues shall be by majority vote of those members in good standing present and voting by proxy at the Annual General Meeting or a Special Membership Meeting. If a suspension of club activities occurs, the Executive will determine the membership dues for the remaining part of the season.

Membership dues must be paid before June 1. Failure to pay by July 1 will result in suspension of membership privileges. Such suspension may be revoked by a majority vote of the Club Executive following payment of the required fee.

Should Club activities be suspended due to a loss of access to the Club's facilities or as a result of national, provincial or municipal regulations (i.e. due to a pandemic, fire, war, strike, renovation, etc.), the Executive may extend existing membership terms and/or waive membership fees until the situation is resolved and it is possible for normal Club activities to resume. There would be no loss of membership privileges for members who were in good standing at the time Club activities are suspended, regardless of whether the suspension begins during the playing season or the off season.

New members who join the Club after July 15 will be required to pay one-half the annual fee. This fee may be further reduced, at the discretion of the Membership Chair, on a prorated basis to the end of the summer season which is assumed to be October 15. Persons who do not reside in Niagara-on-the-Lake will be required to pay an additional Non-Resident fee. All persons who were regular members of the Club in 2010 or earlier will be exempt from this Non- Resident fee.

## Article 11. Adoption of OLBA Policies

As fully paid up members of the OLBA, the NOTL Lawn Bowling Club will accrue a number of benefits. These benefits include support, education, training, some insurance coverage, and will allow us to operate under a set of Policies which will govern all OLBA member clubs. Specifically of note are the following Policies:-

- Code of Conduct & Ethics Policy,
- Harassment Policy,
- Equity, Inclusion and Access Policy,
- Screening Policy

## Article 12. INDEMNITY

Every Officer and Executive member of the Club and their heirs, executors or administrators and estates and effects shall, at all times, be indemnified and saved harmless out of the monies of the Club, from and against any action or proceeding that is brought, commenced or prosecuted against them resulting from the authorized performance of their duties required by the Club.



As a fully paid up member of the OLBA, the Club receives insurance coverage under an umbrella policy for all OLBA member Clubs. For further more detailed information please check out the Ontario Lawn Bowls Association Handbook via the OLBA website (OLBA.ca).

### Article 13. DISSOLUTION

Upon dissolution of the Club and after payment of all debts and liabilities, the remaining assets shall be distributed to charitable organizations which carry out their work in the Province of Ontario.

### Article 14. REVOCATION

All Constitutions enacted or passed previously are hereby revoked.

Signed at \_\_\_\_\_ on \_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_

President \_\_\_\_\_

Secretary \_\_\_\_\_