

Victoria West Lawn Bowling Club Constitution

1. **NAME:** The Name of the Society is: “Victoria West Lawn Bowling Club”, hereinafter referred to as “the Club”.
2. **PURPOSE:** The purpose of the Society shall be to support, facilitate and promote the Game of Lawn Bowling and to encourage and maintain friendly participation among the members and, foster strong relations within the community.

Victoria West Lawn Bowling Club

Bylaws

1. **Interpretation:** In these By-laws, unless the context otherwise requires:
 - a. “Society” means the Victoria West Lawn Bowling Club.
 - b. “Society Act” means the BC Societies Act [SBC 2015] Chapter 18, and in force at the time of incorporation and all amendments to it.
 - c. “These By-laws means these By-laws of the Club in effect at the time of incorporation and all amendments to it.
 - d. “Directors” means the Directors of the Society Club.
 - e. “Meetings” means the following:
 - i. “General Meeting” is the periodic business meetings (Special, Annual and Semi-Annual) of the Membership referred to in Item #14 of these By-laws; and
 - ii. “Executive Meeting” is a meeting of Directors to manage and administer the affairs of the Club as referred to in Items #9, #10 and #11 of these By-laws.
 - f. With the above exceptions, the definitions in the Society Act on the date these By-laws become effective shall apply to these By-laws.
2. **Register Office:** The Registered Office shall be the residence of the Secretary.
3. **Affiliation:** The Club shall be affiliated with the Bowls South Island (BSI), the BC Lawn Bowling Association, and any relevant Lawn Bowling associations. The rules of the game as laid down by the BC Bowls Association, Bowls Canada Boulingrin and the World Bowls regulations shall govern all Club games and matches, subject always to special rules made and posted by the Games Committee.
4. **Club Colors:**
The Club Colors shall be green and white.
5. **Members:**
 - a. Life Members shall be persons who are long standing members and whom have made outstanding contributions to the Club. Appointment must be approved by a majority vote at a General Meeting. Life Members shall have the same voting rights as Full Members.

- b. Full Members shall be persons who pay an annual fee of this class. They shall be eligible for holding office within the limits set out under “Directors of the Club”. They will be able to vote on all motions at a General Meeting.
- c. Social Members shall be persons who pay a set fee for access to the Club House and other activities held within.

6. Privileges of Full Membership:

- a. All Members in good standing shall enjoy the full privileges of the green and Clubhouse, and other such privileges as may be determined from time to time.
- b. Fees shall be due and payable prior to the Spring Semi-Annual General meeting. Members failing to pay the fee shall not be on good standing. They shall not be eligible to use the facilities until fully paid up.
- c. Voting rights are for Full Members only and only Full Members in good standing may vote at any meetings of the Society.
- d. All members are required to conduct themselves in a proper manner in the Clubhouse and on the green. A Member whose conduct has been considered detrimental to the Club may be removed from the Membership roll by a two-thirds (2/3) majority vote at a meeting of the Executive Committee: provided that before taking any such disciplinary action, the Executive Committee shall give the member an opportunity to make a submission to the Executive Committee as to the matter of the complaint filed.
- e. A Director of the Club whose behaviour has been considered detrimental to the Society may be removed from office by a two-thirds (2/3) majority vote of the Full Members at a General or Special Meeting: provided that before taking any such disciplinary action, the Executive Committee shall give the member an opportunity to make a submission to the Executive Committee as to the matter of the complaint filed.
- f. A Club Member may resign Membership in the Society at any time by giving notice in writing or verbally to any of the Directors of the Club, and shall continue to be liable for any unpaid dues at the time of resignation. All rights or claims upon the Society or its properties or funds, as would have been the case by reason of Membership, shall be forfeited effective the date of resignation.
- g. The books and records of the Club may be inspected at the Clubhouse by any member in good standing on seven (7) days’ notice in writing being given to the Secretary stating the time at which inspection is requested and which specific books and records are requested for inspection.

7. Annual Fees:

- a. Life Members shall not be required to pay any fee.
- b. Full Members and Social Members shall pay the fee set out at a General Meeting.

8. Fiscal Year:

The Fiscal Year shall end on September 30th (amendment April 29, 2000).

9. Directors of the Club:

Shall consist of:

- a. President, Past President, Vice-President, 2nd Vice-President, Treasurer and Secretary.
- b. The Directors by virtue of their appointment become members of the Executive Committee.
- c. The Directors shall hold offices for Two Years or until successors are elected.
- d. The Directors shall be eligible for re-election.
- e. A vacancy in the office of President shall be filled by the Vice-President.
- f. Vacancies in the other offices of the Club shall be filled by the Executive Committee.
- g. Directors shall be subscribing members and elected by a majority vote at a General Meeting.

10. Duties of Directors:

Are as follows:

1. President shall:

- a. Act as Chairperson of the Executive Committee; have general supervision of the affairs of the Club; and, be an Ex-Officio Member of all Club Committees.
- b. At the President's discretion, exercise the right to a casting vote. Preside at all meetings. In the Presidents absence the duties will be undertaken by the Vice-President. In the absence of both Directors the President's duties shall be taken over by the 2nd Vice-President.
- c. The President shall have all signing privileges for the Club.

2. Past President shall:

- a. Convene a Nominating Committee to fill absent Executive Committee positions.
- b. Assist the Executive Committee as need be.

3. Vice-President shall:
 - a. Assist the President and Executive Committee in all duties of the Club and be an Ex-Officio Member of all Club Committees.
 - b. Have signing privileges for the Club.
4. 2nd Vice-President shall:
 - a. Assist the President and Executive Committee in all duties of the Club.
5. Treasurer shall:
 - a. Receive all fees and monies due to the Club including managing the petty cash fund.
 - b. Prepare all financial statements in accordance with BC Societies Act [SBC 2015.
 - c. Arrange for the Treasurer's books to be at all times available for and subject to, the inspection of the Executive Committee and the Auditor.
 - d. Have all signing privileges for the Club, and
 - e. Ensure that two signatures be required on all cheques, one of which should be the Treasurer's and the other be the President's, Vice-President's, or the Secretary's (amendment October 18, 1999).
6. Secretary shall:
 - a. Keep an accurate report of the proceedings of all Meetings of the Club and the Executive Committee. Have custody of all records and documents, notify members of all Meetings, and generally perform the duties pertaining to the Office of the Secretary.
 - b. Have signing privileges for the Club (amendment October 18, 1999).

11. Administration of the Club:

The affairs and business of the Club shall be administered and controlled by a Committee called the "Executive Committee".

1. The Executive Committee shall be formed as follows;
 - a. President
 - b. Past President
 - c. Vice-President
 - d. 2nd Vice-President
 - e. Treasurer
 - f. Secretary

2. A Quorum of the Executive Committee shall be two-thirds (2/3) of the Executive Members.
3. The Executive Committee shall be fully responsible for the management and control of the affairs, property, and funds of the Club. Any expenditure of \$5,000.00 or more must be approved by the Membership at a General Meeting.
4. The Executive Committee shall be empowered to make final decisions regarding:
 - a. Employment and wages of the green-keeper.
 - b. Ensure the day to day operation of the Club including purchasing materials and authorizing repairs to buildings, equipment, or green.
5. All minutes of the Executive Committee shall be posted in the Clubhouse.
6. The Executive Committee shall meet at the call of the President.

12. Borrowing Power and Invested Funds:

The Club may exercise any borrowing powers conferred upon it by the Societies Act with the approval of two-thirds (2/3) of the Executive Committee holding office at that time. The Club Members may, by Special Resolution, restrict the borrowing powers of the Executive Committee, but the restriction imposed expires at the next Annual General Meeting. The Executive Committee is prohibited to borrow money or issue bonds, debentures, notes or other evidence of debt obligations without the sanction of a Special Resolution passed with a 50% majority vote at an Annual or Semi-Annual General Meeting, or a Special General Meeting called for the purpose.

Deletions or additions to Invested Funds must be authorized by a 50% majority vote at an Annual or Semi-Annual General Meeting. This by-law does not include the short-term investment of operating funds approved by the Executive Committee (amendment April 29, 2000).

13. Auditor:

An Auditor or acceptable alternative shall be appointed annually who shall examine the Treasurer's books, present a report and recommendations to the Executive Committee and sign the annual financial report to be presented at a General Meeting. The Auditor must attend in person the Annual General Meeting. The Auditor to follow the provisions outlined in the Societies Act [SBC 2015].

14. General Meetings:

- a. The Annual General Meeting shall be held at the clubhouse no later than thirty (30) days following the end of the fiscal year. The date is to be set by the President (amendment April 29, 2000).

- b. The Directors must present to the Members at each Annual General Meeting financial statements prepared in accordance with BC Societies Act [SBC 2015]; and the Auditor's report on those financial statements.
- c. The Semi-Annual Meeting shall be held in the Clubhouse in March of each year. The date is to be set by the President.
- d. A Special Meeting of the Club may be called at any time and any place by the Executive Committee. A Special Meeting shall be called on receiving a requisition signed by 10% or more of the Voting Members of the Club. It shall be possible at any Special Meeting to transact business other than for which the meeting has been called, provided two-thirds (2/3) of the Members present consent thereto.
- e. The Secretary shall notify all Full Members of a Special Meeting at least fourteen (14) days prior to the date of the Meeting, and thirty (30) days prior to a General Meeting.
- f. A Quorum shall consist of 50% of the Full Membership, but not less than 10 persons.
- g. If a general meeting is adjourned until a later date because a Quorum is not present, and if, at the continuation of the adjourned meeting, a Quorum is again not present, the Voting Members present constitute a Quorum for the purposes of that meeting.

15. Complaints:

Complaints of any description must first be sent to the Secretary in writing, whose duty it will be to submit them to the Executive Committee for consideration.

16. Amendments:

This Constitution and By-laws shall not be amended except at a General Meeting or Special Meeting called for such purpose, Each Full Member shall be given proper notice of such meeting and that such notice has clearly stated the proposed amendment(s) in writing to be presented at the meeting. Furthermore, No amendment thus made shall be effective until it has been submitted to the provincial Ministry of Finance and Corporate Relations.

17. Dissolution:

- a. A simple majority of the members present at a meeting may pass an ordinary resolution to dissolve the society.
- b. The resolution shall determine the time and manner of dissolution and the disposition of the society's assets after payment of all liabilities. This provision was previously unalterable (March 30, 2001).