

**HERITAGE GREENS LAWN BOWLING CLUB
INCORPORATED**

KITCHENER, ONTARIO

BY-LAWS OCTOBER 5, 2008

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BY-LAW I - MEMBERSHIP

1.1 Types of Membership

- Full member – an adult with at least one year's experience
- First year member
- Full time student – between the ages of 19 and 25 as of January 1
- Junior – between the ages of 10 and 18 as of January 1
- Visually impaired
- Social

1.2 Rights and Restrictions

- Full members, first year members and full time students have all the rights and obligations of membership including the right to vote at General Meetings, hold office and participate in any event sponsored by the Club.
- Junior members bowl on Wednesday evenings and at other times on the recommendation of their coaches. They do not have the right to hold office or vote at General Meetings.
- A Visually Impaired Membership entitles the member to bowl only on Wednesday evenings. This membership does not give the right to vote or hold office. Visually impaired who join the Club as full members have all the rights and privileges of full membership.
- Social members have no bowling privileges. Their membership is on a social basis to maintain friendships and an interest in the Club. Social members shall be entitled to attend General Meetings but cannot vote or hold office.

BY- LAW II - NOMINATING COMMITTEE

2.1 Duties

The nominating committee shall prepare a list of the positions required to be filled for the ensuing year. Job descriptions for each position are available in by-laws III and IV. After securing the written consent of each nominee, the nominating committee shall prepare a slate of officers for election to the Board of Directors.

2.2 Elections

The election shall be chaired by a member of the nominating committee. During the election additional nominations may be presented for election from the floor by any member provided the nomination is seconded by another member and consented to by the nominee either personally at the meeting or by a signed letter.

BY -LAW III - EXECUTIVE OFFICERS and their DUTIES

3.1 President

- shall superintend the Club's business
- preside at General and Board Meetings
- be an ex-officio member of all committees
- shall not vote on any matter except when necessary to break a tie
- appoint a telephone committee chair.

3.2 Vice-President

- shall assume the duties of the President when and while the President is absent or unable to perform said duties
- be available to assist the President upon request
- be prepared to accept the nomination of President on the expiry date of the President's term of office.

3.3 Past-President

- guide and assist the President in the duties of the office
- be prepared to assume the duties of the President or Vice-President if required

3.4 Secretary

- provide notice of Board Meetings to the members of the Board and the City of Kitchener representative
- provide notice of General Meetings to the membership and the City of Kitchener representative
- receive committee reports and keep minutes of Board and General Meetings
- circulate minutes of Board Meetings to the Board members and the City representative
- post minutes in the club house
- notify appropriate authorities of changes in the executive
- retain copies of legal documents and records
- report and respond to correspondence
- send confirmation and thank you letters to sponsors as required by the Board

3.5 Treasurer

- administer and keep accurate records of financial transactions of the Club
- prepare the annual budget for approval at the Spring General Meeting
- present audited financial statements of the Club finances at the Spring General Meeting
- provide financial reports for Board Meetings
- provide financial statements as required by the City of Kitchener
- provide financial information as requested by committees or Club members
- be responsible for the conservative investments of any surplus funds
- provide receipts when requested

BY -LAW IV - DIRECTORS and their DUTIES

4.1 Director - Greens

- maintain greens, sheds and equipment
- supervise and maintain communication with the greenskeeper
- maintain communication with the greens consultant
- communicate with the Board on matters relating to the maintenance of greens and equipment including acquisition and replacement
- maintain a current inventory of chattels for insurance purposes
- provide for greens maintenance that takes into account the schedule of events
- monitor the use of the greens considering weather conditions
- maintain a safe environment for members and guests
- arrange for set up of greens for tournaments and OLBA events

4.2 Director - Club House

- arrange for maintenance and cleanliness of the club house other than the kitchen area
- maintain communication with the Social Convenor
- communicate with the Board on matters relating to the maintenance of club house and equipment including acquisition and replacement
- maintain current inventory of chattels for insurance purposes
- organize bulletin boards, display of trophies, awards, banners and update trophies
- maintain a safe environment for members and guests

4.3 Director - Publicity

- maintain a listing of all media contacts including names, addresses and phone numbers
- identify, early in the spring, those events which should be advertised by newspaper, radio or TV
- circulate flyers for special events such as open house
- publicize the results of tournaments in local newspapers
- try to make lawn bowling better known by widespread information

4.4 Director - Membership

- prepare a membership application to be included with the spring newsletter
- accept membership applications, provide OLBA stickers and give funds to the Treasurer
- follow up members from previous years who did not return
- prepare and keep a current membership list, including addresses and phone numbers to be circulated to the membership
- set up the buddy system for new members
- keep the name tag board current
- order Club name badges as requested
- communicate with OLBA data secretary to keep their records current
- prepare computer group e-mail addresses for notices from the Club

4.5 Director - Club Games

- recommend to the Board dates, times and fees for Club events avoiding conflicts with open events
- obtain convenors to organize events
- inform the Social Convenor as to what is required
- keep the members aware of upcoming events
- encourage members to participate in Club events
- post sign up sheets where needed
- be sure draw masters are available when needed
- remit funds to the Social Convenor and Treasurer

4.6 Director - Tournaments

- compile the list of desired dates for open tournaments for the following year for presentation at the District 7 fall meeting.
- attend the District 7 meeting to finalize the dates and times for open tournaments
- prepare and submit the Ad for the OLBA Annual
- take and confirm entries for tournaments
- assist members to form teams for tournaments
- arrange for draw masters
- provide the Treasurer with the completed tournament form
- remit funds to the Social Convenor and Treasurer

4.7 Director - Social Convenor

- organize the captains and the helpers who will be responsible for the kitchen duties for each designated portion of the season.
- identify for each captain the events requiring attention
- give historical information on specific events
- obtain a float from the Treasurer
- be responsible for purchasing club house and kitchen supplies
- ensure that each captain return a written statement of income and expenses along with any surplus at the conclusion of the term
- ask each captain to provide a written statement of what was served and quantities to help future captains
- remit to the Treasurer any surplus funds

4.8 Director - Head Coach

- ensure coaches are available for the open house
- advise bowlers when coaching is available
- arrange for coaching of groups wanting to use the facilities
- set up coaching clinics for new and advanced bowlers
- rate bowlers following the guidelines approved by the Club and update as necessary

4.9 Director - Daytime Bowling

- ensure the greens are properly set up
- make sure someone is available to do the draw
- keep the bowlers informed of other events by making regular announcements
- report to the Board any concerns or ideas
- ensure that protective mats are used where the conditions of the greens or the usage dictate
- ensure that the upper and lower greens are used equally by scheduled rotation

4.10 Director - Fund Raising

- plan ways and means to raise funds for the Club including draws, raffles ,card parties etc.

BY -LAW V - TRUSTEE FUNDS

5.1 Number of Trustees

The Board shall appoint a minimum of three members, none of whom are on the Board, to manage the Trustee Funds. They will elect from amongst themselves a chairperson.

5.2 Conflict of Interest

No Trustee shall engage in any dealings or transactions that will conflict with the interests of the Trust Fund and the Club.

5.3 Club Treasurer Responsibility

- ensure that the Trustees provide financial statements to the Board upon request and in accordance with the Trustee Agreement.
- prepare an application form to be presented to the Trustee Committee for requested funds

BY -LAW VI - SPONSORSHIPS

6.1 Sponsorship Follow up

In order to promote the financial well being of the Club, members are encouraged to seek sponsors. If a member is successful in finding a sponsor, he/she should:

- obtain the obligation in writing if possible
- advise the Board of the sponsorship
- collect the funds and turn same over to the Treasurer
- provide name and address to the Secretary for acknowledgement

