

BY-LAWS
OF
The OXNARD-JOSLYN LAWN BOWLS CLUB

July 28, 2017

Describes the organization's fundamentals, which enable it to interact with others such as the community at large, public agencies, financial institutions, businesses, and other lawn bowling organizations.

ARTICLE I NAME

This organization shall be called the OXNARD-JOSLYN LAWN BOWLS CLUB.

ARTICLE II PURPOSE

A corporation organized under the Nonprofit Mutual Benefit Corporation Law to teach the game of lawn bowls and to provide opportunities to play and enjoy bowling on the Green and to socialize with its Members.

ARTICLE III AMENDMENTS

- 1) By-Laws may be amended by a two-thirds majority of the voting members present at a General Meeting or at a Special Meeting called for that purpose.
- 2) Proposed Amendments can be either submitted to the Secretary in writing by any voting member with the signatures of 10 of the voting members or initiated by a majority of the Board.
- 3) Proposed Amendments must be posted in the Clubhouse for at least two weeks before the Meeting in which they will be considered.

ARTICLE IV PARTICIPATION

Section I ___ Rules of Play

Bowling will follow the rules of the BowlsUSA.

Section 2 Membership

Anyone can request a membership application from the Membership Chair.

- 1) The Application shall show as a minimum: Name; Address; Phone number; whether applying for Active or Associate status, previous Lawn Bowling Club memberships an emergency phone number to call; and birth date (year optional).
- 2) To become a member: complete an application form and give it to the Membership Chair, who will act on the application within one week. Within one week a rejected applicant may petition any Board member for a Board review of this decision at the next regular Board meeting, at which two thirds of the attendees may override the Membership Chair's decision. If accepted, one becomes a member by paying the requisite dues.

Section 3 Conduct:

- 1) Members are expected to observe the rules of bowling and to treat others courteously.
- 2) It shall be the duty of the Board to receive and act upon a written complaint of any Member. The Board by a minimum of seven votes, shall have the power to suspend any Member whose conduct is detrimental to the best interests of the Club.

Section 4 Student Bowler

- 1) A Student Bowler is anyone interested in learning lawn bowling, who becomes actively involved in club lessons.
- 2) The assigned Instructor will inform the Membership Chair and the Games Committee person of the day when the Student is ready to be involved in daily games.
- 3) Students are welcome to attend general meetings and events, but not to vote since they are not members.

Section 5 Active Member

- 1) Has paid the current year's dues.
- 2) Is eligible to vote and bowl.

Section 6 Young Adult Member

- 1) A Young Adult Member is a person that has taken lessons and been certified to bowl and is at least 18 but not yet 25 years old on January 1st of the joining year.
- 2) Has paid the current year's dues.
- 3) Is eligible to vote and bowl.

Section 7 Associate Member

- 1) Has paid the current year's dues.
- 2) Is eligible to vote.
- 3) Is eligible to bowl after paying a daily fee. They must have lessons if they have not bowled before and must be approved by their instructor to bowl.

Section 8 Honorary Member

- 1) An Honorary Member is one who has made significant contributions toward the improvement of lawn bowling or who has been a member for a minimum of ten years and has reached the age of 90.
 - a) A member nominates the person to the Board, and when the recognition is to be made for significant contributions, submit's a written citation of those contributions.
 - b) The Board recommends such recognition to the membership at a regular meeting, after reviewing the nomination.
 - c) A majority of the voting members present approves the recognition.
- 2) Pays no dues.
- 3) Is eligible to vote and bowl if an Active Member up to the time the recognition is approved.

Section 9 Visitor

- 1) A member of another lawn bowling club.
- 2) Pays the visitors fee in order to bowl.

ARTICLE V THE BOARD OF DIRECTORS

Section 1 Composition

The Board consists of: four Officers (President, Vice-President, Secretary, and Treasurer); five Directors at Large; and the immediate past President who serves as a nonvoting advisor. All serve for one year or until successors are installed.

Section 2 President's Duties

- 1) Presides over General and Board meetings.
- 2) Implements policy matters, with Board approval.
- 3) Oversees routine CLUB matters and operation, or delegates them.
- 4) Establishes Committees and appoints Chairs.

- 5) Serves as a Delegate to BowlsUSA and other affiliated associations, and appoints others as needed to attend meetings and report to the Board.
- 6) Serves as Agent for Service of Process as required under state law, or delegates the task.

Section 3 Vice-President's Duties

Be conversant with President's Club activities, in order to perform the President's duties when President is absent.

Section 4 Secretary's Duties

- 1) Keeps General and Board meeting minutes. These minutes are to be submitted to the club President within seven days of said meeting.
- 2) Issues notices of Special Meetings.
- 3) Provides monthly participation figures to the Senior Activities Office in the first week of the next month.
- 4) Maintains the most current definitive copies of the By-Laws and the Procedures, incorporating changes as they are approved, keeping the Board informed of the location of the definitive copies. Keeping a copy on file in the Clubhouse, and making them available to Members on request.

Section 5 Treasurer's Duties

- 1) Receives all monies due The Club.
- 2) Deposits Club funds in a bank selected by the Treasurer, with Board approval.
- 3) Sets up special accounts and funds as authorized by the Board.
- 4) Signs checks on Club accounts countersigned by the President, Vice-president, or Secretary.
- 5) Submits a financial statement at each General and Board meeting.
- 6) Coordinates with the Auditing Committee Chair.
- 7) Prepares the annual income statement, account books and any other appropriate year-end reports, covering the past calendar year; providing them to the Audit Chair according to the agreed timeframe.
- 8) Determine the amount of member dues needed for the next year and provide this information to the Board of Directors in October of the current year.

Section 6 Board of Directors' Duties

- 1) Meet regularly to review Club activity and to consider all matters brought before it.
- 2) Set dues and fees no later than November 1.
- 3) Appoint replacements for the unexpired term of any vacancy on the Board.
- 4) Review and act upon a grievance submitted in writing by a Member.

ARTICLE VI NOMINATIONS and ELECTIONS

Section 1 Nominations

- 1) All Nominees must be paid-up voting members.
- 2) By October 20, the President appoints a three person Nominating Committee, none that are current Board Members.
- 3) The Nominating Committee solicits nominees both by personal contact and by announcing each morning before bowling that nominations are welcomed by any committee member until 2 weeks before the November General Meeting. Nominees may propose themselves or another may do so with the nominee's consent.
- 4) 2 weeks before the November meeting, the Nominating Committee Chair presents the nominee list to the President.
- 5) If there are no nominees for a position, the President will ask for nominations from the floor at the

November General Meeting.

- 6) A nominee may stand for both an Office and a Board position. If elected to the Office, the next 5 Board nominees with the most votes shall be the Board.

Section 2 Acclamation

- 1) If there is only one nominee for each position, the President will announce the names at the November General Meeting and call for election by acclamation.
- 2) If passed by a majority of those present, there will be no further action until new officers are installed. If not passed, the election process will continue.

Section 3 Election

- 1) If there is no election by acclamation, a printed ballot will be produced within one week of the November Meeting and made available to each paid-up voting member at the clubhouse. Members can request that the ballot be mailed to them. Ballots must be returned by the end of November.
- 2) The President appoints three members (neither officers nor nominees) as Tellers to open and count all the ballots during the first week of December and post the results in the clubhouse. If there are more than two nominees for a position, a plurality will elect.
- 3) New Officers and Board Members will attend the December Board Meeting and be installed at the December General Meeting.

ARTICLE VI MEETINGS

Section 1 Conducting Meetings

Robert's Rules of Order will be referred to as a guide for conducting meetings.

Section 2 Board Meetings

- 1) Monthly, normally on the second Friday of each month, before bowling.
- 2) Quorum will be 5 Board members.

Section 3 General Meetings

- 1) Monthly, normally on the second Friday of each month, following the Board Meeting, before bowling.
- 2) Quorum will be 25 % of the voting Members.

Section 4 Special Meetings

- 1) Meetings for a specific purpose may be called by the President, by another Board member with majority Board approval, or by a petition stating the purpose, signed by 10 of the voting members of the club.
- 2) Quorum = 25 % of the voting Members.

Section 5 Meeting dates and times

To be posted in the clubhouse for at least two weeks before each meeting.

Section 6 Recommended format for General Meetings:

- 1) Call to Order
- 2) Declaration of quorum
- 3) Flag salute
- 4) Read the previous meeting's minutes
- 5) Read correspondence
- 6) President's and Committee Reports

- 7) Old unfinished Business
- 8) New Business
- 9) Adjournment

ARTICLE VIII AUDIT

Section 1___Fiscal Year

The Club will use a calendar year, beginning January 1 and ending December 31.

Section 2___Audit Process

- 1) By the end of November the President appoints an Audit Chair, not a Board Member, to serve until the Audit is completed and reported. The Chair may select assistants as needed.
- 2) The Treasurer and the Audit Chair will arrange a timeframe for the Audit process
- 3) The Chair prepares and presents a written report to the Board by the January Meeting.

ARTICLE IX DISBURSEMENTS

Section 1___Authorization Requirements

- 1) Disbursements for one project exceeding \$1,000.00 shall not be made until authorized by a majority vote of voting members present at a General or Specific Meeting.
- 2) The authorization limit does not apply to expenditures for the Green or for payments to the City.