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# BY-LAWS

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*of the Pacific Indoor Bowls Club*



REVISED 2022

# BY-LAWS of the PACIFIC INDOOR BOWLS CLUB

## Part 1 - Definitions

### 1. Definitions

a. In these bylaws, unless the context otherwise requires, defines the following:

“**Ad-hoc Committee**” - means the committee for a special project.

“**Bylaws**” - means the bylaws of the Club.

“**Cause**” - failure to act in good faith to perform duties.

“**Club**” - means the Pacific Indoor Bowls Club.

“**Executive Committee**” - means the committee of all officers and directors elected or appointed.

“**General Meeting**” - means the Annual General, Semi-Annual General Meeting or Extraordinary General Meeting.

“**Member**” - means a person who becomes and remains a member in accordance with the Bylaws.

“**Notices**” - communications to members about meetings and informational messages can deemed to be sent if transmitted electronically, posted on the Club bulletin board or via surface mail at the discretion of the Executive Committee.

“**Officers**” - means the President, Past President, Secretary, Treasurer, and Vice-President, who are elected or appointed to the Executive Committee for the current year.

“**Ordinary Resolution**” - means a resolution passed in a general meeting by a simple majority of the votes of the members in good standing of the Club who, being entitled to do so, vote in person.

“**Special Resolution**” - means a resolution passed in a general meeting by a majority of not less than two thirds of the votes of the members in good standing of the Club who, being entitled to do so, vote in person.

“**Sub Committee**” - means the committee for special operation functions for the running of the Club.

The definitions in the Act apply to these Bylaws.

b. **Words** - importing the singular member only shall include the plural and vice versa, and words importing a masculine gender shall include the feminine gender.

c. **Conflict with Act or Regulations**

If there is a conflict between these by-laws and the Society Act or the regulations under the Act, the Act or the regulations, as the case may be, prevail.

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## Part 2 - Membership

### 2. Membership shall consist of the following categories:

*a. Regular membership*

A regular member is one who shall pay full dues and have full playing, social and voting rights.

*b. Premier membership*

A premier member is one who shall pay special dues and have all rights of a regular member plus additional benefits as determined by the Executive Committee.

*c. Junior membership*

A junior member is one who is under 18 years old on the date of application. The junior shall pay fifty percent (50%) of the dues of a regular member and have full playing and social rights. Voting rights are available to juniors between 16 to 18 years of age.

*d. Non-playing membership*

A non-playing member is one who has social rights, but no playing or voting rights. The Executive shall have the power to set the fee for such membership each year.

*e. Life membership*

The Club at a General Meeting may elect one or more persons to be Life Member.

*i.* A Life Membership is conferred for an extraordinary contribution to the Club over an extended period of time.

*ii.* Not more than two persons may be elected in one financial year.

*iii.* Life Members enjoy the rights and privileges of Premier Members, but do not pay any membership or affiliation dues.

### 3. Membership Application

A person may apply to the Executive Committee for membership of the Club in a prescribed form, and the person becomes a member of the Club upon the acceptance of the application and payment of applicable membership dues.

### 4. Membership and Affiliation Fees

*a.* The annual membership fees are set by the Executive Committee and must be presented for approval by the majority of members at the next Semi or Annual General Meeting.

*b.* The annual membership fees are due and payable before October 1<sup>st</sup>.

*c.* Paid membership fees are non-transferable and non-refundable. However, refund of partial or full membership fees because of extenuating circumstances will be considered on a case by case basis by the Executive Committee.

*d.* A member shall also pay annual affiliation dues to Bowls BC and Bowl Canada as determined annually.

*e.* The Executive Committee shall review and set the fee structure for leagues and visitors' play prior to the commencement of the indoor playing season.

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## 5. Duties of Members

- a.* Every member must uphold the Constitution and comply with the By-laws, house and games rules of the Club.
- b.* In order to remain in good standing in the Club, a member shall be in current status with respect to payment of all dues.
- c.* A member not in good standing may not vote at a general or special meeting.

## 6. Withdrawal

A member shall cease to be a member of the Club:

- a.* by delivering his/her resignation in writing to the Secretary of the Club,
- b.* on his/her death,
- c.* failure to pay his/her membership fee on time,
- d.* on being expelled, or
- e.* on being a member not in good standing for twelve consecutive months.

## 7. Suspension & Expulsion

- a.* Members are expected to adhere to provincial or national sport agencies code of conduct regarding sportsmanship, bullying, substance abuse, and harassment.
- b.* Any complaint made against a member for failing to follow the good conduct expectations must be in writing, signed by the complainant and lodged with the Club Secretary, who must present the complaint to the Executive Committee at its next meeting.
- c.* The Executive Committee shall consider the complaint and must take action to determine that the said member's conduct was indeed unbecoming. The Executive Committee may then by a secret vote of not less than two thirds of its members present at any of its meetings, suspend any or all of the Club privileges from the said member.
- d.* For complaints regarding a member's subsequent infractions, the Executive Committee can review the circumstances and reconsider the suspension time or recommend the expulsion of the member at a general meeting.
- e.* The decision of the Executive Committee may be appealed by the affected member by submitted an appeal in writing to the Club president. The appeal is then sent to Bowls BC for adjudication.

## Part 3 - Management

### 8. Composition of the Executive Committee

- a.* The Executive Committee shall be comprised of the following:
  - i.* President
  - ii.* Vice-President
  - iv.* Secretary
  - v.* Treasurer
  - vi.* Past President
  - vii.* Seven Directors
- b.* The Executive Committee shall be elected at the Annual General Meeting and shall remain in office until the next Annual General Meeting. Retiring members of the Executive Committee shall be eligible for re-election. A Society must have no fewer than 3 or more than 11 directors.

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- c. Candidates for election to the Executive Committee must be members in good standing for at least ninety (90) days.
- d. A member of the Executive Committee who fails to attend three consecutive meetings duly convened shall, unless a satisfactory reason is provided for the absence, cease to be a member of the Executive Committee.

## 9. Power of the Executive Committee

- a. The Executive Committee shall have the power to:
  - i. take actions deemed necessary for member safety in compliance with government mandates,
  - ii. make rules for conducting Club leagues and competitions,
  - iii. settle disputes,
  - iv. determine the use of Club facilities by members and non-members,
  - v. oversee the conduct of the affairs of the Club, and
  - vi. take action to ensure that all obligations and duties are fulfilled in accordance with the Constitution and Bylaws of the Club.
- b. Any member of the Executive Committee may be removed from office for cause by a secret vote of not less than two thirds of the remaining members of the Executive Committee.
- c. Should a vacancy occur on the Executive Committee through resignation or otherwise, the remaining members shall have the power to appoint a member to fill the vacancy. A director appointed by the Committee to fill a vacancy ceases to be a director at the end of the unexpired portion of the term of office of the individual whose departure from office created the vacancy.

## 10. Mandate of the Executive Committee

The Executive Committee shall have the responsibility and the authority to carry out the day-to-day business affairs of the Club.

### a. *Duties of the President*

The President shall be the Chief Executive Officer and shall supervise and guide other executives in the conduct of their duties relating to the affairs of the Club. The President must:

- i. be kept apprised of all activities of the Club.
- ii. sign all official documents requiring the President's signature
- iii. be an ex-officio member of all Committees.
- iv. preside at all meetings of the Club.
- v. have no vote at any meeting, but shall have a casting vote in case of a tie.
- vi. submit a written report to the Annual General Meeting.
- vii. be an authorized person to operate the account with financial institutions.

### b. *Duties of the Vice-President*

The Vice-President shall assist the President and other Directors in the performance of their duties. In the absence of the President the Vice-President shall assume all the duties of the President. The Vice-President must:

- i. be an authorized person to operate the account with financial institutions.

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## *c. Duties of the Secretary*

The Secretary, or in his/her absence, another individual appointed by the Executive Committee, must:

- i.* conduct the correspondence of the Club,
- ii.* issue notices of all general meetings and executive meetings,
- iii.* take minutes of all general meetings and executive meetings,
- iv.* have custody of all records and documents of the Club except those required to be kept by the Treasurer,
- v.* maintain an accurate and complete register of members of the Club, and
- vi.* file necessary returns and reports as required by laws.
- vii.* be an authorized person to operate the account with financial institutions.

## *d. Duties of the Treasurer*

The Treasurer must:

- i.* keep the financial records, including books of account, in accordance with generally accepted accounting principles,
- ii.* open and maintain accounts in financial institutions as authorized by the Executive Committee,
- iii.* prepare and submit an annual operating budget for approval at the Semi-Annual General Meeting,
- iv.* prepare and filing the Club's goods and services tax returns
- v.* ensure that all monies due and payable to the Club are received and deposited in the Club account(s),
- vi.* ensure that expenses of the Club are paid only after receiving the appropriate authorization,
- vii.* ensure that all payments by cheque, bank draft or any other financial instrument bear two authorized signatures,
- viii.* submit at the Executive Committee meetings periodic financial statements (that is, a statement of operation for the period, and a statement of financial position at the end of the period), and
- ix.* provide a complete period-end financial statements (that is, a statement of operation for the period, and a statement of financial position at the end of the period) to the members at the Semi-Annual General Meeting and General Meeting of the Club.
- x.* be an authorized person to operate the account with financial institutions.

## **11. Standing and Ad-hoc Committees**

- a.* The Executive Committee shall establish Standing Committees or Ad-hoc Committees as it considers necessary to carry out the services or programs of the Club.
- b.* The Executive Committee shall approve the terms of reference for all Standing or Ad-hoc committees.
- c.* Committee Chairs shall submit a written report at the Annual General Meeting.

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## Part 4 - Meetings

### 12. Omission of Notice

The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members of the Club, or directors entitled to receive notice, shall not invalidate proceedings at that meeting.

### 13. Executive Committee Meeting

- a.* The Executive Committee meetings shall be convened at the call of the President.
- b.* The Secretary shall communicate via email, surface mail, or notice posted in the Club, the date, time and place of the meeting in an agenda to the committee members at least one week prior to the meeting.
- c.* Motions arising at these meetings shall be decided by a majority vote.
- d.* A copy of the minutes will be posted on the Club bulletin board for members.

### 14. Semi-Annual General Meeting

- a.* The Semi-Annual General Meeting, if required, must be held before the end of May each year.
- b.* The Secretary must give notice in writing or via email at least fourteen days prior to the meeting stating the date, time, place, and agenda of the meeting and any special resolutions.
- c.* Motions arising at these meetings shall be decided by a majority vote.
- d.* A copy of the minutes will be posted on the Club bulletin board for members, to members upon request and distributed to members prior to the next Semi-Annual General meeting.

### 15. Annual General Meeting

- a.* The Annual General Meeting must be held before 30<sup>th</sup> November each year.
- b.* The Secretary must give notice in writing or via email at least fourteen days prior to the meeting stating the date, time, place, and agenda of the meeting and any special resolutions.
- c.* Matters to be covered at the AGM: Annual reports by Club executives, Financial reports, election of Club officers, special resolutions and other matters arising.
- d.* A copy of the minutes will be posted on the Club bulletin board for members and distributed to members prior to the next Annual General meeting.

### 16. Extraordinary General Meeting

- a.* An Extraordinary General Meeting may be ordered by the Executive Committee.
- b.* On the request of ten percent (10%) or more of the voting members in good standing, the Executive Committee must convene an Extraordinary General Meeting promptly.
- c.* The requisition referred to hereinabove must be in writing, or via email, signed by all, state the purpose of the requested meeting and must be transmitted to the Secretary of the Club twenty-one days prior to the meeting.
- d.* The members shall be given fourteen days notice in writing or via email stating date, place and time as well as the nature of the business to be transacted.
- e.* Only the business specified in the notice may be transacted at an Extraordinary General Meeting.
- f.* A copy of the minutes will be posted on the Club bulletin board.

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## Part 5 - Quorums

### 17. Quorums

- a. A quorum at the General Meeting shall be the lower of thirty (30) or twenty percent (20%) of the voting members in good standing.
- b. If within thirty minutes from the time appointed for a general a quorum is not present, the meeting must be adjourned to the same day in the next week, at the same time and place, and if at the adjourned meeting, a quorum is not present within thirty minutes from the time appointed for the meeting, the members present constitute a quorum.
- c. 50% of the Executive members shall form a quorum for Executive Committee meetings.

## Part 6 - Voting

### 18. Voting

- a. Current regular, premier, junior and life category members may vote in a general or special meeting.
- b. Voting at general meetings shall be by show of hands, or by secret ballot if so requested by the majority of voting representatives present.
- c. Voting on matters concerning expulsions or dismissals of members or officials must be by secret ballot
- d. Each voting member in good standing present at the meeting shall have ONE vote to be cast on all matters to be decided by a majority vote.
- e. Voting by proxy is prohibited.

## Part 7 - Nomination Committee

### 19. Nomination Committee

- a. The Executive Committee shall appoint, no later than the 30<sup>th</sup> September each year, a Nomination Committee. The Committee shall be comprised of a Past President and two members of the Club. The Committee Chair shall be said Past President. The Committee shall draw up a list of nominees for the coming year.
- b. The Nomination Committee Chair shall place before the Annual General Meeting the names of nominees who have consented to stand for a position as indicated in the nomination form.
- c. The Nomination Committee Chair shall conduct the election for all positions, and shall call for further nominations from the floor for each of the positions. Any voting member in good standing present at the meeting may nominate another voting member in good standing, provided that the new nominee is present in person at the Annual General Meeting and expresses his/her consent to stand for election, or if absent, has consented to stand for election by signing the nomination form.



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## Part 8 - General

### 20. Membership year

Membership in the Club shall be on a yearly basis commencing on the 1<sup>st</sup> of September and ending on the 31<sup>st</sup> of August of the following year.

### 21. Financial year

The financial year of the Club shall be the twelve (12) month period commencing on the 1<sup>st</sup> of September and ending on the 31<sup>st</sup> of August of the following year.

### 22. Expenses

All reasonable out of pocket expenses incurred by an executive member in conducting the affairs of the Club shall be reimbursed according to the policy and procedures approved by the Executive Committee.

### 23. Auditor

- a. The Executive Committee may appoint an auditor.
- b. Upon approval of a resolution passed by a majority of not less than two thirds of the voting members present at a duly convened general meeting of the Club, the Executive Committee shall appoint an auditor without delay.
- c. Auditor's Terms of Reference to be approved by the Executive Committee must include :
  - i. the purpose of the audit;
  - ii. the nature and scope of the auditor's work to be carried out; and
  - iii. the recipient of the auditor's report.

### 24. Laws of the Sport of Bowls

The Club shall adopt the Laws of the Sport of Bowls as laid down by World Bowls subject always to conditions laid down by the National Authority and to the Conditions of Play for Club events.

### 25. Changes to Bylaws

A Special Resolution must be passed to effect any changes to the Bylaws. Such a resolution must be passed by a majority of not less than two thirds of the voting members present at a duly convened general meeting of the Club.

### 26. Rules of Order and Societies Act

All meetings shall be conducted according to the latest version of Robert's Rules of Order, provided that they do not conflict with the Constitution and Bylaws of the Club. Matters not covered in the Constitution and Bylaws of the Club shall be governed by the current *Societies Act*.

### 27. Compliance of Government Regulations

To comply with the 2014 Canadian Anti-Spam Legislation regarding commercial electronic messages and the BC Privacy Act of 2003 PIBC will obtain written consent from members to:

- a. Receive electronic message such as newsletter, notices of events, promotions of activities, tournaments and other notices of import or interest to the members.
- b. Collect and publish member's contact information for internal use and for distribution within the Club.

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- c.* Use names and/or images of members on the Club's website.
- d.* In compliance with the Acts, the Club will provide an unsubscribe option for the above instances.

## **28. Conveyance of Information and Statistics**

In accordance with our privacy policy, PIBC will provide information in anonymized form aggregate statistics and other data as required to Bowls BC, Bowls Canada Boulingren, and any other authorities.

## **29. Dissolution of the Club**

- a.* The business of the Club shall be carried out without the purpose of gain for individual(s) and any profits or accretions to the Club shall be used for promoting its purposes.
- b.* In the event of the winding up or the dissolution of the Club, funds and assets of the Club remaining after the satisfaction of its debts and liabilities shall be given to one or more bowls organizations or charities as determined by the Executive Committee.

Serge Pannu  
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President

November 28, 2022  
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Dated

Robert Ascroft  
\_\_\_\_\_  
Secretary

November 28, 2022  
\_\_\_\_\_  
Dated