



Bowls B.C.

Affiliated with Bowls Canada Boulingrin
World Bowls Ltd.
World Indoor Bowls Council

CONSTITUTION & BY-LAWS

November 2014

CONSTITUTION

ARTICLE 1 NAME

The Association shall be known as BOWLS B.C. hereinafter referred to as The Association.

ARTICLE 2 PURPOSES

- 2.1 To foster and promote the game of Bowls to be available to all in accordance with the Canadian Human Rights Code within the Province of British Columbia.
- 2.2 To administer World Bowls Ltd. and World Indoor Bowls Council Constitution and By-laws adopted by Bowls Canada *Boulingrin* and to interpret any such rule when called upon to do so.

ARTICLE 3 NON-PROFIT

- 3.1 Bowls B.C. is a non-profit organization. This provision is unalterable.

BY-LAWS

Note: where the words “lawn bowling” may still be in use by certain District Associations and Member Clubs, as the Constitution of these District Associations and Member Clubs have not been changed in accordance with the now universal use of the following amendment to the Bowls B.C. Constitution and By-Laws as authorized at the Bowls B.C. AGM, April, 2000:

THAT the following be changed throughout the Bowls B.C. Constitution and By-Laws:

- “lawn bowling” to *bowls*
- “lawn bowlers” to *bowlers*
- “lawn bowler” to *bowler*

ARTICLE 1 MEMBERSHIP

- 1.1 Membership in The Association shall consist of all District Associations and Bowls Clubs, both Indoor and Outdoor, received into the Association and conforming to the Constitution and By-Laws.

ARTICLE 2 APPLICATION FOR MEMBERSHIP

- 2.1 District Associations and Outdoor and Indoor Bowls Clubs desiring admission to The Association shall make application in writing to the Secretary of The Association. The application shall include:
- name of the District Association or Bowls Club;
 - copy of the Constitution and By-Laws of the District Association or Bowls Club;
 - names and addresses of the Officers of the District Association or Club;
 - for District Associations the names and localities of Affiliated Clubs;
 - for Bowls Clubs the total number of active members;
 - affiliation fee.
- 2.2 The District Association or Bowls Club shall also agree in the letter of application to be governed by and conform to the Constitution and By-Laws of the Association. Such application will be considered by the Board of Management and presented at the next General Meeting of The Association for final approval. A two-thirds majority vote of the members present and entitled to vote at the General Meeting shall be for confirmation.

ARTICLE 3 ROSTER OF DISTRICT ASSOCIATIONS, CLUBS, AND CLUB TABLE OFFICER PLUS, COUNT OF MEMBERS

- 3.1 On or before the fifteenth of December each year all District Associations and Member Clubs shall advise the Secretary of the names, addresses, and telephone numbers of their Table Officers for the ensuing year.
- 3.2 Each member club shall submit a list of members on the provided form with membership numbers as of the 31st of May of the current year, to the Secretary of The Association. (Article 10.3).

ARTICLE 4 REMOVAL FROM MEMBERSHIP

- 4.1 Any District Association or Member Club may be expelled from membership in The Association for
- failing to abide by the Constitution and By-Laws of The Association or
 - being delinquent in paying dues.
- 4.2 The District Association or Member Club will be given notice of impending expulsion at least thirty (30) days before the General Meeting at which the Special Resolution is to be reviewed.
- 4.3. At a properly constituted General Meeting of The Association, a Special Resolution stating the reasons for the proposed expulsion will be reviewed.
- 4.4 The District Association or Member Club, having been duly warned, shall be given an opportunity to be heard at the same meeting.
- 4.5. The Special Resolution stating the reasons for the proposed expulsion requires a three-fourths majority vote of the members present and entitled to vote at the General Meeting.
- 4.6 The President and Secretary of The Association shall deliver in person or by registered mail the notice of expulsion to the President or Secretary of the District Association or Member Club. From the date of receipt of such notice the District Association or Member Club shall cease to be a member in good standing of The Association.
- 4.7 The District Association, or Club, which has been expelled from membership, may appeal such decision to the next General Meeting of The Association. A notice in writing of such appeal is made to the Secretary of The Association at least thirty days before the General Meeting;
- 4.8 Reinstatement of the District Association or Club may occur after a Special Resolution showing cause is put to and passed by a three-fourths majority vote of members present and entitled to vote at the General Meeting and any delinquent fees paid.

ARTICLE 5 SUSPENSION OR SANCTIONS OF PARTICIPANTS

- 5.1 Participants in Provincial and National Tournaments and Competitions or at Meetings of The Association who wilfully infringe the Constitution and By- Laws of The Association or are guilty of conduct injurious of the character, interest or good order of The Association;
- may be suspended from participation in all Tournaments, Competitions, or Meetings of The Association by a three-fourths majority vote of all Board Members present at a duly constituted Board of Management Meeting, or
 - may be subject to sanctions imposed by a majority vote of the Executive Committee.
- 5.2 Participants so suspended shall be given the opportunity to be heard at a meeting of the Board of Management before a vote is taken.
- 5.3 Club members so suspended may be reinstated to good standing by a resolution showing cause by three-fourths vote of all Board Members present at a duly constituted Board of Management Meeting.
- 5.4 Appeal of Sanctions
- 5.4.1 Recognizes the inherent right to appeal, in a timely fashion any sanctions imposed by The Associations Executive Committee.
- 5.4.2 The aggrieved Club Member has thirty (30) days from time of notification of sanction to file a written appeal with the Secretary of The Association.
- Appeal shall in writing,
 - shall be specific and not vague in nature, and,
 - shall to address the findings of the Executive Committee and sanctions imposed, not to the legality of the by-laws.
- 5.4.3 Executive Committee has thirty (30) days upon receipt of the written appeal to determine if there are grounds for appeal and upon determination;
- Refuse appeal. (administrative or trivial)
 - Accept appeal and adjust earlier findings if in agreement (majority vote)
 - Accept appeal and forward it to an Appeal Committee for further action.
- 5.4.4 Appeal Committee;
1. Composition;
 - Two Club Members-At-Large appointed by Board of Management.
 - One, mutually agreed upon, Club Member-At-Large selected by Appellant.
 2. Duties;
 - Review complaint and action taken by Executive Committee
 - Correspond with Appellant and allow sanctioned member or a representative voice within the proceedings.
 - Proceedings shall be done by conference call or in person at a meeting
 - Make finding (simple majority) and forward recommendation to Executive Committee and Appellant.

3. Findings of Appeal Committee;
- Original Executive Committee findings and rulings up-held
 - Ruling returned with recommendations to Executive Committee for further consideration
 - Appeal Committee cannot over-turn Executive Committee's original decision but can recommend dismissal or changes to the ruling.

5.4.5 Expenses

- All reasonable expenses incurred by the Appeal Committee shall be borne by The Association.
- Expenses incurred by Appellant or their representative shall be borne by the Appellant.
- All expenses incurred by use of conference calls shall be borne by The Association.

5.4.6 No further appeal process after a finding has been determined by the Appeal Committee.

ARTICLE 6 RESIGNATION FROM MEMBERSHIP

- 6.1 No District Association or Member Club shall resign from The Association without giving the Secretary at least three (3) months' notice in writing of its intention to do so.
- 6.2 No resignation shall release the District Association or Member Club from any monetary or other obligation to The Association, contracted during membership.

ARTICLE 7 GOVERNMENT

- 7.1 The governing body of The Association shall be the Board of Management.

ARTICLE 8 THE BOARD OF MANAGEMENT

- 8.1 The Executive Committee consists of the President, Vice President, Secretary, Treasurer, and Past President. The Board of Management shall consist of the Executive Committee, the Directors and District Representatives.

The Directors are:

- Director of Administration
- Director of Sport Development and Education
- Director of Operations

The above Directors will supervise the subcommittees as laid out in Article 12.1

The District Representatives are:

- Representative of Vancouver & District Association
- Representative of Bowls South Island, President's Council
- Representative of North Island & Powell River
- Representative of Interior Lawn Bowling Association

- 8.2 All members of the Board of Management shall be members in good standing of the Member Clubs of The Association.

- 8.3 The Board of Management shall have power to transact any and all general business of The Association, including the power to frame and enforce rules regarding the conduct of players, officials and members of the Board of Management, and the dress code of players and officials and the playing of Tournaments or Competitions, which are under its jurisdiction.
- 8.4 In the event of a vacancy occurring on the Board of Management, the Board of Management may fill the vacancy by co-option, to be confirmed at the next General Meeting of The Association.
- 8.5 The Board of Management has the right to contract a person or organization to assist with the administration and duties of the treasurer. This person shall be known as the Financial Administrator and shall report to the Treasurer.
- 8.6 The Board of Management has the right to contract a person or organization to assist with the marketing and advancements of Bowls. This position shall be known as the Sport Manager and shall report to the Director of Administration.

ARTICLE 9 REGIONAL ASSOCIATION DIRECTORS

- 9.1 Each District Association (B.C. Blind Sports and Recreation Association; Bowls Vancouver Island North and Powell River; Bowls South Island, President's Council; Interior Lawn Bowling Association; and Vancouver & District Lawn Bowling Association) will be asked to appoint a Regional Representative to Bowls B.C. who may or may not be the President/Chair of the District Association.
- 9.2 The term of office extends from the Annual General Meeting at which the election took place to the next following Annual General Meeting.

ARTICLE 10 TERMS AND DUTIES OF OFFICERS

- 10.1 The President shall serve a term of two (2) years, commencing from the Annual General Meeting at which the election took place, to the end of the second year Annual General Meeting. The President shall preside at all meetings of The Association, its Board of Management and Executive Committee. The President is the Chief Executive Officer of The Association and shall supervise the other officers in the execution of their duties.
- 10.2 The Vice-President shall serve a term of two (2) years, commencing from the Annual General Meeting at which the election took place, to the end of the second year Annual General Meeting. The Vice-President shall carry out the duties of the President during the absence of said officer.
- 10.3 The Secretary shall serve a term of two (2) years, commencing from the Annual General Meeting at which the election took place, to the end of the second year Annual General Meeting.
The Secretary shall:
 - Conduct all correspondence of The Association.
 - Issue notices of all meetings of The Association.
 - Maintain minutes of all meetings of The Association and forward to all Board of Management members as well as to the contractors of the Association and ensure they are posted to the website.
 - Maintain custody of all records and documents of The Association except those required to be kept by the Treasurer and/or the Financial Administrator.

- Maintain the register of members, District Associations and Clubs.

10.4 The Treasurer shall serve a term of two (2) years, commencing from the Annual General Meeting at which time election took place, to the end of the second year Annual General Meeting. The Treasurer shall:

- Receive all monies payable to The Association and deposit same in the name of The Association in a Chartered Bank or Trust Company duly authorized by the Board of Management.
- Pay all Accounts and Bills of The Association by Cheque signed by any two (2) of the President, Vice-President, Secretary and Treasurer.
- Maintain financial records, including books of account, as required to comply with the Society Act.
- Render financial statements to the Board of Management, members and others when required.
- Be a member of the Finance and Fund Raising Committee.
- Prepare the budget for approval by the Board of Management from numbers submitted by the different committees.
- Work with the yearend Accountants to complete the annual review/audit.

10.5 In the absence of the Secretary, the Presiding Officer shall appoint another person to act as Secretary at the meeting.

ARTICLE 11 DIRECTORS/REPRESENTATIVES TO BOWLS CANADA BOULINGRIN

11.1 The representative from Bowls B.C. shall be determined by the laws and constitution of Bowls Canada Boulingrin.

ARTICLE 12 COMMITTEES

12.1 There shall be Standing Committees which shall operate under one (1) of the three (3) Directors, as follows as designated by the Board of Management:

- Games
- Governance
- Member Services
- Risk Management
- Player Development
- Coaching Development
- Officiating Development

12.2 Each of the three (3) Board Directors is to be responsible for one or more Standing Committees, either as Chair of the Standing Committee or as the Director through whom the Chair of the Standing Committee (if not a Director) reports to the Board of Management. The appointment of standing committees to the three (3) Directors shall be made by the Board of Management.

12.3 The membership of each Standing Committee shall be presented to the Board of Management by the responsible Director as soon as possible following the Annual General Meeting. Coaching Committee members shall be at least Level 1 N.C.C.P./CBET. Officiating Committee members shall be qualified Umpires.

12.4 Special Committees shall be appointed by the President as circumstance may require. Nothing in this Article should be construed to limit or interfere with existing powers of District Associations.

ARTICLE 13 REMOVAL FROM OFFICE

- 13.1 Any Member of the Board of Management may be removed from Office by a three-fourths majority vote of the remaining members present at a duly constituted meeting of the Board of Management.
- 13.2 Members of the Board of Management failing to attend three (3) consecutive duly convened Board of Management Meetings without furnishing satisfactory reasons for absence, shall cease to be a member of the Board of Management.
- 13.3 Any member of the Board of Management who has been relieved of Office may appeal such decision to the next General Meeting provided notice in writing of such appeal has been given to the Secretary of The Association at least fourteen (14) days before the next General Meeting

ARTICLE 14 MEETINGS OF THE BOARD OF MANAGEMENT

- 14.1 Meetings of the Board of Management may be called by the President or, if absent, the Vice-President or at the request of at least five members of the Board. Request to be forwarded to the Secretary in writing.
- 14.2 Notice, indicating the time and place of all Meetings, shall be given to each Board Member at least seven (7) days prior to the Meeting.
- 14.3 All motions, save those specified in the Constitution and By-Laws to require a special majority, shall be decided by majority vote of all members of the Board of Management. In case of a tie the motion should be deemed defeated.
- 14.4 Fifty (50) percent of the Members of the Board of Management constitute a quorum.
- 14.5 Meetings of the Executive Committee may be called by the President for extraordinary matters and all members of the Executive Committee may attend either in person or via electronic means. Minutes shall be taken and circulated to all Board of Management members.

ARTICLE 15 AFFILIATION FEES

- 15.1 The Board of Management shall recommend Annual Association affiliation fees for all Indoor and Outdoor Bowls Clubs and member Clubs. Such fees shall be reviewed annually by the Board of Management and confirmed at the Annual General Meeting of The Association. Any increase in fees shall be preceded by a notice of motion and confirmed at the Annual General Meeting.
- 15.2 The Treasurer of each Outdoor Affiliated Club shall send to the Treasurer of The Association each year a statement of the total number of members in the Club as of May 31. Every club shall remit to the Treasurer of The Association by September 1 of any given year, the full affiliation fees for all active bowlers and active life members.
- 15.3 Any District Association or Affiliated Club failing to pay its Annual Affiliation Fees by the Annual General Meeting in the year in which they are due shall be deemed to have forfeited its membership in The Association. (*Article 4.1 for Reinstatement*)

ARTICLE 16 FISCAL YEAR AND AUDITOR

- 16.1 The Fiscal year of The Association shall begin on the first day of April and end on the last day of the succeeding March in each year.
- 16.2 An auditor, who is not a member of the Board of Management, shall be appointed by resolution at the Annual General Meeting to conduct a review and/or audit as required. The auditor shall remain appointed unless removed by resolution at a properly constituted meeting or the accounting services may be substituted as allowed by the Government of British Columbia.

ARTICLE 17 MEETINGS OF THE ASSOCIATION

- 17.1 The Annual General Meeting of The Association shall be held in the spring, on a date set by the Board of Management at a time and place specified in the Notice of Meeting which shall be forwarded to all Board of Management Members, all District Associations and Affiliated Clubs at least fourteen (14) days before the date of the meeting.
- 17.2 A Semi-Annual Meeting may be held at the discretion of the Board of Management at a time and place to be specified. Notification shall be forwarded to all Board of Management Members and all District Associations and Affiliated Clubs at least fourteen (14) days before the date of the Meeting.
- 17.3 A Special General Meeting may be called by 10% or more of the Members, or by the President within a reasonable time on the instruction of the Board of Management Members or on the instruction of the Presidents of the District Associations. The purpose of the Meeting shall be indicated in the Notice of Meeting and only business specified in the Notice shall be conducted at the Meeting.

ARTICLE 18 VOTING RIGHTS AT GENERAL MEETINGS

- 18.1 The persons entitled to vote at the Annual, Semi-Annual or Special General Meetings shall be:
- The President, the Immediate Past President, the Vice-President, the Secretary, the Treasurer, the three (3) Directors and the four (4) District Representatives in (Article 8.1).
 - One Delegate from each Affiliated Club.
- 18.2 Voting at all Meetings shall be by the show of Delegate Voting Cards unless otherwise determined by the Meeting or by Article 19.7.
- 18.3 Any District Association or Member Club may be represented by a duly accredited proxy who shall have the rights of other delegates. Such proxies must be members of Affiliated Clubs within that District Association. All proxies must be registered with the Secretary prior to the commencement of the Meeting. No member of the Board of Management will be allowed to vote as proxy for and/or on behalf of any District Association or Affiliated Club
- 18.4 Fifteen (15) registered delegates at the meeting shall constitute a Quorum.
- 18.5 In matters not covered here, Robert's Rules of Order will prevail.

ARTICLE 19 NOMINATIONS AND ELECTION

- 19.1 A Nominating Committee consisting of five (5) members, one from each district, who appointed by their district representative and one (1) member of the Board of Management appointed by the Board of Management shall be appointed not later than the first day of January of each year. The Committee shall recommend a slate of nominations for the Board of Management.
- 19.2 The Chair of the Nominating Committee shall be the appointed member from the Board of Management.
- 19.3 The Nominating Committee shall make every effort to ensure gender equity. The Nominating Committee shall notify all Affiliated Clubs and District Associations, in writing and invite them to submit nominations for the various positions by having the nominees complete, sign and return to the Nominating Committee at least thirty (30) days prior to the Annual General Meeting.
- 19.4 The Report of the Nominating Committee shall be circulated with the Notice of Meeting (Article 17.1).
- 19.5 The Nominating Committee shall present its slate of Nominees, to the Annual General Meeting. The written acceptance of each nominee indicating their willingness to serve shall be filed with the Secretary of The Association before the report is made.
- 19.6 After the report of the Nominating Committee has been presented to the meeting, the Chair of the Committee shall call for further nominations from the floor to fill any position. Any further nominations must include the agreement of the person nominated in writing or orally at the Meeting.
- 19.7 When two or more persons are nominated for the same office, the result shall be determined by secret ballot at the Annual General Meeting.
- 19.8 The term of the Board of Management shall begin at the conclusion of business at the Annual General Meeting at which they were elected.

ARTICLE 20 EXPENSES

- 20.1 Members of the Board of Management or Committees shall be reimbursed for expenses incurred in carrying out their duties upon approval by the Board of Management.
- 20.2 Members of the Board of Management or committees may request a float. Such float would have to be accounted for, to the Treasurer, prior to the end of the fiscal year. The amount of float will be determined by the Board of Management.

ARTICLE 21 CUSTODY AND USE OF SEAL

- 21.1 The Seal shall be in the custody of the Treasurer or the Secretary and shall be used only as directed by resolution of the Board of Management.

ARTICLE 22 BORROWING POWER

22.1 The Board of Management may borrow, raise or secure the repayment of money only in such manner and upon such terms as authorized by a Special Resolution of The Association adopted by a three-fourths majority vote of the Members of The Association present and entitled to vote at a Special General Meeting called for that purpose and for which fourteen (14) days Notice in Writing of the Resolution to be presented shall be given to all Members of the Board of Management, District Associations and Affiliated Clubs.

ARTICLE 23 ALTERATION OF THE CONSTITUTION and BY-LAWS

23.1 From time to time, changes to the Constitution and Bylaws may be necessary. Any proposed amendment, addition or deletion, to the Constitution and By-Laws of The Association shall be submitted to the Secretary in writing by a proposer (either a member of the Executive, Board of Management, District Association or an Affiliated Club) and seconder (either a member of the Executive, Board of Management, a District Association or an Affiliated Club) at least thirty (30) days before the General Meeting.

23.2 Notice of the motion to alter the Constitution and By-Laws shall be circulated with the Notice of Meeting to all Members of the Board of Management, District Associations and Affiliated Clubs (Article 17).

23.3 The Resolution to amend the Constitution and By-Laws having been put to the Meeting requires a three-fourths majority vote.

ARTICLE 24 TERMINATION OF THE ASSOCIATION

24.1 A motion for the Termination of The Association shall be put to a Special General Meeting called for that purpose alone.

24.2 Notice of Meeting called for the purpose of Termination of The Association shall be received by the members at least twenty-one (21) days before the meeting.

24.3 Passage of the motion requires (fifty-one) 51% of the members either present or by proxy.

24.4 If The Association is to be terminated, the assets, after all debts have been paid or provision made for payment shall have been made, are to be held by the Directors to be used for the promotion of Bowls in the Province of British Columbia. An ordinary Resolution passed by the Special General Meeting called to terminate the Society may issue further instructions to the Directors but these instructions shall not be in contradiction to the purposes of The Association.

(As amended at the November 2014 Annual General meeting)

