

**Muskoka Lawn Bowling Club**  
Muskoka, Ontario  
**BY-LAWS**  
As of September 2018

**1. NAME**

The lawn bowling facility and Head Office are located at 1036 S. Monck Drive, Bracebridge, Ontario shall be known as the Muskoka Lawn Bowling Club and will be referred to as the “Club” in this By-Laws document, hereafter referred to as “The By-laws”.

**2. OBJECTIVE**

The objective of the Club shall be to promote and facilitate the sport of lawn bowls and related social activities. The Club is a not for profit organization. The Club’s financial year runs from January 1st to December 31st.

**3. MEMBERSHIP**

3.1 Members may be regular or youth (under the age of 18). All members shall comply with the Club By-laws and the Code of Conduct, Policies and Rules of Play as established by Bowls Canada Boulingrin and the Ontario Lawn Bowls Association.

3.2 Regular and youth members who have paid the required fee for the current year shall have the rights of membership, i.e. to play on the greens and to vote at the General and Special meetings of the Club.

3.3 Annual membership and other fees are set and adjusted as deemed appropriate by a majority vote of a quorum of the Board.

3.4 The membership year begins on May 1st and ends on April 30th.

**4. CLUB OFFICERS**

4.1 The Board of Directors, hereafter referred to as “The Board”, shall manage the affairs of the Club and be comprised of 5 members. The Board shall be elected from the voting members of the Club. The directors shall nominate the following officers of the Club; President and Secretary and any other officers the Board deems necessary.

4.2 Members of the Board shall receive no remuneration for acting as such.

4.3 The term for each Board member runs from the day elected (or appointed) until the subsequent meeting to elect the new Board. Board members may be elected to subsequent terms.

4.4 Vacancies on the Board, however caused, may, so long as a quorum of Board members remain in office, be filled by the Board from among the members of the Club, if they see fit to do so. Otherwise, the vacancy shall be filled at the next General Meeting of the members at which the Board for the ensuing year is elected. A member appointed to fill a vacancy on the Board shall hold office for the remainder of the term of the member in whose stead he/she has been appointed.

4.5 The Board may appoint members to other executive or committee positions responsible for the various operational needs of the Club. The duties and responsibilities of such appointees are to be determined by the Board.

4.6 Half or more of the Board of Directors in office shall constitute a quorum.

4.7 Questions arising at any meeting of the Board shall be decided by a majority of votes. In the case of a tie, the President's vote already cast and counted (or if absent, the Vice-President's vote) will determine the decision.

4.8 The operations, administration and financial affairs of the Club shall be exclusively under the management, regulation and control of the Board.

4.9 The Board shall be the Club interface with the Muskoka Highlands Golf Links, representatives of government, Bowls Canada Boulingrin, Ontario Lawn Bowls Association, OLBA District and Club sponsors.

4.10 If all of the Directors of the Club consent, any business of the Club may be conducted by resolution signed and delivered electronically to the Secretary.

If all of the Directors of the Corporation consent, a Director may participate in a meeting of the Board by telephonic or electronic means that permits all participants to communicate adequately with each other during the meeting. A Director participating by such means is deemed to be present at that meeting.

## **5. ANNUAL AND OTHER MEETINGS OF MEMBERS**

5.1 There shall be two General Meetings each year – in the Fall and in the Spring. The membership must be duly notified with at least 14 days notice, by a posting at the Club, mail, email and/or phone, of the specific date and time of each meeting.

5.2 The Fall General Meeting shall include the election of the Board for the following year, a review of the financial affairs of the Club, the appointment of a financial review committee (with at least 2 members) for the current fiscal year, and, at the request of the President, reports of a selection of the Directors or committees. The Spring General Meeting shall include the presentation and approval of the final financial statements and financial review for the past fiscal year and plans for the upcoming season.

5.3 As well as receiving a notice of meeting and an agenda, voting members have the option to submit a proxy vote. Should a member not be able to attend any General or Special Meeting, said member will have the option of submitting a proxy vote to another voting member. Said proxy must be registered with the Secretary or meeting chair by the start of the meeting.

5.4 A member may bring forward any business for inclusion in the General Meeting agenda. Written notice of this business must be submitted to the Secretary at least 10 days prior to the date of the meeting.

5.5 Special Meetings of the members may be called by the President, by resolution of the Board, or by written request to the Board signed by at least 15 members of the Club. Any request or resolution shall specify the nature of the business to be brought forward and no other business than that stated in the notice of meeting shall be transacted. The date, time and place shall be decided by the Board but must be within 30 days of a written request by the members. The membership must be duly notified with at least 7 days notice, by a posting at the Club, mail, email and/or phone, of the specific date and time of the meeting.

5.6 A quorum for General and Special Meetings of the Club shall be one third (1/3) of the membership, either in person or by proxy.

5.7 With the exception of Section 7 (Amendment of By-laws), all business at either a Special or General Meeting shall be decided by a simple majority vote of members present and represented by proxy.

5.8 Any general or special meeting of members adjourned due to lack of a quorum may be rescheduled to a date and time at the discretion of the Board. A quorum at such a rescheduled meeting will not be required to transact Club business. A notice period to the membership of seven (7) days will be sufficient for any such meeting.

## **6. AFFILIATION**

The Club shall affiliate with the Ontario Lawn Bowls Association and Bowls Canada Boulingrin.

## **7. AMENDMENT OF BY-LAWS**

7.1 The exact wording of any proposal to amend these By-laws, either in whole or in part, shall be available in writing to the membership at least 7 days before a General or Special Meeting. The vote required to pass an amendment to the By-laws shall be two-thirds (2/3) of the membership in attendance, or by proxy, at the meeting.