

Calgary Lawn Bowling Club

By-Laws

2026

as of January 10, 2026

- 1) The club shall be known as the “Calgary Lawn Bowling Club”.
- 2) The conduct and affairs of the club, as well as the property leased to the club by the City of Calgary, shall be managed and administered by a board of directors.
- 3) Any individual participating in activities at the Calgary Lawn Bowling Club must adhere to the code of conduct, bylaws and policies of the club. Failure to do so may result in removal from the club grounds.

Membership Meetings

- 4) The Annual General Meeting of the club shall be held in the clubhouse or at any other place in the City of Calgary as agreed to by the officers and board members. The Annual General Meeting shall take place during the month of September or October each year. The Secretary shall notify by email (or phone call in the absence of an email address) all club members of the date, time and place of the Annual General Meeting, at least ten days prior to the date of the Annual General meeting. A Preseason Meeting will take place in the clubhouse in early May each year prior to commencement of the bowling season. Members will all be advised by email (or phone call in the absence of an email address) of this meeting date and time.
- 5) The board may convene a Special Membership Meeting when they agree it is required or requested in writing by at least ten club members. This Special Membership Meeting would be to discuss a specific matter and resolve a dispute should one arise. All club members shall be notified of such a meeting, and its topics, by email (or phone call in the absence of an email address) by the Secretary. Every attempt will be made to give at least five days notice of special meetings to be held.
- 6) An accidental omission to contact a member with a meeting notice shall not invalidate the proceedings at any meeting, nor shall the secretary be held responsible.
- 7) Fifteen (15) members personally present shall form a quorum at each Annual General Meeting, Pre-season Meeting, or Special Meeting. Unless there is a quorum present no business shall be transacted. The meeting shall then be re-convened with all members being notified of the rearranged date for such a meeting. The original agenda shall be the agenda for the re-convened meeting.

Procedure at Annual General Meetings

- 8) The President, or in the absence of the President, the Vice-President shall preside at all meetings of the club. In the case of both named officers being absent from a meeting, the meeting will be presided over by a member of the board.
- 9) Minutes of all proceedings will be kept by the Secretary. The Secretary will also be responsible for circulating the minutes of previous meetings.

10) The business of the Annual General Meeting shall be to present a financial statement setting out the income, disbursement, assets and liabilities and to receive and consider all reports from the board and to deal with all matters on the agenda. A typical agenda for the Annual General Meeting will be:

- a) Call to order by the chairperson who will establish that a quorum is present.**
- b) Approval of the circulated minutes of the previous meeting shall be voted on by all present. Amendments will be noted and minutes amended accordingly. Business arising from the minutes will be dealt with at this time.**
- c) Reports received from the President, Treasurer, Greens Committee convener, Games Committee convener, and other reports as needed.**
- d) Election of officers and board members as applicable.**
- e) New business, including an opportunity for all members to raise subjects pertaining to the welfare and future of the club.**
- f) Chairperson's closing remarks and adjournment.**

Voting at Annual General Meetings

11) At any Annual General Meeting of the club, voting will normally be by showing of hands. Votes are passed by a majority of those entitled to vote at the meeting. Votes must be cast in person. In the case of an equality of votes the chairperson will have the casting vote. The chairperson will declare the result of each vote and this will be recorded by the Secretary in the meeting minutes.

12) Any member of the club can demand that a vote be taken in secret and the ballots counted by two members of the board. The results will be passed to the chairperson who will declare the same results to all members present and results will be recorded in the meeting minutes by the Secretary.

13) Eligibility to vote at an Annual General Meeting is outlined in the Membership Categories, as detailed in the Appendix #1 to these By-Laws.

Board of Directors

14) The board of directors which will number up to ten (10), consisting of the following:- officers (President, Vice-President, Immediate Past President, Secretary, Treasurer), and additional board members, as required to bring the board up to no more than ten (10), duly elected at an Annual General Meeting of the club. At all board meetings the required quorum shall be five (5) persons.

15) Officers and board members are nominated and voted in for each specific position at the Annual General Meeting. Officers are elected for a two year term and board members for a three year term. Both officers and board members may be nominated for re-election after completion of their terms.

16) If any member of the board shall resign or should a vacancy occur by death or otherwise the remaining board members shall have the power to fill the vacancy by the appointment of a member who shall serve until the next Annual General Meeting of the club. Should any office become vacant for the same reason, the remaining members of the board may appoint one of their number to fill the vacancy until the next Annual General Meeting of the club.

17) Regular board meetings will be convened as required to deal with club business. Meetings will be called at a date and time suitable to the majority of the directors and they will be notified with at

least 48 hours notice of the meeting, or at the earliest time possible in urgent cases. Business appertaining to the welfare of the club will have priority over all other business to be discussed at board meetings.

18) The President shall chair all board meetings, in the absence of the President the Vice President will chair the meeting and in the absence of both named officers, another board member will act as chairperson, excluding the Secretary.

19) All decisions taken at board meetings shall be recorded in the meeting minutes by the Secretary, or in the absence of the Secretary by one member of the board, other than the chairperson.

20) At the beginning of each board meeting all board members must disclose any conflicts of interests pertaining to topics on the meeting's agenda.

21) Every question at a board meeting shall be determined by a show of hands and passed by a majority. In the event of a tie vote the chairperson shall have the casting vote. Results of all voting shall be recorded in the meeting minutes by the Secretary.

22) A resolution determined without a meeting of the board, and evidenced in writing by a quorum of board members, shall be considered as valid and effectual until the next meeting of the board, at which time the resolution must be ratified by all present. Results will be recorded in the meeting minutes.

23) Should any member of the board be absent from three consecutive meetings of the board without a satisfactory reason, the board may notify this member that they have ceased to be a member of the board and a replacement be appointed to fill the vacancy until the next Annual General Meeting. If a member of the Board is found to have engaged in misconduct, breached their duties, or become incapacitated, the Board shall convene to review the matter and determine appropriate action. Such action may include the revocation of their position on the board and expulsion from the club.

24) The board of directors has the power to set up standing committees and temporary committees.

25) The board shall have power to change rules and regulations for the government of the grounds and clubhouse. All such changes shall remain in effect until the next Annual General Meeting at which time changes can be reviewed.

Duties of Officers

26) The President shall be responsible for overseeing the affairs of the club and the chairing of all meetings. The President may also serve as an ex-officio member on all committees and shall have signing authority for payment of invoices and cheques together with the Treasurer and other designated signing officers of the club.

27) The Vice-President shall be responsible for assisting the President and in the absence of the President, the Vice-President shall fulfill the President's duties.

28) The Secretary shall be responsible for all club correspondence and will maintain a record of all proceedings at board and club meetings. The Secretary shall have custody of the "Club Seal" and shall be responsible for keeping the Seal in a safe place at all times. The Secretary shall be

responsible for the maintenance and upkeep of club records, documents and associated papers. The Secretary may serve on all committees as an ex-officio member. In the absence of the Secretary, his or her duties shall be discharged by another member of the board, appointed for that duty. Upon retirement from the office of Secretary, the retiring Secretary shall ensure all documents applicable to the club and all relevant records are handed over to the incoming Secretary. The retiring Secretary shall be responsible for writing the meeting minutes of the meeting at which the retirement or resignation took place.

29) The Treasurer shall receive all monies of the club and shall keep a record of all financial transactions. The Treasurer shall be responsible for the deposit of all club funds and the issue of cheques on behalf of the club. The Treasurer will prepare the formal financial statements for the fiscal year, commencing on January 1st and ending on December 31st each year, which will be duly audited by two members of the club, appointed at the Annual General Meeting, and then the Treasurer shall present those statements for approval by the club members at the Pre-season Meeting. The Treasurer will prepare a budget for the following fiscal year and following a review of the budget by members of the board the annual budget will be presented for approval to all members present at the Pre-season Meeting.

30) All cheques and notes shall be signed, in accordance with the then current signing authorities filed with the club's bankers, and such signatories shall be any two of the four named signing officers, which shall include at least the Treasurer and the President. Any invoices that are paid electronically shall require two of the signatories to sign the invoice.

Membership

31) A person may become a member of the Calgary Lawn Bowling Club on completion of the membership form and payment of the membership fee. The Board of Directors reserves the right to review any applications deemed potentially detrimental to the club culture. Additionally, any application for membership from an individual who has previously been expelled from the Calgary Lawn Bowling Club or is not in good standing with Bowls Alberta will have their membership application reviewed by the board of directors.

32) All categories of membership shall adhere to the by-laws and policies of the club.

33) The membership categories and their rights are as outlined in the appendix # 1 to the By-Laws.

34) Any member wishing to withdraw their membership may do so upon a notice in writing to the secretary. Once the notice is received the person will cease to be a member and have their name removed from the membership list.

35) In the case of the conduct of a member either on or off the green being considered unacceptable or injurious to the character of the club, the board may meet to consider appropriate action to be taken. This action may result in the suspension or expulsion of the offending member. Should such action be necessary the board may decide to refund all or part of the annual fee already paid by the member. A member thus expelled may have the right to appeal such a decision and the officers of the board will hear an appeal and decide on the outcome. If the officers consider it necessary, an Emergency meeting of all club members may be convened to review and decide on action to be taken to resolve the situation. The member in question will receive a letter from the Secretary. This letter will state the results of the appeal hearing.

36) If any member of the club is found guilty of fraud or dishonesty, whereby the club incurs loss or damage, such a member shall be liable to recoup the club for loss or damage sustained.

37) Membership fees will be established by the board and presented to the membership prior to each Pre-season based on a review of the Treasurer's Report and budget. It is the responsibility of the board to control the fees while maintaining a viable financial situation.

Standing Committees

38) The Greens committee will be established after the Annual General Meeting of the prior season and a convener appointed to coordinate the activities of the committee during the season.

39) The Games committee will be established after the Annual General Meeting of the prior season and a convener appointed to coordinate the activities of the committee during the season.

40) The Social and Hospitality committee will be established after the Annual General Meeting of the prior season, and a convener appointed to coordinate the activities of the committee during the season..

41) These committees are not limited in number and their membership can vary during the season according to the requirements.

42) Other committees can be formed as needed at the discretion of the board of directors.

General

43) Non-members wishing to participate in club activities may do so by paying the drop in fees. Non-members may not participate in club championships.

44) The club shall indemnify all members of the board and officers of the club against losses, expenses and costs incurred in carrying out the duties of office. All expenses and costs must be approved by the board prior to such expenses being incurred, and should be included in the annual budget presented to the pre-season Meeting.

45) Any proposed expense in excess of \$10,000, which is not included in the annual budget, must be approved by the members of the club at a duly constituted meeting.

46) Unless authorized at any general meeting of the club, and after notice of the same shall have been given, no officer, director, or member of the club shall receive remuneration for their services.

47) The books and records of the Calgary Lawn Bowling Club may be inspected by any member of the club at the Annual General Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of the same. Each member of the Board shall at all times have access to such books and records.

48) For the purpose of carrying out its objects, Calgary Lawn Bowling Club may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the Calgary Lawn Bowling Club, and in no case shall debentures be issued without the sanction of a special resolution of the club as defined in section 1(d) of the Alberta Societies Act.

49) The By-Laws may be altered, annulled, amended, suspended, or added to, by a Special Resolution as defined in section 1(d) of the Alberta Societies Act. The By-Laws will be reviewed by the board of directors every three years.

50) In the event of the dissolution of the Calgary Lawn Bowling Club and after payment of all debts and liabilities, the board of directors will be responsible for distributing all remaining assets to one or more qualified recipients that are not members of Calgary Lawn Bowling Club. For the purpose of this section, a qualified recipient may be another non-profit society (that is not a member-funded society), a community service cooperative, a registered charity or a trust for a charitable purpose as determined by a special resolution of the members at the time of dissolution.

51) The existing By-Laws of Calgary Lawn Bowling Club are hereby repealed and the replacement bylaws are issued for distribution to all club members on this day the 10th of January, 2026.

Membership Categories

1) FULL MEMBER

- Pay full membership fees; or receive accommodation under the “Fee Waiver” policy.
- Entitled to use all facilities and to compete in all competitions after payment of the applicable entry fee.
- Entitled to attend and vote at all general meetings of the club and to serve on all committees.

2) JUNIOR MEMBER

- Pay the junior membership fee.
- A junior must be eighteen (18) years of age, or under, as of January 1st of the year of play
- Entitled to use all facilities and to participate in all junior programs and competitions. On approval by junior coach, may be invited to play in club events.
- Not entitled to vote at general meetings of the club, but may attend as a guest.

3) SOCIAL MEMBER

- Pay the social membership fee.
- Entitled to use of facilities with the exception of bowling.
- A social member may attain full membership at any time by paying the remainder of the full membership fee.
- Not entitled to vote at general meetings of the club, but may attend as a guest.

4) VISITING MEMBER

- Pay the visiting membership fees for each month they are using club facilities.
- This membership is intended for visitors from other clubs who wish to play bowls at Calgary Lawn Bowling Club and who are visiting from another city.
- These persons must be experienced bowlers and staying for a period of one month or more.
- Entitled to use all facilities and play in all non-trophy events.
- Visitors will not attend club meetings and will have no input into club business or organization.