

SANTA BARBARA LAWN BOWLS CLUB BYLAWS

ARTICLE I NAME

The club is known as the Santa Barbara Lawn Bowls Club, Inc., a California Non-Profit Corporation 501(c)(7), operating under the direct sponsorship and supervision of the City of Santa Barbara, Parks and Recreation Department.

ARTICLE II PURPOSE

The purpose of the club is to provide an opportunity for its members to come together in a spirit of recreation and comradeship, and to foster and safeguard the game of lawn bowls.

ARTICLE III MEMBERSHIP

Membership in the club is open to any person regardless of race, color, sex, or creed who has filed an application for membership and who agrees to abide by the bylaws of the club.

Sec. 1 **Regular Member:** Any qualified lawn bowler whose annual dues have been paid.

Sec. 2 **Life Member:** Upon recommendation of the board of directors and approval by the majority of the membership at any regular or special meeting, a member who has made an exceptional contribution to the club may be elected a Life Member. Such member has, without payment of any club dues, all the privileges of the club for life and has the designation "LM" in the roster.

Sec. 3 **Associate Member:** Associate membership does not confer voting or playing privileges upon the holder. Associate members pay annual dues as determined by the board of directors and are identified by the designation "AM" in the roster.

Sec. 4 **League Member:** League member is a temporary membership designation that applies to league players who are not regular members. League membership status lasts for the duration of the league and allows for playing privileges designated by the board of directors. League member status does not confer voting privileges upon the holder. League member dues are determined by the board of directors.

Sec. 5 **Membership Privileges:** Membership in the club is for the purpose stated in Article II of these bylaws and confers rights for those classes of membership eligible for same: These are: the right to vote; the right to play in games and tournaments organized by the club; the right to play in those national and divisional tournaments to which association membership entitles them; and the right to participate in all social activities of the club.

ARTICLE IV OFFICERS AND DIRECTORS

Sec. 1 Officers

- (a) The officers of the club are: President, Vice President, Secretary, and Treasurer.
- (b) Officers are elected for a period of one year.
- (c) All officers must have been voting members of the club for at least one year prior to taking office.

Sec. 2 Board of Directors:

- (a) The officers and five directors are elected by the voting members of the club to serve as the board. The president has no vote except in the event of a tie. An ex officio member of the board without vote is the immediate past president.
- (b) Three directors are elected to serve for a term of three years, staggered, and two directors each serve for one year.

Sec. 3 No elected and/or appointed officer or official of the Santa Barbara Lawn Bowls Club can be an officer and/or an appointed official of any other lawn bowling club in Santa Barbara County, California.

ARTICLE V ANNUAL NOMINATIONS AND ELECTIONS

Sec. 1

- (a) The board appoints a nominating committee of three members, none of whom is a board member, to nominate all officers and directors, with the consent of the nominees, and presents the list of candidates to the secretary by December 1.
- (b) In addition, nominations may be made by any group of four voting members. Such nominations, with the consent of the nominees, are signed and handed to the secretary by December 10. The secretary posts the nominations of the nominating committee by December 1 and any additional nominations by December 10.

Sec. 2 If there is no nomination for a position, nominations for that position are taken from the floor at the annual meeting, with the consent of the nominee. If no nomination is made, the elected board members shall have the right to appoint a voting member of their choice to fill the vacancy.

Sec. 3 The voting on all nominations for officers and directors under the provisions of Sections 1 and 2 above shall take place at the annual meeting of the club by the raising of hands. Candidates receiving a simple majority of votes from members present shall be declared elected.

Sec. 4 The newly elected officers and directors are seated when the annual meeting is adjourned.

ARTICLE VI DUTIES OF OFFICERS AND DIRECTORS

Sec. 1 President:

- (a) presides at all meetings of the club and board of directors and acts as Chief Executive of the club; all policy decisions are subject to the board of director's approval;
- (b) appoints committees and chairpersons, with the approval of the board of directors;
- (c) is an ex officio member of all committees except the nominating committee; and
- (d) in the absence of the secretary, appoints any member of the board to act as secretary.

Sec. 2 Vice President: in the absence of the president, performs all the duties of that office.

Sec. 3 Secretary:

- (a) Keeps minutes of meetings of the membership and the board;
- (b) Issues notices of all meetings of the club in accordance with article VIII Section 3 of these bylaws;
- (c) Maintains and issues annually a directory of the membership, in cooperation with the treasurer;
- (d) Presents officer and board of director nominations to the membership.

Sec. 4 Treasurer:

- (a) Receives dues and other income;
- (b) Deposits all funds in a bank selected by the board of directors;
- (c) Sets up special accounts and funds to be handled as authorized by the board of directors;
- (d) Withdraws funds only on order of the board, except for items of current and regular expenditure;
- (e) Signs checks for withdrawal of funds, such checks cosigned by the board appointed cosigners;
- (f) Maintains a record of the members, cooperating with the secretary;
- (g) Submits a financial statement at each regular meeting of the board, at the annual meeting of the club, and at any special meeting of the membership;
- (h) Prepares an annual budget and recommends next year's dues by November 1; and
- (i) Submits books of account to the Tax Preparer.

Sec 5 Board of Directors:

- (a) Determines and sets annual membership dues before December 1 of each year for the necessary support of greens and club maintenance for the succeeding year;
- (b) Approves and supervises all committees;
- (c) Authorizes disbursement of monies in excess of \$1,000. Disbursement of monies for any one project in excess of \$15,000 is not made unless and until it is authorized specifically by majority vote of the members.
- (d) Appoints officers and board members where interim vacancies occur, such appointees to serve for the unexpired term;
- (e) Approves the Greens Maintenance and other contracts;
- (f) Meets once a month on call of the president; time and place of the meeting are determined by the board, and members are notified by the president or secretary. A simple majority of elected and appointed members of the board is considered a quorum for any meeting of the board of directors;
- (g) Receives and acts upon all grievances submitted to it in writing by any member of the club.

ARTICLE VII COMMITTEES

Sec. 1 Administrative:

- (a) Executive Committee consists of the officers.
- (b) External Relations
- (c) Investment Committee is chaired by the club treasurer and committee members appointed by the board. The role of the investment committee is to work with the investment manager to establish controls to safeguard the club's cash investments.

Sec. 2 Operational:

Operational committees and appointees facilitate the successful operation of the club. The specific committees and appointees within the following operational areas are detailed in the Committees section of the handbook.

- (a) The Play
- (b) Member Services
- (c) Facility Services

ARTICLE VIII MEETINGS OF THE CLUB

Sec. 1 The annual meeting of the club is held during the month of January at a time and place designated by the board.

Sec. 2 Special meetings are called:

- (a) by the president at any time, or
- (b) by petition signed by ten voting members, for a specific purpose.

Sec. 3 Members are notified of date, time, and place of meetings:

- (a) by a posted written notice and by email at least one week prior to said meeting, and
- (b) by an oral announcement made each bowling day of that week.

Sec. 4 A quorum for any meeting of the club (except a board meeting) is 25% of its members eligible to vote.

Sec. 5 Order of business at any meeting is:

- (a) call to order;
- (b) declaration by the chair that a quorum is present;
- (c) reading, corrections, and approval of the minutes;
- (d) treasurer's report;
- (e) reports of committees;
- (f) report of the president;
- (g) previous business;
- (h) new business;
- (i) appointments; and
- (j) adjournment.

ARTICLE IX DUES AND VISITORS' FEES

Sec. 1 Annual dues are set by the board of directors.

Sec. 2 Dues for all regular members are due by December 31 of each year. New-member dues are prorated on a quarterly basis. The dues paid for associate membership are not prorated.

Sec. 3 Visitors from other lawn bowling clubs pay a special charge, as set by the board of directors. Visitors are not members and are not entitled to enter club tournaments, except by order of the board.

ARTICLE X CONDUCT OF MEMBERS

Sec. 1 It is the duty of the board of directors to receive and act upon written complaints of the club's members (see Article VI, Sec. 5 (g) of these bylaws). The board of directors shall have the authority to suspend or discipline any member whose conduct is detrimental to the best interests of the club. The board of directors will, when deemed necessary, hold fair hearings and will obtain the concurrence of the Parks and Recreation Department staff liaison in all actions regarding member conduct.

Sec. 2 All members shall abide by the following code of conduct:

- (a) All persons shall act with respect towards other persons, their privacy and safety.
- (b) Physical or verbal abuse of any kind shall not be tolerated.
- (c) All persons shall treat public and private property and equipment with respect.

ARTICLE XI AMENDMENTS

These bylaws may be amended or revised at any meeting of the club called for this purpose, by the affirmative vote of two-thirds of the voting members, provided notice of the proposed amendment or revision is given to the membership in writing thirty days prior to such meeting.

ARTICLE XII RULES OF ORDER

Situations not covered by the club bylaws are governed by the latest version of Robert's Rules of Order.

These bylaws were amended by the membership on
April 19, 2020

RULES AND PROCEDURES

Bowls USA rules govern in any dispute not covered in these rules of procedure and if any dispute arises which is not covered by either the club rules or Bowls USA rules.

These rules and procedures can be amended only by the board.

Sec. 1 **DUTIES**

(a) GAMES COMMITTEE arranges all regular games for the members on home greens, except at times set aside for players to arrange their own games.

(b) GREENS COMMITTEE sees that the greens and equipment are kept in good condition. The decision of the greens committee on condition of the rinks and their suitability for play is conclusive.

(c) TOURNAMENTS COMMITTEE arranges all sanctioned tournaments. As early as possible after being appointed, the Tournament Committee Chair presents a proposal to the board of directors. This proposal outlines the type of tournaments and the dates on which they may be held. The tournaments committee's decision on all tournament games, play, and dress is conclusive.

(d) INSTRUCTION DIRECTOR prepares and directs a course or courses of instruction, certifies applicants as qualified bowlers, and serves as a member of the rating committee. Regular members are referred to the instruction director upon joining the club.

(h) RATING COMMITTEE consists of the instruction director, and other members appointed by the president, who rate playing members at least once a year as lead, lead/vice, vice, vice/skip, or skip.

Sec. 2 **PLAY AND TOURNAMENTS**

Rules of play and tournament rules may be waived, amended, or added to by the board of directors at any time

(a) **Regular Games**

1. On regular bowling days, holidays, and evenings, teams for regular games are chosen by blind draw, except for tournament or other special games as approved by the board of directors.

2. Players are placed in positions as assigned by the rating committee.

3. The blind draw for members of teams in regular games requires name disks to be in the game board box at least five minutes prior to the established game time.

4. Self-organized games, which are games members arrange to play in advance, are allowed subject to approval by the board.

5. Bowling times and rules shall be posted by the games committee.

(c) **Tournaments**

Rules of tournament play are posted by the tournament committee and form part of these rules of play, and are subject to the following basic rules:

1. Dates of tournaments are posted by the tournaments committee.

2. Rinks to be used for tournament play are determined by the tournament committee chair.

3. Tournaments commence play at times determined by the tournaments chair.

———4. In a tournament when a substitute is required, the original member of the team is allowed an absence of one playing day, after which the team member must return to the team or forfeit her/his position on the team. Then the team is reconstituted with a substitute in the vacant position, except that of skip, in which case the vice/skip is made skip, and the vice/skip position is then occupied by a substitute.

(d) Practice

1. Members may practice when the club is open and a rink is available.

2. A written request for any exception to these rules must be approved by the board.