

2016 Constitution and By-law Deep River Lawn Bowling Club

**14 Club House Road, Deep River, Ontario K0J1P0
Incorporated 1980 July 16**

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By-law #1

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Introduction

The Deep River Lawn Bowling Club (hereafter called the “Club”) is a not-for-profit sport club incorporated in the Province of Ontario with Letters Patent and a Seal. The objectives of the corporation are to carry on and conduct a lawn bowling, country, sporting and social club.

This By-law is based on the default By-law under section 18 of the Ontario Not-for-profit Corporations Act, 2010 (ONCA) and regulations made under it (the “Act”). By-laws are made to provide guidance during times when things are operating normally and also to provide guidance when things go wrong.

This By-law provides rules and procedures to be followed by the Corporation in its day-to-day governance and is intended to apply to the most common corporate events. Relevant provisions of the Act have been incorporated where applicable. However, this By-law is not in itself a complete codification of the provisions of the Act and other laws applicable to the Corporation. Many applicable provisions of the Act and the law have not been duplicated in this By-law.

Amendments to previous By-laws of the Deep River Lawn Bowling Club have been incorporated as required.

Section 1 - General

1.01 Definitions

In this By-law, unless the context otherwise requires:

1. "Act" means the Not-for-profit Corporations Act, 2010 (Ontario) and, where the context requires, includes the regulations made under it, as amended or re-enacted from time to time;
2. "Articles" means any document or instrument that incorporates a corporation or modifies its incorporating document or instrument;
3. "Board" means the Board of Directors of the Corporation who are the final authority on all matters pertaining to the Corporation;
4. "By-laws" means this By-law (including the schedules to this By-law) and all other By-laws of the Corporation as amended and which are, from time to time, in force;
5. "Coordinator" means an individual and member appointed by the Board, who brings order and organization to an enterprise;
6. "Chair" means the chair of the Board;
7. "Corporation" means the corporation that has passed these By-laws under the Act or that is deemed to have passed these By-laws under the Act;
8. "Director" means an individual and member occupying the position of director of the Corporation by whatever name he or she is called;
9. "Member" means a member of the Corporation;
10. "Members" means the collective membership of the Corporation;
11. "Officer" means an officer and member, appointed by the Board, with day-to-day responsibility for running the vital duties of the corporation and having some discretionary authority; and
12. "OLBA" means the Ontario Lawn Bowls Association.

1.02 Interpretation

Other than as specified in Section 1.01, all terms contained in this By-law that are defined in the Act shall have the meanings given to such terms in the Act. Words importing the singular include the plural and vice versa, and words importing one gender include all genders.

1.03 Severability and Precedence

The invalidity or unenforceability of any provision of this By-law shall not affect the validity or enforceability of the remaining provisions of this By-law. If any of the provisions contained in the By-law are inconsistent with those contained in the Articles or the Act, the provisions contained in the Articles or the Act, as the case may be, shall prevail.

1.04 Execution of Contracts

Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Corporation may be signed by any two of its Officers or Directors. In addition,

the Board may from time to time direct the manner in which and the person by whom a particular document or type of document shall be executed. Any person authorized to sign any document may affix the corporate seal, if any, to the document. Any Director or Officer may certify a copy of any instrument, resolution, By-law or other document of the Corporation to be a true copy thereof.

1.05 – Reporting Requirements

As required by the Act, changes to the Board, Directors or Officers, are to be filed with the Ministry within 15 days of the changes taking place. It is not required that the By-law be submitted to the Ministry.

Section 2 - Directors

2.01 Election and Term

Five Directors shall be elected by the Members from the Members.

At the first election of Directors following the approval of this By-law, three (3) Directors shall be elected for a two-year (2) term and two (2) Directors shall be elected for a one-year (1) term. Thereafter, all Directors shall be elected for a two-year (2) term.

Directors may subsequently be re-elected for three (3) additional two-year (2) terms. After four (4) two-year terms, a Director must retire and wait one year (1) before standing for election.

Once elected, the Board shall appoint the Officers (President, Vice-President, Secretary, and Treasurer) from the Board members. To ensure a full slate of Officers, the Director candidates must declare, prior to the election, the officer positions they would be willing to fill if elected to the Board.

The Chair of the Board and the President shall be the same person.

2.02 Vacancies

The office of a Director shall be vacated immediately:

1. if the Director resigns office by written notice to the Secretary, which resignation shall be effective at the time it is received by the Secretary or at the time specified in the notice, whichever is later;
2. if the Director dies or becomes bankrupt;
3. if the Director is found to be incapable of managing property by a court or under Ontario law; or
4. if, at a meeting of the Members, a resolution is passed by at least a majority of the votes cast by the Members removing the Director before the expiration of the Director's term of office.

2.03 Filling Vacancies

A vacancy on the Board shall be filled as follows:

1. a quorum of Directors may fill a vacancy among the Directors;
2. if there is not a quorum of Directors or there has been a failure to elect the minimum number of Directors set out in the articles, the Directors in office shall, without delay, call a special meeting of Members to fill the vacancy and, if they fail to call such a meeting, the meeting may be called by any Member;
3. if the vacancy occurs as a result of the Members removing a Director, the Members may fill the vacancy by a majority vote and any Director elected to fill the vacancy shall hold office for the remainder of the removed Director's term; and
4. the Board may fill any other vacancy by a majority vote, and the appointee shall hold office for the remainder of the unexpired portion of the term of the vacating Director. After that, the appointee shall be eligible to be elected as a Director.

2.04 Coordinators

Coordinators are appointed at the discretion of the Board to bring order and organization to an enterprise. The Board shall approve the terms of reference for each coordinator. Coordinators are not Board members but report to the Board and attend Board meetings as required. Coordinators do not have a vote. The Board may rescind the appointment by resolution at any time.

2.05 Committees

Committees may be established at the discretion of the Board to focus expertise where it can best be used and to manage the flow of information. Committees, standing or *ad hoc*, may be established by the Board as follows:

1. The Board may appoint from their number a managing Director or a committee of Directors and may delegate to the managing Director or committee any of the powers of the Directors excepting those powers set out in the Act that are not permitted to be delegated;
2. At the discretion of the Board, the Board may appoint a Coordinator to chair the committee;
3. Motions to establish *ad hoc* committees shall contain appropriate terms of reference;
4. Subject to the limitations on delegation set out in the Act, the Board may establish any committee it determines necessary for the execution of the Board's responsibilities. The Board shall determine the composition and terms of reference for any such committee. The Board may dissolve any committee by resolution at any time; and
5. Terms of reference shall be approved by the Board prior to initiating a coordinator position or committee.

A quorum for all committee meetings shall be a majority of the voting members of that committee present.

2.06 Remuneration of Directors

The Directors shall serve as such without remuneration and no Director shall directly or indirectly receive any profit from occupying the position of Director; provided that:

1. Directors may be reimbursed for reasonable expenses they incur in the performance of their Directors' duties; and
2. Directors may be paid remuneration and reimbursed for expenses incurred in connection with services they provide to the Corporation in their capacity other than as Directors, provided that the amount of any such remuneration or reimbursement is: (i) considered reasonable by the Board; (ii) approved by the Board for payment by resolution passed before such payment is made; and (iii) in compliance with the conflict of interest provisions of the Act.

Section 3 - Board Meetings

3.01 Calling of Meetings

Meetings of the Directors may be called by the Chair, President or any two Directors at any time and any place on notice as required by this By-law.

3.02 Regular Meetings

The Board may fix the place and time of regular Board meetings and send a copy of the resolution fixing the place and time of such meetings to each Director, and no other notice shall be required for any such meetings.

3.03 Notice

Notice of the time and place for the holding of a meeting of the Board shall be given in the manner provided in Section 10 of this By-law to every Director of the Corporation not less than seven days before the date that the meeting is to be held. Notice of a meeting is not necessary if all of the Directors are present, and none objects to the holding of the meeting, or if those absent have waived notice or have otherwise signified their consent to the holding of such meeting. If a quorum of Directors is present, each newly elected or appointed Board may, without notice, hold its first meeting immediately following the annual general meeting of the Corporation.

3.04 Chair

The Chair shall preside at Board meetings. In the absence of the Chair, the Directors present shall choose one of their number to act as the Chair.

3.05 Voting

Each Director has one vote. Questions arising at any Board meeting shall be decided by a majority of votes. In case of an equality of votes, the Chair shall not have a second or casting vote.

3.06 Participation by Telephone or Other Communications Facilities

A Director may participate in a meeting of the Board or of a committee of Directors 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.

Section 4 - Financial

4.01 Banking

The Board shall by resolution from time to time designate the bank in which the money, bonds or other securities of the Corporation shall be placed for safekeeping. All cheques and documents requiring the signature of the Club must be signed by two of the Officers from among the four named in Section 2.01.

4.02 Financial Year

The financial year of the Corporation ends on December 31 in each year or on such other date as the Board may from time to time by resolution determine.

Section 5 - Officers

5.01 Officers

The Board shall appoint from among the Directors a Chair and may appoint any other person to be Vice-President, Treasurer and Secretary at its first meeting following the annual meeting of the Corporation. The office of Treasurer and Secretary may be held by the same person and may be known as the Secretary-Treasurer.

5.02 Office Held at Board's Discretion

Any Officer shall cease to hold office upon resolution of the Board.

5.03 Duties

Officers shall be responsible for the duties assigned to them and they may delegate to others the performance of any or all of such duties.

5.04 Duties of the Chair

The Chair shall perform the duties described in sections 3.04 and 9.05 and such other duties as may be required by law or as the Board may determine from time to time.

5.05 Duties of the President

The President shall perform the duties described in Schedule A and such other duties as may be required by law or as the Board may determine from time to time.

5.06 Duties of the Treasurer

The Treasurer shall perform the duties described in Schedule B and such other duties as may be required by law or as the Board may determine from time to time.

5.07 Duties of the Secretary

The Secretary shall perform the duties described in Schedule C and such other duties as may be required by law or as the Board may determine from time to time.

5.08 Duties of the Vice-President

The Vice-President shall perform the duties described in Schedule D and such other duties as may be required by law or as the Board may determine from time to time.

Section 6 - Protection of Directors and Others

6.01 Protection of Directors and Officers

No Director, Officer or committee member of the Corporation is to be liable for the acts, neglects or defaults of any other Director, Officer, committee member or employee of the Corporation or for joining in any receipt or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by resolution of the Board or for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the money of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or Corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his or her respective office or trust provided that they have:

1. Complied with the Act and the Corporation's articles and By-law; and
2. Exercised their powers and discharged their duties in accordance with the Act.

Section 7 - Conflict of Interest

7.01 Conflict of Interest

A Director who is in any way directly or indirectly interested in a contract or transaction, or proposed contract or transaction, with the Corporation shall make the disclosure required by the Act. Except as provided by the Act, no such Director shall attend any part of a meeting of Directors or vote on any resolution to approve any such contract or transaction.

Section 8 - Members

8.01 Members

Membership in the Corporation shall consist of the incorporators named in the articles and such other persons interested in furthering the Corporation's purposes and who have been accepted into membership in the Corporation by resolution of the Board.

There are three categories of Membership: Regular, Social and Honorary. Social Members attend Club functions but do not vote or normally bowl. Honorary Membership is given at the discretion of the Board to those who perform extraordinary services to the Club. Consideration for Honorary Membership is done in confidence based on a written submission to the Board. Honorary Members enjoy full privileges except for voting or running for election.

8.02 Membership

Membership fees are decided each year by the Board and are approved in the annual budget by the Members.

A membership in the Corporation is not transferable and automatically terminates if the Member resigns or such membership is otherwise terminated in accordance with the Act.

8.03 Disciplinary Act or Termination of Membership for Cause

1. Upon 15 days' written notice to a Member, the Board may pass a resolution authorizing disciplinary action or the termination of membership for violating any provision of the Articles or By-law; and
2. The notice shall set out the reasons for the disciplinary action or termination of membership. The Member receiving the notice shall be entitled to give the Board a written submission opposing the disciplinary action or termination not less than 5 days before the end of the 15-day period. The Board shall consider the written submission of the Member before making a final decision regarding disciplinary action or termination of membership.

Section 9 - Members' Meetings

All meetings are conducted by the President according to the general rules detailed in the latest edition of Roberts' Rules of Order.

9.01 Annual Meeting

The annual meeting shall be held on a day and at a place within Ontario fixed by the Board. Any Member, upon request, shall be provided, not less than 21 days before the annual meeting, with a copy of the approved financial statements, auditor's report or review engagement report and other financial information required by the By-law or Articles.

The business transacted at the annual meeting shall include:

1. Receipt of the agenda;
2. receipt of the minutes of the previous annual and subsequent special meetings;
3. consideration of the financial statements;
4. report of the auditor or person who has been appointed to conduct a review engagement;
5. reappointment or new appointment of the auditor or a person to conduct a review engagement for the coming year;
6. election of Directors; and
7. such other or special business as may be set out in the notice of meeting.

No other item of business shall be included on the agenda for annual meeting unless a Member's proposal has been given to the secretary prior to the giving of notice of the annual meeting in accordance with the Act, so that such item of new business can be included in the notice of annual meeting.

9.02 Special Meetings

The Directors may call a special meeting of the Members. The Board shall convene a special meeting on written requisition of not less than one-tenth of the Members for any purpose connected with the affairs of the Corporation that does not fall within the exceptions listed in the Act or is otherwise inconsistent with the Act, within 21 days from the date of the deposit of the requisition.

9.03 Notice

Subject to the Act, not less than 10 and not more than 50 days written notice of any annual or special Members' meeting shall be given in the manner specified in the Act to each Member and to the auditor or person appointed to conduct a review engagement. Notice of any meeting where special business will be transacted must contain sufficient information to permit the Members to form a reasoned judgment on the decision to be taken. Notice of each meeting must remind the Member of the right to vote by proxy.

9.04 Quorum

A quorum for the transaction of business at a Members' meeting is a majority of the Members entitled to vote at the meeting, whether present in person or by proxy. If a quorum is present at the opening of a meeting of the Members, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

9.05 Chair of the Meeting

The Chair shall be the chair of the Members' meeting; in the Chair's absence, the Members present at any Members' meeting shall choose another Director as chair and if no Director is present or if all of the Directors present decline to act as chair, the Members present shall choose one of their number to chair the meeting.

9.06 Voting of Members

Business arising at any Members' meeting shall be decided by a majority of votes unless otherwise required by the Act or the By-law provided that:

1. Each Member shall be entitled to one vote at any meeting;
2. votes shall be taken by a show of hands among all Members present and the chair of the meeting, if a Member, shall have a vote;
3. an abstention shall not be considered a vote cast;
4. before or after a show of hands has been taken on any question, the chair of the meeting may require, or any Member may demand, a written ballot. A written ballot so required or demanded shall be taken in such manner as the chair of the meeting shall direct;
5. if there is a tie vote, the chair of the meeting shall require a written ballot, and shall not have a second or casting vote. If there is a tie vote upon written ballot, the motion is lost; and
6. whenever a vote by show of hands is taken on a question, unless a written ballot is required or demanded, a declaration by the chair of the meeting that a resolution has been carried or lost and an entry to that effect in the minutes shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

9.07 Adjournments

The Chair may, with the majority consent of any Members' meeting, adjourn the same from time to time and no notice of such adjournment need be given to the Members, unless the meeting is adjourned by one or more adjournments for an aggregate of 30 days or more. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

9.08 Persons Entitled to be Present

The only persons entitled to attend a Members' meeting are the Members, the Directors, the auditors of the Corporation (or the person who has been appointed to conduct a review engagement, if any) and others who are entitled or required under any provision of the Act or the articles to be present at the meeting. Any other person may be admitted only if invited by the Chair of the meeting or with the majority consent of the Members present at the meeting.

Section 10 - Notices

10.01 Service

Any notice required to be sent to any Member or Director or to the auditor or person who has been appointed to conduct a review engagement shall be provided by telephone, delivered personally, or sent by prepaid mail, facsimile, email or other electronic means to any such Member or Director at their latest address as shown in the records of the Corporation and to the auditor or the person who has been appointed to conduct a review engagement at its business address, or if no address be given then to the last address of such Member or Director known to the Secretary; provided always that notice may be waived or the time for the notice may be waived or abridged at any time with the consent in writing of the person entitled thereto.

10.02 Computation of Time

Where a given number of days' notice or notice extending over any period is required to be given, the day of service or posting of the notice shall not, unless it is otherwise provided, be counted in such number of days or other period.

10.03 Error or Omission in Giving Notice

No error or accidental omission in giving notice of any Board meeting or any Members' meeting shall invalidate the meeting or make void any proceedings taken at the meeting.

Section 11 - Adoption and Amendment of By-laws

11.01 Amendments to By-laws

The Members may from time to time amend this By-law by a majority of the votes cast. The Board may from time to time in accordance with the Act pass or amend this By-law other than a provision respecting the transfer of a membership or to change the method of voting by members not in attendance at a meeting of members.

Section 12 – Disposition of Assets

Upon dissolution of the Corporation and after discharge of liabilities, the assets of the Corporation are to be sold at fair market value and the proceeds donated to the Deep River and District Community Foundation.

Enacted September 28, 2016. Upon passing of this By-law and Schedules, all previous By-laws of the Deep River Lawn Bowling Club are hereby repealed.

B. E. Stephens.
Barbara Stephens, President

Marie Corriveau
Marie Corriveau, Secretary

The Seal



Schedule A Position Description of the President

The Constitution states that the President shall be an ex-officio member of all committees. That means that the President should be fully informed of, and where required, be involved in all aspects of the club operations.

The President presides at all meeting of the Board of Directors and of the Membership, i.e., the Spring meeting and the Fall AGM.

The President is responsible for the general management and supervision of the affairs and operations of the Corporation.

The President shall sign the minutes of the Board of Directors meetings after they have been passed by the Board of Directors.

Meetings with the Board of Directors should be held regularly.

Schedule B Position Description of the Treasurer

The Treasurer shall:

1. Financial Duties:
 - Maintain an accurate record of all Club incomes and expenses (*Excel*);
 - reconcile Club bank account statements monthly (*Northern Credit Union, Deep River*);
 - reconcile Club petty cash account monthly;
 - oversee Club investments (*GICs*);
 - prepare and issue cheques to pay Club invoices;
 - manage expense claims remitted by Club members;
 - collect and record monies received from Club functions;
 - deposit received monies into the Club chequing account; and
 - update chequing account signing authority (President, V. President & Treasurer).
2. Monitor Club post box (**Box 2158**) for bills and correspondence (*The President has 2nd post box key*).
3. Spring General Meeting:
 - Prepare Club Budget and Income-Expense statement; and
 - prepare recommendations for Club membership fees.
4. Fall Annual General Meeting (AGM):
 - Prepare Fall AGM Financial Statement; and
 - prepare Fall AGM Membership Report.
5. Club Membership:
 - Remit Club assessment fees to OLBA;
 - remit Club assessment fees to District-16;
 - update OLBA insurance waivers for all Club members (*each year*);
 - distribute OLBA membership stickers to all renewing members; and
 - distribute OLBA membership cards to new members.
6. Club Supplies:
 - Manage Club locker rentals;
 - manage Club pins, Grippo, Crack a Jack, and Bowls Canada Bowling booklets; and
 - manage purchase of new/used equipment for members.
7. Canada Revenue Agency (CRA) and Service Ontario:
 - Prepare Club Corporate Income tax (*tax records including cheques, bank statements, receipts, etc. must be kept for seven (7) years*);
 - submit Club Board of Directors list to Canada Revenue Agency (CRA) (after AGM); and
 - submit Club Board of Directors list to Service Ontario (as part of Corporate Income tax).

8. *Trillium Grants:*

- Complete and submit Trillium grant application (*see sample on file*); and
- if grant is approved – complete Trillium reporting procedure.

9. Keep HST records in the income and expenses statements:

- Prepare and submit HST in the spring of each year.

Schedule C Position Description of the Secretary

The Secretary will attend all meetings of the Board of Directors and record all facts and minutes of the proceedings. These minutes will be circulated to the Board of Directors for omissions and corrections before being adopted at a subsequent meeting of the Board of Directors.

The Secretary will record the facts and minutes of the Spring and Fall meetings of the club membership and will present such minutes to the subsequent meeting for approval of the Membership.

The Secretary shall be the custodian of all books, papers, records and contracts belonging to the Corporation. He/she will be the custodian of the seal of the Corporation.

The Secretary will conduct all correspondence from and to other organizations and persons.

Concerning Club Membership, the Secretary will:

- Maintain Club email list for circulation of membership information;
- maintain Club membership list (*for Board of Directors*) – *see sample on file*;
- maintain Club contact list (*for membership*) – *see sample on file*; and
- remit Club membership list to OLBA.

The secretary will make or provide tickets if needed for special events, e.g. card parties.

The Secretary should send greeting/condolence cards as per Board policy.

Schedule D Position Description of the Vice-President

The Vice President shall exercise the duties and powers of the President when the President is absent or unable to serve.

It is assumed that the Vice-President will succeed the President at the end of the President's term.