

BYLAWS

A. NAME

The Association shall be known as Bowls Saskatchewan, Inc. (hereinafter referred to as “The Association”).

B. OBJECTIVES

1. To promote and assist in the establishment of bowls clubs in Saskatchewan
2. To maintain membership in and support of Bowls Canada Boulingrin
3. To frame, alter or revise the laws of bowls as they pertain to the game within its jurisdiction

C. MAILING ADDRESS

The mailing address of the Association shall be the residence or business address of the Secretary Treasurer, or such other address as the Executive Committee may from time to time determine.

D. MEMBERSHIP

1. Member Clubs

Membership in the Association shall consist of bowls clubs in Saskatchewan which conform to the Constitution and Bylaws of the Association as hereinafter described.

2. Affiliated Members

All registered members of member clubs shall automatically be classified as affiliated members of the Association. (Added May 2017:) Only affiliated members who are full members of an outdoor club are eligible for provincial playdowns with the exception that all junior affiliated members of an outdoor club are eligible for provincial Junior playdowns

3. Application for Membership

Each club desiring admission to the Association shall make application in writing to the Secretary Treasurer of the Association. The application shall include the following information:

- a. The name, address and telephone number of the club
- b. The names, addresses and telephone numbers of its current Executive Officers
- c. A list of names, addresses and telephone numbers of all club members

The club shall stipulate in writing that it agrees to be governed by the Constitution and Bylaws of the Association.

The application shall include payment of membership fees as established by the Association.

4. Admission of New Clubs

The submitted application for membership shall be reviewed by the Executive Committee of the Association. The Executive Committee shall have full power to accept or reject the application of

any eligible club. Upon acceptance, a club shall then be received into the Association and shall be entitled to all the rights and privileges of a member club.

5. Withdrawal from Membership

Any member club wishing to withdraw from the Association may do so by forwarding a written notice to the Secretary Treasurer of the Association.

A club wishing to reapply for membership after having withdrawn may do so by following the procedure for admission of new clubs.

6. Suspension or Expulsion from Membership

The Executive Committee of the Association may suspend or expel a member club from taking part in any of the activities of the Association.

A member club may be suspended or expelled for continuous breach of the Constitution and Bylaws, or for conduct detrimental to the Association.

If a member club fails to pay its membership fees by the due date, such club shall be suspended until the dues are paid.

A member club shall have the right of appeal to the Executive Committee and/or a General or Special meeting of the Association and any decision thereafter shall be binding.

7. Reinstatement of Membership

Any club which has been expelled may reapply for membership after a period of one year from the date of expulsion.

8. Membership fees

a. Outdoor Clubs

Per capita fees for outdoor clubs for the current year must be paid by July 15 and are based on the current year's membership. If fees have not been paid by July 15, such member club is suspended until the fees are paid.

Clubs which acquire new members after July 15 should report the additional members and submit their per capita fees for the current year.

b. Indoor Clubs

Per capita fees for indoor clubs for the current year must be paid by December 15 and are based on the current year's membership. If fees have not been paid by December 15, such member club is suspended until the fees are paid.

Clubs which acquire new members after December 15 should report the additional members and submit their per capita fees for the current year.

9. Limitation of Liability of Members

No member of the Association is, in his or her individual capacity, liable for debt or any liability of the Association.

E. MEETINGS

1. Annual General Meeting

The Annual General Meeting of the Association must be held within four (4) months of the date of the Financial Statement, at such time and place as shall be determined by the Executive Committee. Voting shall be limited to the Executive Committee (except for the President) and delegates.

Notice of the Annual General Meeting shall be given by mail no less than 30 days prior to the meeting date. The notice shall designate the date, time and place of the meeting, and include an agenda for the meeting. Notice shall be mailed to all member clubs and members of the Executive Committee.

Any notice of motion from the membership must be received in writing by the Secretary Treasurer of the Association no later than 35 days prior to the date of the Annual General Meeting in order for it to be included in the agenda.

2. Agenda for the Annual General Meeting

The agenda for the Annual General Meeting shall follow the format described below:

- a. Welcome
- b. Roll call
- c. Bereavements
- d. Reading and approval amendments of the Minutes of the previous Annual General Meeting
- e. Matters arising from the Minutes
- f. President's report
- g. Secretary Treasurer's report and correspondence
- h. Committee reports
- i. Election of Officers
- j. Appointments
- k. Approval of annual dues
- l. Approval of tournament fees, dates and locations
- m. Appointment of the auditor
- n. New business
- o. Any other business
- p. Presentations and Appreciations
- q. Adjournment

3. Special Meetings

A Special Meeting may be called to deal with urgent business.

A Special Meeting may be called by:

- a. The Executive Committee; or
- b. A member club, upon submission of a signed petition to the President or Secretary Treasurer of the Association, representing a minimum of one third of the total number of member clubs

Upon receipt of a petition to call a Special Meeting, the Executive Committee shall set a meeting date within a period of 30 days.

Notice of a Special Meeting shall be given by mail no less than 14 days prior to the meeting date. The notice shall designate the date, time and place of the meeting and include an agenda for the meeting. Notices shall be mailed to all member clubs and members of the Executive Committee.

Items of business for any Special Meeting shall be restricted to only those items included on the agenda, unless unanimous consent for the addition of new business is given by the members present.

4. Meetings of the Executive Committee

Notification of a meeting of the Executive Committee shall be given by mail, email, or telephone, with no minimum time requirement.

A quorum for a meeting of the Executive Committee shall be a majority of its members (greater than 50 percent).

5. Conduct of Affairs of the Association

All meetings of the Association shall be conducted in accordance with **Robert's Rules of Order**.

The books and records of the Association may be inspected by any member of the Association at any General Meeting of the Association.

6. Voting Procedures

The President at all meetings does not vote, except in the case of a tie, when he/she will have a casting vote only.

Delegates entitled to vote at the Annual General Meeting of the Association include all members of the Executive Committee (except for the President) and eligible delegates from each club. Representation from each club is decided as follows:

- a. Member clubs may appoint voting delegates according to registered membership: one delegate per 25 members, plus one delegate for any fraction more than an even 25, with a minimum of two per club.
- b. Members of the Executive Committee will not be a part of the delegation from their respective clubs.

Voting at all meetings will be by a show of hands. At the request of any member, a secret ballot may be held. Unless otherwise specified, a resolution may be passed by a simple majority of votes.

F. EXECUTIVE COMMITTEE

1. Executive Committee

The Executive Committee of the Association shall consist of the Officers of the Association who shall carry out the daily conduct of the affairs of the Association.

The Executive Committee has full power, including, but not limited, to:

- a. Transacting the normal business of the Association
- b. Deciding finally all disputes that may occur
- c. Hiring any employee(s) to assist with the operation of the Association and the implementation of its programs
- d. Appointing committees and sub-committees, with such powers, as they deem advisable
- e. Filling any vacancy in their numbers for any cause arising, for any term up to the next Annual General Meeting
- f. Revisions to the Policy and Procedures manual, for the purposes of clarification, can be made by the Executive Committee and then will be considered by the rest of the membership at the next AGM. Revised May 2014

2. Officers of the Association (revised May 2014)

The officers of the Association shall constitute the Executive Committee, and their positions are as follows:

- a. President
- b. Two Vice-Presidents
- c. Secretary Treasurer
- d. Two Members At Large
- e. Immediate surviving Past President

3. Election of Officers

The officers of the Association, with the exception of the Past President (who is not elected), shall be elected at the Annual General Meeting for the following terms:

- a. President - Two years. The President may not stand for re-election as President immediately following his/her term.
- b. Vice-Presidents – Two years, one elected each year*
- c. Secretary Treasurer - One year
- d. Members At Large – Two years, one elected each year

*The Vice President whose two year term expires the same time as the two year term of the President will become the next President. However, if for any reason, this cannot happen, the other Vice President who would just be starting the second year of their two year term would become President. In this case, two new Vice Presidents would have to be elected, one for a two year term and the other for a one year term.

The elected officers shall assume office immediately following the election each year.

To be eligible for election, an individual must be a member in good standing and must have a nominator and a seconder.

If there is only one candidate for a position, that candidate will be declared elected by acclamation.

4. Removal of Officers

Any officer may be expelled by the Executive Committee for proven dishonesty, or for gross misconduct, or for failing or refusing to carry out his or duties as an officer.

5. Duties of Officers

- a. President - The President shall generally supervise and direct the affairs of the Association, and perform the specific duties set out below:
 - Call all meetings of the Association and the Executive Committee in collaboration with the Secretary Treasurer
 - Prepare the agenda for all meetings with the Secretary Treasurer, and chair all meetings of the Association and the Executive Committee
 - Sign the minutes of meetings after they have been confirmed
 - Not vote at any meeting, except in the case of a tie, when the President shall have a casting vote only
 - Present a written report to Annual General Meeting of the Association
 - Be an ex-officio member of all committees of the Association
 - Sign all official documents on behalf of the Association
 - Be one of the signing authorities for cheques for the Association
 - Represent the Association in dealings with other groups, associations, agencies, and different levels of government, as required
 - Ensure that all resolutions or orders passed by the membership of the Executive Committee are carried out
 - Represent the Association at general meetings of Bowls Canada Boulingrin
 - Present the views and opinions of the Association to Lawn Bowls Canada Boulingrin as directed by the Executive Committee, and report back to the Executive Committee on the results of meetings and discussions with Bowls Canada Boulingrin
 - Present a report to Annual General Meeting of the Association on decisions made and business transacted by Bowls Canada Boulingrin
 - Be responsible for all activities related to the provincial team members for all Canadian Championships
 - Be Chairperson of the Nominating Committee in the absence of a Past President
- b. Vice-President(s) - The duties of the Vice-Presidents are:
 - One Vice-President will be a member of the Sask First Committee
 - One Vice-President will be a member of the Sport For All Committee.
 - One Vice-President shall take the place and discharge the duties of the President when absent, and assume all responsibilities of the President.

- c. Secretary Treasurer - The Secretary Treasurer shall be responsible for the correspondence and recording functions for the Association. The Secretary Treasurer's duties shall be:
- Assist the President in calling all meetings of the Association and the Executive Committee
 - Prepare the agenda for all meetings of the Association and the Executive Committee under the direction of the President, and ensure the notices of meetings and motions are sent to all officers and member clubs
 - Record full and correct Minutes of the meetings of the Association and the Executive Committee
 - Circulate Minutes of meetings in a timely manner
 - Present a report to Annual General Meeting of the Association
 - Prepare correspondence for approval by the President on matters arising out of such meetings
 - Distribute correspondence as received from Bowls Canada Boulingrin, government agencies and other sources for appropriate review and action by the Executive Committee
 - Have charge of the Corporate Seal of the Association, which shall be affixed to documents as required
 - Keep a current register of all members of the Association
 - File an Annual Return with the Corporate Registry, complete with a current list of Officers, and a copy of the most recently audited Financial Statement
 - Maintain files of Minutes and correspondence of the Association
 - Be prepared at the Annual General Meeting of the Association to open the books and records of the Association for inspection by the membership
 - Perform other duties as requested by the President
- d. The Secretary Treasurer shall also be responsible for all financial affairs of the Association. The financial duties of the Secretary Treasurer shall be:
- Collect all dues and fees as approved by the membership at the Annual General Meeting
 - Maintain bank accounts on behalf of the Association into which all monies received by, or on behalf of, the Association shall be deposited
 - Pay all accounts and bills accrued by the Association. All disbursements shall be made by cheques, to be signed by any two of the following four signing authorities: three members of the Executive Committee and the Executive Director or equivalent paid employee, all of whom will be appropriately bonded
 - Pay affiliation fees to Bowls Canada Boulingrin
 - Maintain adequate records of all financial transactions
 - Submit to the Annual General Meeting and audited Financial Statement for the previous year
 - Ensure that all funds are used in accordance with any spending restrictions that are placed upon them by granting or funding agencies, or regulatory bodies
 - Chair the Finance Committee

- e. Members at Large – One will be responsible for all activities regarding the provincial team members to all Canadian Championships. These duties will be in part:
- Prepare informational packages to be presented to each player immediately following winning a playdown
 - Engrave bars for plaques
 - Ensure they receive the provincial shirt and jacket
 - Distribute provincial playdown pins
- f. Past President - The Past President shall act in an advisory capacity to the Association, for a single term of two years upon election of a new President. The duties of the Past President shall be:
- Be Chairperson of the Nominating Committee for proposing a slate of candidates for positions on the Executive Committee
 - Assist the President in performing other duties as requested

G. FINANCES OF THE ASSOCIATION

1. Finance Committee

The Secretary Treasurer will be responsible for the financial operation of the Association, and as such shall serve as the Chairperson of the Finance Committee.

2. Auditor

An auditor shall be elected at the Annual General Meeting to serve the Association for the ensuing year.

3. Fiscal Year

The fiscal year for the Association shall be from April 1 to March 31.

H. COMMITTEES OF THE ASSOCIATION

1. Standing Committees

The Association may have the following Standing Committees and any others as deemed necessary.

Each Standing Committee shall present a report to the Annual General Meeting. Each Standing Committee will have a board member liaison appointed.

a. Finance Committee

The Secretary Treasurer is the Chairperson of the Finance Committee, and the President and both Vice-Presidents are members of the Committee.

The Finance Committee will be responsible for:

- Preparing an annual budget
- Directing fund-raising activities on behalf of the Association, through representation to the various levels of government, and pursuit of corporate and private sponsorships

- Reviewing annual per capita dues, tournament and other fees, rates of disbursements, and other expenses in order to make recommendations to the Executive Committee for consideration as required
- Performing other duties as requested by the Executive Committee

b. Sport for All Committee

A Vice-President is an ex-officio member of the Sport for All Committee.

There shall be a minimum of four members on the Committee, one of which will be a Vice-President (ex-officio).

The Committee shall be responsible for:

- Preparing an annual provincial bowling program budget as required
- Preparing a provincial bowling program schedule prior to the first meeting of the new fiscal year
- Selecting venues for provincially sponsored and organized competitions
- Evaluating the format for play and standards for provincially sponsored and organized competitions, and making recommendations to the Executive Committee
- Conducting the Provincial Playdowns towards the Canadian Championships
- Conducting the Annual Saskatchewan Tournaments

The Sport for All Committee may establish such sub-committees as it sees fit to assist in the fulfillment of its duties.

c. Sask First Committee

A Vice-president is an ex-officio member of the Sask First Committee.

There shall be a minimum of four members on the Sask First Committee, one of which will be a Vice-President (ex-officio).

The Committee shall be responsible for:

- Providing a Policy and Procedures manual for the benefit of the Players and itself
- Preparing a list of the tournaments available to Sask First participants
- Preparing an operating budget as required for the following year for presentation to the Bowls Sask Executive Committee
- Selecting venues for presenting the annual talent identification camps
- Initiating programs for training players
- Directing disbursements and accounting grants
- Preparing written reports for the Annual General Meeting of the Association
- Selecting individuals to receive funding under the Sask First Program

d. Coaching Committee

The Executive Committee shall appoint a Provincial Coaching Co-ordinator who will be the Chairperson of the Coaching Committee.

There shall be a minimum of four members of the Coaching Committee, to be selected by the Committee Chairperson.

The Committee shall be responsible for:

- Preparing an annual provincial coaching program budget as required
- Conducting NCCP Technical Courses in lawn bowling throughout the Province
- Training Course Conductors to teach the NCCP Technical Courses

e. Officiating Committee

The Executive Committee shall appoint a Chairperson of the Officiating Committee.

There shall be a minimum of four members on the Officiating Committee, to be selected by the Committee Chairperson.

The Committee shall be responsible for:

- Preparing an annual provincial officiating program budget as required
- Conducting Officiating Clinics and training provincial umpires throughout the province
- Appointing umpires to officiate at provincially organized and sponsored events

f. Marketing and Promotions Committee

The Executive Committee shall appoint a Chairperson of the Marketing and Promotions Committee.

There shall be a minimum of four members on the M & P Committee with the goal of having one member per club.

The Committee shall be responsible for:

- Preparing an annual Marketing and Promotions committee budget as required
- Providing provincial outreach and supporting club creation
- Approaching and acquiring sponsorship and marketing on behalf of Bowls Sask and all clubs

g. Greens Advisory Committee

The Executive Committee shall appoint a Chairperson of the Greens Advisory Committee.

There shall be a minimum of two members on the Greens Advisory Committee, to be selected by the Committee Chairperson.

The Committee shall be responsible for:

- Preparing an annual provincial greens advisory program budget as required
- Conducting seminars and providing resource information on greens' maintenance and construction throughout the province
- Providing technical advice to the Sport For All Committee as requested

2. Constitution and Bylaws Review Committee

The Executive Committee shall appoint from time to time a Constitution and Bylaws Review Committee.

3. Nominating Committee

The Past President shall be the chairman of the Nominating Committee, which shall consist of a minimum of two other members appointed by the Executive Committee and who shall not be members of the same club. This Committee will propose a slate of candidates for positions on the Executive Committee.

In the absence of a Past President, a Member at Large shall assume the position of Chairperson of the Nominating Committee.

4. Special or Ad Hoc Committees

Other Special or Ad Hoc Committees may be appointed by the President of Executive Committee as may from time to time be required.

These specialized committees shall cease to exist once their purpose is fulfilled and a final report submitted to the Executive Committee.

I. AMENDMENTS TO THE BYLAWS

The Bylaws may be amended only by initiation of a Special Resolution.

A motion to amend the Bylaws must be received at least thirty-five (35) days prior to a general or special meeting of the Association. The motion must be sent in writing, with the signatures of a mover and seconder, to the Secretary Treasurer of the Association.

Notice of a proposed Special Resolution must be sent in writing to all members of the Executive Committee and all member clubs at least thirty (30) days prior to the meeting at which the amendment is to be considered.

A special resolution must receive the approval of at least two-thirds of the voting delegates present at a meeting to be passed.

Following the adoption of any amendments, the Secretary Treasurer of the Association shall notify the Corporate Registry within the specified time allowed and notify all Executive Committee members and member clubs.

J. LIQUIDATION AND DISSOLUTION OF THE ASSOCIATION

If at any time the Association is dissolved, any and all assets shall be held in trust by an appointed trustee for a period of up to five years. If, at the end of five years, no arrangements have been made to transfer the assets to another provincial association, then any remaining assets shall be given either to a non-profit association with similar interests, or to a reputable charitable organization in Canada.