ONTARIO LAWN BOWLING ASSOCIATION

DISTRICT 16

BY-LAWS

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Article I General

1.1 **Purpose** – These By-Laws relate to the general conduct of the affairs of District 16.

1.2 **Definitions** – The following terms have these meanings in these By-Laws:

a) Board – means the Executive Members of the District organization.
b) Executive Member – an individual elected or appointed to serve on the Board pursuant to these By-Laws.
c) Ordinary Resolution – a resolution passed by a majority of the eligible votes cast on that resolution.
d) Special Resolution – a resolution passed by a majority of not less than two-thirds (2/3) of the eligible votes cast on that resolution.
e) Inspector of Records – a neutral person appointed by the Board to review the books, accounts and records of the District and submit a report to the Members.

1.3 **District 16** - The Ontario Lawn Bowling Association (OLBA) is comprised of affiliated member Lawn Bowling Clubs divided into sixteen (16) districts. District 16 includes those clubs assigned by the OLBA.

1.4 **Club Member** – A Lawn Bowling Club affiliated with and in good standing with the OLBA.

1.5 **Ruling on By-Laws** – The Board will have the authority to interpret any provision on these By-Laws that is contradictory, ambiguous or unclear.

1.6 **Conduct of Meetings** – Unless otherwise specified by these By-Laws, meetings of Members and meetings of the Board will be conducted according to Perry's Call to Order (current edition).

1.7 **Notice**

a) Written notice is notice which is hand-delivered or provided by mail or electronic mail.
b) Date of notice will be the date on which receipt is confirmed verbally where the notice is hand-delivered, or confirmed electronically where the notice is emailed, or five (5) days after the date mail is post marked.
c) The accidental failure of any Member to receive notice, or an error in any notice which does not effect its substance, will not invalidate any action taken at the Meeting.

1.8 **Amendments to By-Laws**

a) The By-Laws may be amended by Board proposal at any General Meeting of the District provided notification is given in writing and is available to members at least fourteen (14) days prior to the meeting. The proposal must be carried by Special Resolution.

b) All amendments proposed by District members, must be forwarded in writing to the Board Secretary by an officer of a Member Club at least sixty (60) days, and made available to members at least fourteen (14) days prior to a General Meeting of the District.
c) Upon affirmative vote, any amendment to these By-Laws will be effective immediately.
d) The By-Laws shall be reviewed by the Board every two (2) years.

Article II Membership

2.1 **Categories** – District 16 has only one category of Membership which is the "Club Member".

2.2 **Conditions for Membership** – Shall be available to all Club Members designated by OLBA for inclusion in District 16, provided that the club is in Good Standing as determined by the OLBA.

2.3 **Renewing Members** – No Member will be renewed as a Member of the District unless:
a) If, at the time of applying for membership renewal, the Member is a "Member in good standing" as determined by the OLBA and
b) The candidate member has paid fees as prescribed by the District 16 Board.

2.4 **Membership Fee**
a) District Membership fees will be determined annually by the Board and announced at the Fall Annual Meeting of the District.
b) Unless otherwise determined by the Board, the membership year of the District will be October 1 to September 30.

Article III Member Meetings

3.1 **Location and Date** – Meetings of the Board will occur at any time as determined by the Executive and prior to Meetings of Members. Meetings of Members will be held twice annually usually on a Saturday as follows:
a) A Spring Meeting will be held seven (7) to fourteen (14) days following the Spring Annual Meeting of the OLBA.
b) A Fall Meeting will be held in the last week of September or the first week of October.

3.2 **Persons Entitled to Attend**
a) All members of the Member Clubs may attend meetings and shall formally register as attendees prior to meeting Call to order.
b) One Member Club attendee shall be designated by their Member Club as the 'voting delegate' and must register as such. Every Member Club is entitled to have one voting delegate registered at all meetings of the District.

c) A Member Club may appoint a proxy holder to vote on their behalf. A proxy must be assigned to a delegate of any Member Club and signed by an Executive of the delegating Member Club.

3.3 **Notice of Meeting** – Notice will include the time and place of the meeting, the proposed agenda, reasonable information to permit Members to make informed decisions, and shall be distributed to each Member Club's President and Secretary, by written or electronic means at least 14 days before the date on which the meeting is to be held.

3.4 **Agenda** – Meeting agendas will, in addition to specific items from time to time, include standard items as follows: Call to Order, Welcome by host club, Moment of Silence, Adoption of Agenda, Minutes of previous meeting, Treasurers report, New Business, Notice of next meeting, Thanks to host club. Meeting specific standard items will include the following:

a) Spring meeting – Report of District Chair re OLBA Annual Meeting, reports by Novice committee, Governor General's committee and head Umpire. In addition, information from the OLBA and from each District club will be available for distribution.
b) Fall Meeting – Reports by all Committees, Umpires and individual Club Members, Nomination/election of executive members.

3.5 **Quorum** – 33% of Member Clubs as represented by a registered voting delegate, will constitute a quorum. If a quorum is present at the beginning of the meeting, the meeting may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

3.6 **Voting** – Votes will be determined by a show of hands or orally unless a secret or recorded ballot is requested by a registered voting delegate. An ordinary resolution will decide each issue. In the case of a tied vote, the Chair of the meeting shall cast the deciding vote.

Article IV Governance

4.1 **Composition of the Board** - The Board will consist of four (4) Executive Members elected by the District members, and three (3) Executive members appointed by the Board.

a) Elected Members shall be the Past Chair, Chair, 1st vice Chair and 2nd vice Chair.
b) Appointed Members shall be the Secretary, Treasurer and Scheduler.

4.2 **Eligibility** – Any individual, eighteen (18) years of age or older, who is a Member in good standing with any District 16 Member Club, may be nominated for election, or for appointment to the Board.

4.3 **Term of Office** – The election and appointment of new Executive members shall take place annually at the Fall Meeting of the District. The elected members will usually serve in each position for one (1) year and then progress to the next position. While an elected member may serve more than one (1) year in a position, no elected member will serve more than a total of 6 consecutive years as a Board Member. Executive members appointed by the Board will serve until their successor has been duly appointed, or they resign or vacate their office.

4.4 **Resignation and Removal of Board Members** – A member may resign from the Board at any time by written notice to the Secretary and/or Chair of the Board. The resignation shall be effective on the date of receipt of the written notice or at the time specified in the notice. A member shall be removed from the Board when they become ineligible for membership as determined by these By-Laws, or by Ordinary Resolution at a Regular or Special Meeting of the District Members, provided the member has been given reasonable written notice of, and the opportunity to be present and be heard at, such meeting.

4.5 **Duty of Care and Duties of Executive Members**

a) Each Board Member shall act honestly and in good faith with a view to the best interest of the District. Board Members will, at all times, keep in strictest confidence all confidential information, and exercise care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
b) Duties of the Chair, Past Chair, 1st and 2nd Vice Chair, are found in Appendix A of these By-Laws. Duties of the Secretary, Treasurer and Scheduler are found in Appendix B of these By-Laws. Changes to these duties of the Executive members shall require an amendment to these By-Laws.

4.6 **Committees** – The Board may appoint Standing or Ad Hoc committees as it deems necessary for managing the affairs of the District. The Board may appoint a Chair who will appoint qualified individuals to be members of the committee. The Board may prescribe the duties and terms of reference of the committees.

Article V Protection of Executive Members and Others

5.1 **Will Indemnify** - Directors will be insured by the OLBA in accordance with, and to the extent provided, in the provisions of the By-Laws, Polices and Regulations of the OLBA.

5.2 **Will Not Indemnity** - The OLBA will not indemnify an Executive Member or any other persons for acts of fraud, dishonesty or bad faith.

Article VI Finances

6.1 **Fiscal Year** - The Fiscal Year for the District will be October 1 to September 30, or such other period as the Board may from time to time determine. The Annual Financial Statement and the Inspector of Records Report will be prepared for presentation at the Annual Spring Meeting of the District, an Interim Financial report will be presented at the Annual Fall Meeting of the District.

6.2 **Signing Authority**

a) The Board does not have any authority to borrow or incur any liability without the sanction of a Special Resolution presented for approval by the members.

b) All cheques, drafts or orders or contracts, regardless of value, for the payment of money and all notes and acceptance and bills of exchange must be pre-authorized by the Board and shall be co-signed by the Treasurer and one (1) of the District Chair or the District Past Chair. In addition, the Board may from time to time direct the manner in which, and the person or persons by whom, a particular document or type of document will be executed.

6.3 **Executive Remuneration** – All Members serve their terms of office without remuneration except for reimbursement of expenses, upon claim, at rates set and approved by the Board.

6.4 **Books and Records** - The necessary books and records of the District required by these By-laws or by applicable law will be necessarily and properly kept, and will include, but not be limited to:

a) The District's By-laws.
b) The resolutions (motions) and minutes of meetings of the Members.
c) A register of Executive Members showing their term of office.
d) Account records adequate to enable the Board to ascertain the financial position of the District.

6.5 **Storage of Books and Records** – The Board Secretary shall keep and maintain all Board Books and Records. The Books and Records shall also be public documents.

Appendix A

District Chair Duties

MAJOR OBJECTIVES

1) Co-ordinate communications between OLBA and District Clubs.
2) Establish good working relationships and networking opportunities within the OLBA and the District.
3) Provide support to District Clubs by sharing information to and from the OLBA.

MAJOR RESPONSIBILITIES

1) Attendance at, or ensure that a delegated representative attend, OLBA Annual Spring Meeting to obtain information for District Clubs. Pick up and distribute material and membership stickers to District Clubs.
2) Convene and conduct meetings of District Executive as required (usually prior to Spring and Fall General District Meetings).
3) In collaboration with Executive Members establish Agenda for Spring and Fall General District Meetings (confirm dates and locale). Chair Spring and Fall District Meetings for District Clubs.
4) Ensure that designated Clubs are prepared to host District General Meetings and ensure Board Secretary has notified all clubs re meetings as required by District By-Laws.
5) Convene or co-ordinate convening of District Playdowns within the district according to OLBA guidelines. including entry processing, reporting results to the OLBA Championship Chair and ensuring entry fees collected are forwarded to the OLBA Treasurer.
6) Work with District Clubs to organize District Play Downs.
7) Verify participation of host Clubs for District Play Downs. Coordinate with District Head Umpire to ensure appropriate assignment of Umpires for all District Play Downs.
8) Ensure that Governor General's Tournament Committee is established annually.
9) In the fall, prepare or ensure the Board prepares, a Word Document of District Club's information including tournament schedules for email submission to OLBA's Annual Editor for next year's annual.
10) Participate in quarterly District Chair Council meetings via conference calls.

District Past Chair Duties

RESPONSIBILITIES

1) Attend Executive Meetings as required.
2) In collaboration with Executive Members establish Agenda for Spring and Fall General District Meetings.
3) Secure nominations for Executive positions for next year.
4) Assume duties of Chair in his/her Absence.
5) Offer expertise and assistance to existing Executive.
6) Act as mentor to incoming District Chairs or Vice Chairs to ensure continuity of records within the District.

District 1ST Vice Chair Duties

RESPONSIBILITIES

1) Attend executive meetings as required (usually prior to spring and fall general district meetings).
2) In collaboration with executive members establish agenda for spring and fall general district meetings.
3) Convene District Playdowns as delegated and agreed by the District Chair, district according to OLBA guidelines, including entry processing, reporting results to the District and OLBA Championship Chair, and ensuring entry fees are collected and forwarded to the OLBA Treasurer.
4) Serve as District Executive liaison to Governor General Tournament Committee.
5) Receive entries for the Governor General Tournament. Convene the play downs. Results to be submitted to District Chair. Forward entry fees to Governor General Committee Treasurer.
6) Serve as District executive liaison for tournament final in Quebec (odd numbered year). Assist the Governor General Committee in hosting when tournament final is held in Ontario (even numbered year).
7) Be prepared to assume the District Chair at the end of current Chair's Term of Office.

District 2nd Vice Chair Duties

RESPONSIBILITIES

1) Attend executive meetings as required (usually prior to spring and fall general district meetings).
2) In collaboration with executive members establish agenda for spring and fall general district meetings.
3) Convene District Senior Women's Pairs and Men's Pairs Championships (Bob Hanna). Award District trophies and prizes for these Championships. Inform District Chair of the results.
4) Convene Novice Women's Singles and Men's Novice Singles Championships. Award District trophies and prizes for these Championships. Inform District Chair of the results.
5) Be prepared to assume duties of 1st Vice Chair at the end of current 1st Vice Chair's Term of Office.

Appendix B

District Secretary Duties

MAJOR RESPONSIBILITIES

1) Attend executive meetings as required (usually prior to spring and fall general district meetings).
2) In collaboration with executive members establish agenda for spring and fall general district meetings (dates and locales to be confirmed).
3) In consultation with the Chair, notify district clubs of general meetings (dates and locales) as required by District By-Laws, and provide copies of agenda and previous general meeting minutes.
4) Record attendees and confirm quorum of voting delegates.
5) Record minutes of general meetings and provide copies to executive and club contacts for upcoming general meetings. Properly keep the necessary books and records of the District.
6) Provide folders at meetings for clubs' collection of flyers and information items.
7) Consult with district webmaster to post agendas and copies of general meeting minutes.
8) Maintain a current list of club contacts for the dissemination of information.
9) Along with the Chair serve as a contact for OLBA announcements.
10) Review and ensure accuracy of information submitted by the District Scheduler to the OLBA Annual Editor, and Club information submitted by the Clubs to the OLBA Annual Editor.

District Treasurer Duties

MAJOR RESPONSIBILITIES

1) Following the Fall Meeting, arrange with the District's bank for the assignment of financial signing authority to the District Chair, District Past Chair, and Treasurer.
2) In late May of each year, invoice District Clubs for their annual dues as approved at the previous District Fall Meeting.
3) Pay all District expenses as authorized by the District Executive and deposit all District revenues in the District's bank account.
4) Maintain a detailed record of all revenues and expenses and provide a financial report from time to time as required by the District Executive.
5) Recommend, for approval by the board, the level of annual dues for the following year.
6) At the District Fall Meeting, provide a financial report on that year's revenues and expenses. The report from the Inspector of Records will be presented at the following District Spring Meeting.
7) Maintain an inventory of score cards and sell them, at a cost agreed by the Board, to District Clubs upon request.

District Scheduling Coordinator Duties

RESPONSIBILITIES

1) Maintain a current list of club tournament coordinators.
2) In October of each year, prepare a draft schedule of District Club Tournaments, District Play Downs and Championships for the following year. This is based on the previous year's schedule, changes requested by clubs, and the OLBA announced dates of District results to be input to the Provincial finals.
3) Circulate draft schedule to clubs, through the club tournament coordinator, for comments. This includes proposals for selection of host clubs for District Play Downs and Championships, and for changes intended to ensure that events are evenly spread throughout the season.
4) In December (or as requested by OLBA) of each year, prepare a final schedule, based on comments from clubs, and forward it to club tournament coordinators for final review prior to submission to the OLBA Annual Editor.
5) As requested by the OLBA Annual Editor, submit, with copy to the District Secretary, the input on District Tournaments, Play Downs, and Championships for inclusion in the OLBA Annual. This usually occurs in early December.

NOTE: Input with respect to Club specific information (name and contact of Club President and Secretary, Club address and directions to reach, etc.) is submitted by the Club (usually by the Club Secretary) to the OLBA Annual Editor with copy to the District Secretary.

NOTE: The District Scheduling Coordinator is *a facilitator* for the scheduling of District Tournaments, Play Downs and Championships. The position carries no authority for decisions on the dates, formats, start times, entry fees, and prizes for these events. Such matters are the sole purview of the Board, in consultation with the individual Clubs or organizers as may be required.

Approved by District Spring Meeting May 4, 2019

ADDENDUM

District Lawn Bowler of the Year – Will be determined by an ad hoc committee appointed from time to time by the District Board.

1. **Eligibility**
    a) Must be members in good standing of any Club in District 16.
    b) Achievements must occur during the current calendar year.
    c) Have not previously been awarded either District or Boettger volunteer awards

2. **Criteria**
    a) Bowling success along with volunteering involvement at the Club, District and/or Provincial levels will be considered.
    b) Anyone nominated by the District for the individual bowler of the year for the Ottawa Sports Award in the same year will not be considered for this award.

3. **Nomination Procedures**
    a) It is intended that each club will make their nomination, if any. However, any group of 10 or more members of the District may make an individual nomination. The group should so advise the nominated bowler's club president before the nomination is sent to the Board.
    b) Clubs or nominating groups, after due consideration to the above eligibility rules and criteria, should provide Individual nominations to the District Chair by September 15 of the current year.
    c) The Individual nominations should include:
        i. Nominee's name, address, telephone number and email address.
        ii. A short bio. as to why the nominee should receive the award, keeping in mind the above eligibility and criteria guidelines.
    d) If required, the District Board will select one Individual nominee based on the information provided.
    e) The District Board will announce the winner at the Fall District Meeting along with an appropriate presentation.

District 16 Novice Day

a) Open to District 16 Bowlers with five (5) years or less membership in lawn bowls anywhere.
b) The event is intended to be a day of learning, fun and comradery. The exact nature of events will be varied and determined form year to year by the event Convenor.

District Championship Tournaments – The following tournaments shall be open to members of District 16 only. These tournaments do not lead to further levels of tournament. **NOTE:** Conditions if play, location, etc. for these tournaments do not constitute part of the By-Laws and may vary as determined from time to time by the District Board.

<u>Women's and Men's Senior</u> Pairs - (BOB HANNA) – Open to District 16 bowlers 60 years of age or older during the current year of play.

1. **Conditions of Play**
   a) A minimum number of teams will be required in order to proceed with the Tournament. The Convenor in conjunction with the Host Club to decide.
   b) Two 14 end games to be played, using 4 bowls per player, start time 10.00 a.m.
   c) Re-spot rule in effect.
   d) Open draw for first game opponent. Second game high vs. high.
   e) Trial ends permitted if desired (two bowls each way, each game).
   f) 8 points awarded to winning team.
   g) 4 points awarded to each team for tied game.
   h) 1 point awarded for each end won & 1/2 point to each team in the event of a tied end (equidistant bowls).
   i) Game points will only be used to break ties at end of day's play. Maximum game points to count is 21. Plus points to be used if further tiebreaker is required.
2. **<u>Entry Fee</u> -** Entries by email to Convenor (see OLBA Annual). Fee per player to be determined from time to time by the Convenor, payable on day of play.
3. **<u>Prizes</u>**
   a) Trophies are awarded to highest scoring ladies' and highest scoring men's team.
   b) ALL entry fee money is to be distributed as prizes. All 2 game winners are to receive money and distribute remaining money in an equitable manner.
4. **<u>Host Club Responsibilities</u>**
   a) Prepare Green(s) and Club facilities for use.
   b) Provide basic refreshments (coffee, tea, sweets, etc.) for players. Lunch is 'Brown Bag'.
   c) Trophy engraving to be arranged by the winners., cost reimbursed by the District.

<u>Women's and Men's Novice Singles</u> – Open to District 16 bowlers with three (3) years or less membership in lawn bowls anywhere, and who have not won a prior year Novice Singles Championship

1. **<u>Conditions of Play</u>**
   a) A minimum number of entries will be required in order to proceed with the Tournament. The Convenor in conjunction with the Host Club to decide.
   b) Two games of 16 ends, 4 bowls per player, start time 10.00 a.m.
   c) Re-spot rule in effect.
   d) Open draw for first game opponent. Second game high vs. high.
   e) Trial ends permitted if desired (two bowls each way, each game).
   f) 8 points awarded to winning player.
   g) 4 points awarded to each player for tied game.
   h) 1 point awarded for each end won & 1/2 point to each player in the event of a tied end (equidistant bowls).
   i) Game points will only be used to break ties at end of day's play. Maximum game points to count is 21. Plus points to be used if further tiebreaker is required.
2. **<u>Entry Fee</u>** - Entries by email to Convenor (see OLBA Annual). Fee per player to be determined from time to time by the Convenor, payable on day of play.
3. **<u>Prizes</u>**
   a) Trophies are awarded to highest scoring ladies' and highest scoring men's player.
   b) ALL entry fee money is to be distributed as prizes. All 2 game winners are to receive money and distribute remaining money in an equitable manner.

4. <u>Host Club Responsibilities</u>

a) Prepare Green(s) and Club facilities for use.
b) Provide basic refreshments (coffee, tea, sweets, etc.) for players. Lunch is 'Brown Bag'.
c) District to poll for markers.
d) Trophy engraving to be arranged by the winners, cost reimbursed by the District.