

Bylaws
MacKenzie Park Lawn Bowls Club
January 10, 2011

ARTICLE I

NAME

This club shall be known as the MACKENZIE PARK LAWN BOWLS CLUB, INC., a California nonprofit corporation, operating under the direct sponsorship and supervision of the Recreation and Parks Commission of the City of Santa Barbara.

ARTICLE II

PURPOSE

The purpose of this Club is to promote the game of lawn bowls within the city of Santa Barbara and its environs

ARTICLE III

OFFICERS

SECTION 1:

The officers of this Club shall be a President, a Vice-President, a Secretary, and a Treasurer, each serving a term of one year.

SECTION 2:

The Board of Governors of this Club shall consist of the officers and three elected Trustees, with one elected every year for a three year term. Ex-officio members of the Board, without a vote, shall be: Chairperson of the Games Committee, Chairperson of the Tournament Committee, Chairperson of the Greens Committee, Chairperson of the Marketing and Publicity Committee, and the Immediate Past President.

SECTION 3:

All Officers and Governors shall have been members of the Club for at least one year at the time of taking office.

SECTION 4:

(a) Officers and Trustees shall be elected by secret ballot of members qualified to vote and assume office at the annual Club meeting following their election. No elected official of this Club shall be a sitting officer or appointed official of any other Santa Barbara County Lawn Bowls Club.

(b) Interim vacancies shall be filled by the Board of Governors, and such appointees shall serve for the balance of the unexpired term.

SECTION 5:

(a) The positions to become vacant among the elective members of the Board of Governors for the coming year shall be posted on the Club Bulletin Board by the Secretary on or before August 1st. With the exception of two Trustees, who have not served their full term, all positions become vacant.

(b) The President shall appoint a Nomination Committee of three members from the immediate Past Presidents willing to serve, or to be drawn from the general membership if there are not sufficient past presidents to serve. The committee shall nominate one person willing to serve for each elective position becoming vacant and post such nominations not later than September 1st.

(c) Additional nominations of any club member willing to serve for any elective position can be made by any five club members. Notice of such nomination is to be delivered to the Nomination Committee not later than the 30th of September and posted upon receipt.

(d) The Nomination Committee will deliver to the Secretary a list of all of the nominees not later than October 5th. The Secretary shall immediately post the list of nominees on the Club Bulletin Board.

(e) Any unopposed nominee shall be declared unanimously elected and notice posted on the Club bulletin board by the Secretary not later than November 1st.

(f) When there is more than one nominee for a position secret ballots listing all nominees will be distributed to all members, qualified to vote, by November 1st.

ARTICLE IV

DUTIES OF OFFICERS AND GOVERNORS

SECTION 1:

The President shall be the chief executive officer of the Club and shall be responsible for general supervision and direction of all Club day-to-day business and activities. The President shall preside at all meetings of the Club and the Board of Governors and shall be an ex-officio member of all committees. The President shall not vote except to break a tied vote by the Board of Governors.

In addition the President shall:

(a) Appoint all committee chairpersons with approval of the Board of Governors;

(b) Be authorized to approve disbursements of Club funds up to an amount to be approved annually by the Board of Governors;

(c) Be authorized to sign checks on all club financial accounts;

(d) In the absence of the Secretary, appoint any member of the Board of Governors to act as Secretary.

(e) On behalf of the club, sign contracts approved by the Board of Governors.

SECTION 2:

The Vice-President shall:

(a) in the absence or disability of the President, perform all the duties of the President and, when so acting, shall have all the powers of, and be subject to all the restrictions of, the President.

(b) Form a committee with the responsibility of making arrangements to host visitations from other clubs to Mackenzie and make arrangements for visitation to other clubs.

SECTION 3:

The Secretary shall:

(a) Keep minutes of all meetings of the Club and of the Board of Governors. The minutes of all meetings shall be published by posting on the bulletin board not later than one week after the meeting for a period of 30 days.

(b) Post notices of all members' meetings of the Club at least one week prior to each meeting.

(c) Maintain a directory of the club's membership.

(d) Be responsible for timely posting of all notices required in the Club's election process.

(e) Maintain an official copy of the Club's bylaws as they may be from time to time revised and amended in accordance with ARTICLE X of these bylaws.

SECTION 4:

The Treasurer shall:

(a) Collect dues and other monies due the Club;

(b) Deposit all funds of the Club in a bank, savings and loan association or money market instrument, selected by the Board of Governors. No check or other instrument made payable to the Club may be cashed or otherwise be negotiated except for deposit to the Club's established account.

(c) Disburse Club funds only on approval of the President, the Board of Governors or vote of Club membership, except that regular expense items/bills under an amount to be determined by the Board of Governors shall be paid at the Treasurer's discretion. The treasurer shall be authorized to transfer funds between the Club's financial accounts as (s)he deems desirable;

(d) Invest the club's funds as approved by the Board of Governors.

(e) Sign all checks for disbursement of Club funds. Checks may also be signed by the President or Vice-President in the absence or inability of the Treasurer to perform.

(f) Prepare a monthly financial statement for submission to the Board of Governors and submit a financial statement to the membership at each regular meeting of the Club;

(g) Submit books of account and related documents to the Auditor after they have been completed for the year;

(h) Be authorized to make monthly payments to contractors under the Greens Maintenance Contract;

(i) Prepare a financial budget for the coming year by January 1st of each year and submit it to the Board of Governors for revision and/or approval. Such budget should be prepared based upon the experience of the year just ended and a discussion with each committee chairperson regarding plans for the coming year, and any other known variations from prior experience.

SECTION 5:

The Board of Governors shall:

(a) Approve the Greens Maintenance Contract;

(b) Approve all committee chairpersons who shall be appointed by the President;

(c) Approve new and revised policies and procedures;

(d) Except as otherwise delegated to the President and Treasurer herein, authorize disbursement of Club funds up to the amount of \$10,000. Any larger amount must have the approval of the Club membership;

(e) Receive and act on all grievances submitted to it in writing by any member of the Club;

(f) Appoint officers and members of the Board of Governors if interim vacancies occur;

(g) Meet monthly, or by call of the President. Board members shall be notified of the meeting dates by the President, Vice-President or Secretary. Five voting members shall be considered a quorum for any meeting of the Board. For the purpose of establishing a quorum, the President is considered a voting member of the Board of Governors;

(h) Receive and act upon signed written complaints of misconduct of members. The Board shall have the power to suspend and/or expel any member whose conduct is determined to be detrimental to the best interest of the Club. The member whose conduct is in question and the subject of the written complaint shall be entitled to a fair hearing under the following conditions:

1. The Board shall have received a written, dated complaint.
2. The Board appoints an Investigative Committee of three (3) of its members to inquire into the complaint and to make recommendations to the Board.
3. If further action is required, the member charged shall be given a copy of all complaints and any related documents and shall be entitled to a fair hearing.
4. The member shall be invited to a special closed session of the Board to present his or her case and defend his or her position.
5. The member is authorized to have witnesses present when he or she is defending himself/herself against the charges in the complaint.
6. After the hearing the board shall reach a decision in closed session and the Board's decision shall be final. The member shall be notified of the decision by certified mail.

ARTICLE V

MEMBERSHIP

SECTION 1:

Membership shall consist of men and women, regardless of race, color or creed, each of whom:

(a) By application expresses an interest in the game of lawn bowling, and subscribes to these bylaws; accepts membership when tendered and pays applicable fees; is certified as qualified for game play by the club Instructor or furnishes credentials from another lawn bowls club.

(b) Is approved by the Board of Governors and pays his or her dues, fees and assessments by January 1st of each year.

(c) With the exception of Life Members, members who have not paid a full current year membership by January 1st may not vote in elections or members' meetings.

(c) Provisional, and other categories of memberships, may be established.

SECTION 2:

Upon recommendation of the Board of Governors, a member who has made exceptionally outstanding contributions may be elected as a life member at any regular meeting. A life member shall have all the privileges of the Club for life and shall not be required to pay dues or Club assessments.

ARTICLE VI

TERMINATION OF MEMBERSHIP

SECTION 1:

Membership of any member is automatically terminated on conditions existing as set forth in Article VIII, Sections 2 and 3.

SECTION 2:

The following conditions shall also be cause for termination of membership:

(a) Voluntary resignation of a member.

(b) Death of a member.

(c) Decision of The Board of Governors under Article IV, Section 5 (h).

ARTICLE VII

MEMBERS' MEETINGS

SECTION 1:

(a) Regular membership meetings of the Club shall be on the second Monday of January and July at a time and place designated by the Board of Governors.

(b) A special meeting may be called for a specific purpose by the President at any time or upon petition signed by at least twenty (20) members of the Club. No special meeting can be called to consider a proposal containing subject matter that has already been defeated once in the preceding twelve months, either in the identical form or with minor modifications. The Board of Governors will determine whether the proposed modification is minor

(c) A notice of each meeting shall be posted on the bulletin board at least one week before date of said meeting. The notice shall state the agenda, time and place, and, if for a special meeting, the purpose of the meeting.

SECTION 2;

A quorum for any meeting of the Club shall be at least twenty-five percent (25%) of its membership who are qualified to vote.

SECTION 3:

The order of business for all regular meetings shall be, at least:

- (a) Declaration of the Chair that a quorum is present;
- (b) Reading of the Minutes of the previous meeting;
- (c) Report of the President;
- (d) Financial report;
- (e) Reports of Committees;
- (f) New Business;

SECTION 4:

The Parks and Recreation Department shall be notified of all meetings and its representative shall be advisory to the Board of Governors.

ARTICLE VIII

DUES-GREENS FEES

SECTION 1:

The annual Club dues plus any necessary additional fees and assessments for all membership categories shall be determined by the Board of Governors by November 15, and shall be payable on or before December 31st. New members shall pay prorata for the balance of the year in which they become members.

SECTION 2:

Any member whose dues, fees, or assessments are not paid by December 31st shall be delinquent and automatically suspended from the Club Roster.

SECTION 3:

The amount of any special assessments, and the date that such assessments are due and payable shall be determined by resolution of the Board of Governors. Any member who has not paid such special assessments in time shall be delinquent and automatically suspended and dropped from the Club Roster. In such cases, dues, fees and assessments previously paid shall not be refundable.

SECTION 4:

Any member who has been suspended from the Club due to non-payment of dues, fees, assessments or special assessments will not be eligible to reapply for membership unless prior obligations are completely satisfied by full payment. However, previous members who were in good standing at the time they left the Club may apply to rejoin by paying membership fees determined by the Board of Governors.

SECTION 5:

Visitors from other clubs shall pay fees as established by the Board of Governors.

ARTICLE IX

STANDING COMMITTEES

SECTION 1:

At the beginning of a new Administration, the new President shall appoint and the Board of Governors shall approve:

(a) Chairpersons to preside over the following standing committees:

- Games
- Greens
- Marketing and Publicity
- Tournaments;

(b) Chairpersons for those of the below listed committees deemed necessary for proper operation of the club for the coming year.

- Building and Equipment Maintenance
- Evaluation
- Greens Contract
- Instruction
- Kitchen
- Membership
- Newsletter
- Policies and Procedures
- Schedule
- Social Events
- Visitations.

SECTION 2:

From time to time, the need may arise to form additional committees. It is the responsibility of the President to appoint the Chairpersons of such committees.

SECTION 3:

Terms of all committees and appointees shall expire at the end of the administrative year.

ARTICLE X

AMENDMENT OF BYLAWS

SECTION 1:

These bylaws may be amended or revised at any regular meeting of the Club, or at any special meeting called for that purpose, by the affirmative vote of two-thirds of the members present who are authorized to vote, provided that:

(a) Notice of the proposed amendment or revision shall have been given in writing to the Secretary thirty (30) days before such meeting. Such amendment or revision must be endorsed by at least twenty (20) members, or as proposed by a committee appointed by the President;

(b) Notice of the proposed amendment or revision shall be posted on the bulletin board with notice of meeting, at least two (2) weeks before the meeting.

ARTICLE XI

GOVERNING RULES OF ORDER

Situations not specifically covered by the bylaws shall be governed by the most recent publication of the MacKenzie Park Lawn Bowls Club Policies and Procedures or the latest version of Robert's Rules of Order.

ARTICLE XII

IN CASE OF CONFLICT

In case of a conflict between these Bylaws and statements made in any other MacKenzie Park Lawn Bowls Club document of rules and regulations, this document will take precedence.