

LONG BEACH LAWN BOWLING CLUB, INC.

BY-LAWS

ARTICLE I - NAME

This organization shall be known as the LONG BEACH LAWN BOWLING CLUB, a California non-profit Corporation.

ARTICLE II - PURPOSE

(A) This corporation is irrevocably dedicated to educational and charitable purposes meeting the requirements for exemption provided by section 214 of the Revenue and Taxation Code.

The specific and primary purpose is to enter into a contract with the City of Long Beach, California covering a specific park area owned by said City and the building and improvements thereon, known as the "lawn bowling center" for the purpose of promoting, maintaining, managing, and operating said facilities so as to keep the center open and available to the public for the sport of lawn bowls.

(B) The general purpose is to promote the benefits of the sport of bowls by providing free instruction, and sponsoring organized games.

ARTICLE III - MEMBERSHIP

Section 1: Classes of Membership. There shall be four (4) classes of membership as follows:

- (A) Active Members are persons who pay their annual dues. Only active members shall have voting rights and hold elective office in the club.
- (B) Non-bowling members are those who have changed their bowling status from active member to a non-bowling status due to injury or the inability to physically bowl. They will pay a nominal fee as determined by the Board of Directors. This fee entitles them to receive a directory and all club communications. If at any time this type of member wants to change back to an active status their nominal fee will be applied to their full membership and the rest of the membership fee will be pro-rated for the duration of the year.
- (C) Student Members are any full-time student twenty-one (21) years or younger who pays a minimum amount a year, to be decided by the Board of Directors.
- (D) Multi-club Members are those persons who belong 100% to another lawn bowling club as their home club but enjoy limited membership in the Long Beach Lawn Bowling Club. These members will be allowed to bowl on the same days and hours set by the Active Members of the LBLBC. Such said members do not have the same rights and privileges as Active Members. Dues for Multi-club Members shall be set by the Board of Directors. Restrictions for Multi-club Members are as follows:
 - They may not vote nor run for office in the LBLBC.
 - They may not participate in club championships.
 - Keys to the clubhouse and grounds as well as lockers will remain the privilege of Active Members.

Section 2: Application for Membership. Applications for membership shall be made on forms provided by the Membership Committee and processed as prescribed in Article IX, Section 2.

Section 3: Forfeiture of Membership. Members may have their membership canceled at the discretion of the Board of Directors under the following conditions:

- (A) Failure to pay annual bowling dues or assessments.
- (B) On complaint of misconduct or dishonorable action made in writing to the Board of Directors by at least three (3) members of the Club for the same incident. Such complaint must then be acted on by the Board of Directors by directing the Secretary to give written notice to the accused member at least ten (10) days prior to special meeting of the Board of Directors called to take action on the charges, at which time the accused member will be given full opportunity to be heard. Membership cancellation and/or disciplinary action shall thereafter be considered. Only on an affirmative vote of two-thirds (2/3) of the entire board shall the cancellation or disciplinary action be made effective and the accused member will be notified thereof in writing.
- (C) A former member of the Long Beach Long Bowling Club whose membership has been terminated by the Board of Directors may no longer bowl in any of the LBLBC daily games and activities nor use the greens for practice.

ARTICLE IV - DUES AND FEES

Section 1: Annual Bowling Dues: Annual bowling dues for all members shall be determined by the Board of Directors in November and shall be payable on or before the first (1st) day of January for the ensuing year. Members whose dues are not paid by this date shall be considered delinquent and their membership terminated. Such members shall be reinstated to membership upon paying their FULL dues for the current year. Bowling dues for new members shall be pro-rated at the rate of 1/12th of the annual dues per month or portion thereof until December 31st and this pro-rated charge shall be payable on the date the member accepted membership.

Section 2: Guests and Visitors Fees. Guest of members, other occasional visitors, and beginning bowlers will be accorded three (3) days of gratuity play. Guests from other lawn bowling clubs that wish to bowl on our greens shall pay a daily guest fee of \$2.00.

Section 3: SWD/BOWLS USA Dues. All Active Club members shall automatically become members of SWD/BOWLS USA. The annual dues prescribed by SWD/BOWLS USA shall be paid from the Club treasury not later than February 1 of each year.

ARTICLE V - MEETINGS OF MEMBERS

Section 1: First Meeting of the Year. The first meeting of the year of the membership shall be held in January to plan and organize for activities in the new year.

Section 2: Annual Meetings. The annual meeting of the Club members shall be held during the first week of December of each year for the purpose of electing officers and directors, to receive the annual reports of the President, Secretary, and current report of the Treasurer and Committee Chairpersons. Transaction of other business shall be held at the January meeting. If for any reason the annual meeting cannot be held on the scheduled date, the Board of Directors shall select an alternate date. Written notice of each annual meeting, stating time, place, and purpose of the meeting, shall be given each member, either personally, or sent by regular mail or email, by the Secretary not less than ten (10) days prior to the scheduled date.

Section 3: Special Meetings. Special meetings of members for any purposes whatsoever may be called at any time by the President or by the Board of Directors, or by petition to the President signed by ten (10) or more Active members and stating therein the purpose of the petition for the meeting. Notice of such a meeting shall be posted in the Clubhouse at least ten (10) days in advance.

Notice of all special meetings, either conveyed personally or sent by mail or email, shall be given in the same manner as for annual meetings of members, and shall specify in addition to the day, hour and place of such meeting, the nature of the business to be transacted.

Section 4: Quorum. The presence of in excess of twenty-five (25) active members at any annual or special meeting shall constitute a quorum for the transaction of business. If a quorum is not present business may be discussed but no action can be taken. Proxies will be allowed at membership meetings.

Section 5: Order of Business. The order of business at meetings of Club members shall be as follows:

- (1) Call to order
- (2) Pledge of Allegiance
- (3) Reading of minutes of preceding meeting
- (4) Reports of officers and committee chairmen when such reports are deemed appropriate
- (5) Election of officers and directors
- (6) Unfinished business
- (7) New business
- (8) Adjournment

Section 6: Voting. All actions subject to vote by Club members shall be determined by majority vote of those Active members present, unless otherwise provided in these By-Laws. Voting shall be by any manner adopted at the meeting. If more than one candidate is nominated for an office the voting for that office shall be by secret ballot.

Section 7: Robert's Rules of Order. Robert's Rules of Order shall prevail in all matters not otherwise specifically covered by the By-Laws.

ARTICLE VI - OFFICERS AND DIRECTORS

Section 1: Officers. Club officers shall consist of President, Vice President, Secretary, and Treasurer, each of whom shall be an Active member of the Club, and except as otherwise provided hereinafter shall be elected to serve a term of one (1) year or until selection of his/her successor. No President shall serve more than two terms in succession.

Section 2: Directors. The Board of Directors shall consist of eleven (11) directors, to wit: the four (4) Club officers, six (6) other Active Club members, and the immediate Past President, and except as otherwise provided hereinafter, directors shall be elected to serve a term of two years or until selection of a successor. In the event of the election of a successor, for another term "immediate past President" shall be construed to mean the last predecessor in that office. Six (6) Board of Directors, not including the 4 officers and the immediate Past President, will rotate positions with three (3) members remaining on the Board each year and three (3) non incumbent members being elected. An incumbent director may be re-elected if there are no other members willing to serve on the Board. The immediate past president must take a one year hiatus from the Board of Directors. If a Board Member cannot serve the full term, the President, with the consent of the Board, will appoint a member to serve the remainder of the term.

Section 3: Nominations. At least thirty (30) days before the date of the annual meeting the President, with the approval of the Board of Directors shall appoint a Nominating Committee of three (3) Active members, none of who is currently an officer or director of the Club. This committee shall select candidates for each of the respective offices of President, Vice

President, Secretary, and Treasurer, and three (3) Directors, from the active membership, and shall also accept a written request to be a candidate for above offices from any active member and post the names of such candidates on the Club bulletin board at least fifteen (15) days prior to the date of an annual meeting. To preserve the integrity of the Nominating Committee members of the Committee are not eligible to be nominated for a current office. The secretary shall also mail an announcement of the candidates by way of the membership newsletter. Other nominations may be made from the floor at an annual meeting immediately following submission of the report of the Nominating Committee. If there are multiple nominees those offices shall be elected by secret ballot.

Section 4: Elections. Officers and directors shall be elected by a majority vote of those active members present at the annual meeting or by written proxy. They shall assume office January 1st.

****Follow *Election Manual* for detailed instructions for running the Nominations & Elections which can be found in the Secretary's Handbook**

Section 5: Vacancies. A vacancy in any elective office or in the Board of Directors occurring in the interim between annual meetings may be filled by a majority vote of the directors (or remaining directors, though less than a quorum) and each officer or director so elected shall hold office until proper election of a successor.

ARTICLE VII - DUTIES OF OFFICERS

Section 1: President: President. The President shall be the chief executive officer of the Club and shall, subject to the control of the Board of Directors, have general supervision, direction and control of all Club business and activities. The President shall preside at all meetings of the Club and the Board of Directors, and shall be an ex-officio member of all committees except the Nominating Committee.

Section 2: Vice President. In the absence or disability of the President, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the President. In the event of the disability of, or inability to act of, both the President and the Vice President, the Board of Directors may designate a member of the Board to carry out the duties and responsibilities of the President.

Section 3: Secretary. The Secretary shall keep a record of the minutes of all meetings of Club Members and of the Board of Directors. The Secretary shall conduct the general correspondence, preserve Club records and documents, keep a current roster of members and their addresses, issue annual membership cards, send out proper notice of all meetings, notify new members of the acceptance of their membership applications, and prepare an annual report to be forwarded to the State of California.

Section 4: Treasurer. The Treasurer shall keep the accounts of the Club, collect the annual bowling dues, keep a balance of forty (40) dollars of unspent postage, notify members when bowling dues are payable, receive and safely keep all funds of the Club and deposit same in such bank as may be designated by the Board of Directors, and make proper disbursements of such Club funds. All disbursements of Club funds shall be by check drawn on the bank in which such funds are held, and signed by the Treasurer, or in the Treasurer's absence by the President, or by the Vice President.

Except for payments made pursuant to provisions of a duly executed contract, any single disbursement in an amount exceeding two hundred fifty dollars (\$250.00) shall require approval by the Board of Directors before issuance of a check. The office is authorized to keep petty cash balance of no more than fifty (50) dollars.

The Treasurer shall submit a written report to the Board of Directors each month, or at such other times as may be requested by the Board, covering income, disbursements and balance on hand of Club funds. The Treasurer at annual meetings of Club members shall submit a written report covering the Club's financial transactions during the past year. An annual report to the IRS shall be received at the January meeting and upon approval forwarded to the IRS. An outside auditor may be appointed for such purpose by the Board of Directors, shall audit the accounts of the Treasurer, examine the vouchers for expenditures made and certify as to the bank balance. The auditor's report, duly signed, shall be presented to the club at a February meeting.

ARTICLE VIII - DUTIES OF BOARD OF DIRECTORS

Section 1: Powers. Subject to limitations of these by-laws with respect to action to be authorized or approved by members of the Club, the Board of Directors shall have full power to control and conduct the business and affairs of the Club, to approve and expel members, to direct expenditures of Club funds, and other aspects of Club finances, to purchase, lease or otherwise acquire or dispose of Club property or equipment, to engage or terminate the services of employees of the Club, and to approve execution of contracts, agreements, leases, and other financial agreements on behalf of the Club.

Section 2: Meetings. Meetings of the board shall be held once a month, or as often as business of the club warrants. The time and date of the meetings shall be at the discretion of the Board of Directors. Special meetings may be called at the request of the President or at the request of three (3) or more directors. The President or Secretary shall give reasonable notice of all meetings to each director. Club members in good standing are invited to attend and may have floor privileges.

Section 3: Order of Business. The order of business at meetings of the Board shall be as follows:

- (1) Call to order
- (2) Pledge of Allegiance
- (3) Roll call
- (4) Reading of minutes of last meeting
- (5) Treasurer's report
- (6) Reports of chairpersons of primary committees
- (7) Unfinished business
- (8) New business
- (9) Adjournment

Section 4: Quorum. Except as otherwise provided in these by-laws, the presence of seven (7) or more directors at any regular or special meeting shall constitute a quorum for the transaction of business.

ARTICLE IX - COMMITTEES

Section 1: Appointment. At the beginning of each year, the President, with the approval of the Board of Directors, shall appoint various committees, such as those listed below, and designate the chairpersons thereof. The size of each committee shall be at the discretion of the President and the appointed Committee Chairperson.

Section 2: Membership Committee. This committee shall institute programs and direct activities of the Club membership toward acquiring new members, and receive and act on each new application for membership bowling, and arrangements for necessary training. The Committee shall acquaint the applicant with the duties, privileges and rights of membership, bowling dues, and refer them to the Chairman of the Instructions/Rules Committee for lessons. Applications for membership shall be submitted together with payment of bowling fees to the Board of Directors for approval, and subsequently to the Secretary for appropriate action.

Section 3: Greens Committee. This committee shall supervise the maintenance and upkeep of the bowling greens and all related equipment, the preparation and use of greens for play, and shall rule on playing conditions such as placement of

mats. If in the opinion of the committee, the greens might be damaged by play, such as wet weather, the committee shall have the authority to temporarily close the greens to regular play. The committee shall have the responsibility for directing the work of a greens keeper.

Section 4: Hospitality Committee. This committee shall be responsible for welcoming, and providing for the comfort of, visitors from other clubs and for arranging for food and drink for members and guests on special occasions or as directed by the President.

Section 5: Publicity Committee. With the objective of gaining new members, this committee will be responsible for arranging for publicity regarding Club activities specifically and the game of bowls generally.

Section 6: Daily Games Committee. This committee shall be responsible for arranging the makeup of teams for the daily games draw.

Section 7: Tournament Committee. This committee shall be responsible for all Club tournaments and for all tournaments sponsored by BOWLS USA, give the greens keeper three weeks notice for any scheduled tournament or special event held on our greens, and keep an accurate record of all tournaments and other events played at the Club. The chair shall be responsible for arranging for club tournament awards.

Section 8: Teaching and Rules Committee. This committee shall be available to instruct members and potential members on bowling techniques, bowling courtesy and rule changes.

Section 9: General Maintenance Committee. This committee shall have the responsibility for the maintenance of the greens backboards and gutter-boards, the benches and the bowling equipment, and the interior of the clubhouse. The committee chairperson shall have the authority to purchase necessary maintenance items and supplies but shall not have the authority to purchase capital items of furniture or items of expenditure of more than \$150.00 except as directed by the Board of Directors.

Section 10: Grounds Committee. This committee shall be responsible for the care and upkeep of the grounds, including flowerbeds and grass areas.

Section 11: Other Committees. The President may appoint such other committees as may be required to function in Club matters.

ARTICLE X - MISCELLANEOUS

Section 1: Playing Rules. The rules of BOWLS USA shall govern play at this Club.

Section 2: Bowling Attire. Footwear must be flat-soled and heel-less.

Section 3: Nondiscrimination. There will be no discrimination because of race, color, religion, ancestry, national origin, sex, or age in regard to participation in the activities of the Long Beach Lawn Bowling Club.

Section 4: Bowls Etiquette. Proudly observed and honored by lawn bowlers over time are the unwritten laws of the sport that are foundational to the game's legendary sociability. The canons of etiquette are a combination of good sportsmanship and good manners. They are not optional.

Section 5: Harassment. Harassment means any verbal or physical conduct including threatening or obscene language, unwelcome sexual advances, stalking, actions including strikes, shoves, kicking or other physical contact, or threats to do the same, or any other conduct with the purpose or effect of unreasonably interfering with an individual's playing performance by creating a hostile, intimidating or offensive bowling environment.

ARTICLE XI - AMENDMENTS

These By-Laws may be amended by a two-thirds vote of the Active members present at any annual or special meeting of the membership. A copy of the proposed amendment shall be posted in the Clubhouse ten (10) days before the meeting, and announced at least three (3) times on the regular bowling days before such meeting.

**Follow *By-Law Amendment Guidelines* which can be found in the Secretary's Handbook.

ARTICLE XII - DISSOLUTION

The assets of the Long Beach Lawn Bowling Club, Inc. are irrevocably dedicated to charitable and educational purposes meeting the requirements for exemption provided by section 214 of the Revenue and Taxation Code, and no part of the net income or assets of this organization shall inure to the benefit of any private persons. Upon dissolution of the club/corporation, its assets remaining after payment, or provision for payment of all debts and liabilities of this corporation, shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable and educational purposes and which has established its tax exempt status under section 501 c (3) of the Internal Revenue Code.

Updated: March 2016

By-Law Committee

Eileen Lancendorfer, Candy DeFazio, Laurie Richards, JoAnn MacKnight