

MAYFAIR LAWN BOWLING CLUB
BYLAWS
Revised May, 2015

1. BOARD OF DIRECTORS

The Board of Directors, (to be known hereafter as the Board), shall consist of at least seven (7) and no more than ten (10) duly elected members in good standing including President, Vice President, Secretary, Treasurer, immediate Past President, and five (5) directors.

2. TABLE OFFICERS

The Executive Officers shall be the President, Vice President, Secretary, and Treasurer.

3. NOMINATING COMMITTEE

The Nominating Committee shall be the immediate Past President and one other member.

4. DUTIES OF OFFICERS

- a. The President and Secretary shall be ex-officio on all committees.
- b. The President shall preside at all meetings, sign all minutes after they have been confirmed, and sign all official documents on behalf of the club.
- c. In the absence of the President the Vice President shall preside and assume all the duties and responsibilities of the President.
- d. When both President and Vice President are absent it shall be competent for those members assembled to appoint a chair person to act pro-tem with all the rights and powers of the President, provided that a quorum of members is present.
- e. The Secretary shall keep a record of all proceedings, conduct all correspondence, and keep minutes of all meetings of the club and committees thereof.
- f. The Treasurer shall keep an accurate account of all receipts and expenditures, collect all fees and give receipts therefore. The books and accounts shall be open for inspection by the officers at all times. The books shall be balanced following the close of business on December 31st of each year. December 31st shall be the fiscal year end.
- g. When one person assumes the offices of combined Secretary-Treasurer, that person must assume the duties of both offices.
- h. Any Director shall examine the records of the Treasurer and all vouchers thereto and certify the state of the accounts to the annual meeting.
- i. The Nominating Committee shall present to the annual meeting a list of members willing to allow their names to stand for election or re-election to the board.

5. ELECTIONS

- a. Executive Officers and Directors shall be elected at the Annual Meeting to maintain the seven (7) to ten (10) member Board.
- b. At the Annual Meeting fifty (50) percent of the Directors are to be elected for a two (2) year term.

- c. All subsequent annual meetings shall elect or re-elect a number of persons sufficient to fill all vacancies at the time of the annual meeting. All Board members will be elected for a two (2) year term unless they are filling an unexpired term.

6. GENERAL

- a. The Annual Meeting shall be held in September and the Semi-Annual Meeting shall be held in April of each year.
- b. Should a vacancy occur during the year the Board may appoint a member in good standing or wait until the next annual meeting to fill the vacancy.
- c. Any member in good standing shall be eligible for election to the Board.
- d. The date and time for all annual, semi-annual and intervening meetings shall be set by the Board.
- e. All members must be notified fourteen (14) days prior to any annual, semi-annual or general meeting.
- f. At annual, semi-annual and general meetings eight (8) members shall constitute a quorum. At Board meetings a quorum shall be one (1) more than half the total number of Board members.
- g. The President may cast a vote only when required to break a tie.
- h. A copy of the financial statement must be available to any or all members upon request.
- i. An annual financial report signed by a director must be submitted to the appropriate Government department no later than April 30th of the following year.

7. POWER OF SIGNATURE

- a. Banking and all other negotiable instruments on behalf of the club shall be signed by any two (2) of the table officers.
- b. If a major expenditure of one thousand dollars (\$1,000.00) or more is required, it must be approved by the membership.

8. CHANGES

- a. These by-laws are subject to change or amendment following approval of a notice of motion or resolution presented to any general membership meeting of the club.
- b. Amendments or changes to these by-laws must be approved by a two-thirds (2/3) majority of members at a general meeting.

Signed on behalf of the Club this _____ Day of _____, 20_____.

Printed Name

Signature

President: _____

Secretary: _____
