

# OAKMONT LAWN BOWLING CLUB

FOUNDED JUNE 1965

## BY-LAWS

APPROVED MAY 7, 2015  
MODIFIED NOVEMBER 7, 2019

## ARTICLE 1 – NAME AND LOCATION

The name of the Club shall be Oakmont Lawn Bowling Club.

The location of this Club is in Oakmont, an active adult community in Santa Rosa, CA.

## ARTICLE II – PURPOSE

To provide opportunities for members to play and enjoy lawn bowling on the green, and to socialize.

To maintain a Club which will cooperate with the Oakmont Village Association (OVA) in order to promote the best possible lawn bowling facilities.

## ARTICLE III – MEMBERSHIP

Membership shall be limited to members of OVA who have completed a course of instruction.

### A. Types of Membership

1. Active Member – An Active Member pays full annual dues; has full bowling and full voting privileges.
2. Associate Member – An Associate Member is a person who has interest in belonging to The Club but chooses not to bowl. An Associate Member pays one-half annual dues, has no voting privileges and no bowling privileges in Club events.
3. Honorary Member – An Honorary Member shall be a person the Club wishes to honor and shall be entitled to rights and privileges as determined by the Board of Directors. Honorary Members shall be exempt from paying dues, and they shall not be entitled to vote or serve on the Board of Directors. A member may nominate a potential nominee for consideration to the Board with supporting written documentation. The Board may then recommend such recognition to the membership after reviewing the nomination. The nomination would then be put to a vote of the attending members at

the Club's annual meeting. A majority of the voting members present is required to approve the nomination.

#### B. Conduct

Members are expected to observe Oakmont Lawn Bowling Club Code of Conduct.

## ARTICLE IV – DUES

Annual dues for all members shall be in an amount recommended by the Board of Directors and approved by members of the Annual Meeting of the Club. Dues shall be due on the first (1<sup>st</sup>) day of January and payable no later than the thirty-first (31<sup>st</sup>) day of January.

Any applicant for membership applying on or after July 1<sup>st</sup> shall be required to pay one-half (1/2) of the annual dues.

To meet emergencies, special funds may be raised by levies decided upon by a two-thirds (2/3) majority vote of the members present at any quarterly or special meeting.

## ARTICLE V – MEMBERSHIP SUSPENSION AND EXPULSION

It shall be the duty of the Board to receive and act upon a written complaint of any member. The Board by a majority vote shall have the power to reprimand, suspend or expel any member whose conduct is detrimental to the best interests of the Club. The Board shall determine the length of time that a member will be suspended.

## ARTICLE VI – OFFICERS AND DIRECTORS

### A. Duties of the Officers

**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 and direction of 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 Nomination Committee.

**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 restrictions of, the President. In the event of the disability of, or inability to act as, both the President and the Vice President, the Board of Directors may designate another Board Member to carry out the duties and responsibilities.

**Secretary.** The Secretary shall keep a record of the minutes of all meeting of members and the Board of Directors. The Secretary shall conduct the general correspondence, preserve Club records and documents, keep and issue at least annually, a roster of members and their email and street addresses, send out proper notice of all meetings and issue membership badges to members. The Secretary shall submit reports at annual meetings and at such other meetings as may be requested by the President. The Secretary may appoint sub-committees, as needed, to carry out specific duties.

**Treasurer.** The Treasurer shall keep the accounts of the Club, collect all dues, fees and assessments, notify members when dues, fees and assessments are payable, receive and safely keep all funds of the Club and deposit same in such financial institution 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 financial institutions in which such funds are held and signed by the Treasurer or, in the Treasurer's absence, by another officer authorized to sign on the accounts.

The Treasurer shall submit a report to the Board of Directors at each Board meeting, or at such other times as may be requested by the Board, covering income, disbursements and balance on hand of Club funds. A written report covering the Club's financial transactions during the past year shall be submitted by the Treasurer at the first quarterly meeting of the fiscal year.

#### B. Tenure of Office

The President and Vice President shall serve one (1) year terms and may not serve more than two consecutive terms in the same office.

The Secretary and Treasurer shall serve one (1) year terms and shall not be limited to the number of terms they serve.

The Directors shall serve two (2) year terms and may not serve more than two consecutive terms in this office.

#### C. Board of Directors

The Board of Directors shall consist of four officers (President, Vice President, Secretary and Treasurer); Three (3) Directors at Large; and the immediate past President who serves as an advisor and who shall be entitled to vote only to break a tie vote. The Board of Directors shall meet once every month, at the date and time to be set by the President. The Board of Director's term of office shall be the fiscal year after election.

## ARTICLE VII – COMMITTEES

All Committee chairpersons shall be appointed by the President with the approval of the majority of the quorum of the Board. Appointments shall be made at the beginning of the year for a one (1) year term

Chairpersons of the various committees shall appoint such members as they require.

The names of all Committee chairpersons and their committee members for the ensuing term shall be listed in the Roster of members and on the Club website.

Each appointed committee chairperson shall propose operating guidelines for their respective activities, which operating guidelines are subject to approval by the Board of Directors. A complete and updated file of guidelines shall be maintained and passed on to the new chairperson at the end of the term.

The standing committees to be appointed are: Tournaments and Games committee, Green Maintenance and Equipment committee, Membership and Instructions committee, Hospitality and Clubhouse committee, Communication committee, and Social committee.

Additional committees, when required, may be authorized by the President of the Board.

The **Tournament and Game Committee** shall be responsible for arranging, scheduling and supervising all tournaments, league and daily draw games. The Chairperson shall have the power to appoint committee members as needed.

The **Green Maintenance and Equipment Committee** shall supervise the maintenance and upkeep of the bowling green and all related equipment.

The **Membership and Instruction 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 **Hospitality and Clubhouse Committee** shall be responsible for arranging for food and drink for members and guests on special occasions or as directed by the President and the care and maintenance of the clubhouse, clubhouse fixtures, and clubhouse store.

The **Communications Committee** shall maintain the OLBC Website and be responsible for all Club publicity.

The **Social Committee** shall be responsible for arranging and coordinating the ??? non-bowling social events.

## ARTICLE VIII – NOMINATING COMMITTEE

In addition to the foregoing standing committees, the President, with the approval of the Board of Directors, shall, at the regular ~~quarterly board of directors'~~ meeting in September, appoint the nominating committee, consisting of three (3) members. To preserve the integrity of the nominating committee, members of the committee are not eligible to be nominated for a current office. No member of the nominating committee may currently be an Officer or Director of the Club.

The nominating committee shall post a slate of Board candidates at least 30 days prior to the annual meeting and additional nominations may be made from the floor. If there are multiple nominees, those offices shall be elected by secret ballot. If there are no further nominations, the entire slate may be elected by acclamation (voice vote or a show of hands).

Officers and Directors shall be elected by a majority vote of those active members present at the annual meeting or by a written proxy. Those elected shall assume office at the beginning of the next fiscal year.

## ARTICLE IX – VACANCIES

If for any reason, any member of the Board of Directors is unable to or chooses not to complete their term, they may resign their position by submitting a letter of resignation to the Board. A member of the Board of Directors can only be recalled by a majority vote of the members during a meeting of the membership.

## ARTICLE X – MEETING OF MEMBERS

**Annual Meeting.** The annual meeting shall be held on the first Thursday in November for the purpose of electing Officers and Directors, receiving and passing on annual reports to the President, Secretary and Treasurer and Committee Chairperson, and for the transaction of such other business as may properly come before such meetings. If for any reason any such annual meeting cannot be held on said day, then any such annual meeting shall be held at such time and place either one week before or one week after said day, as may be designated by the Board of Directors.

Written notice of each annual meeting, stating time, place and purpose of meeting, shall be posted on the Club bulletin board, Club website, published in the Oakmont News, and emailed to members on Club email list not less than fifteen (15) days prior to the scheduled date.

~~**Quarterly Meeting.** Quarterly meetings shall be held in March, June and September. Notice of all quarterly meetings shall be given in the same manner as for the annual meeting of members.~~

**Special Meetings.** Meetings for a specific purpose may be called by the President, by another Board member with majority Board approval, or by a Petition stating the purpose, signed by ten (10) of the voting members of the Club.

Notice of all special meetings shall be given in the same manner as for the annual meeting of members.



**Quorums.** At any membership meeting, fifteen percent (15%) of the voting membership shall constitute a quorum for conducting business.

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

1. Call to order
2. Declaration of quorum
3. Reading of minutes of preceding meeting, unless waived by members present
4. Reports of Officers and Committee Chairpersons when such reports are deemed appropriate
5. Election of Officers and Directors. Applies only to annual meeting.
6. Unfinished business
7. New business
8. Adjournment

**Roberts Rules of Order.** Current Roberts Rules of Order shall prevail in all matters not otherwise specifically covered by the By-Laws.

## ARTICLE XI – FISCAL YEAR

The fiscal year of the Club shall be from January 1<sup>st</sup> to December 31<sup>st</sup>.

## ARTICLE XII – RULES OF THE GAME

The rules published by the United States Lawn Bowling Association (USLBA) shall apply to all tournaments, unless otherwise posted or announced by the Tournament Chairperson.

## ARTICLE XIII – AMENDMENTS

The By-Laws of the Club shall be amended by a two-thirds (2/3) majority of the voting membership present, or by written proxy, at an annual quarterly or special meeting of the Club, provided that a notice specifying the purpose of the meeting and a copy of the proposed amendments have been made available to each voting member of the Club at least two (2) weeks prior to the meeting date.