

SAN JOSE LAWN BOWLS CLUB, INC.

CONSTITUTION

BY-LAWS

STANDING RULES

AS AMENDED AND APPROVED DECEMBER 5, 2010

San Jose Lawn Bowls Club, Inc. Constitution, By-Laws and Standing Rules

Table of Contents

Constitution of the SJLBC	1-2
Article I. Name	1
Article II. Object	1
Article III. Membership	1
Article IV. Rights and Privileges	1
Article V. Government	1
Article VI. Officers	1
Article VII. Annual Meeting	1
Article VIII. By-laws	2
Article IX. Standing Rules	2
Article X. Amendments	2
By-Laws of the SJLBC	3-7
Article I. Duties of Officers and Directors	3
A. President	3
B. Vice President	3
C. Secretary	3
D. Treasurer	3
E. Directors	3
Article II. Office Tenure	3
Article III. Filling of Vacancies	3
Article IV. Board Meetings	4
Article V. Regular and Special Meetings	4
Article VI. Committee Chairpersons	4
Article VII. Committee Descriptions and Duties	4-5
A. Greens Committee	4
B. Games and Rules Committee	4
C. Tournament Committee	4-5
D. Coaching Committee	5
E. Hospitality Committee	5
F. Public Relations and Publicity Committee	5
G. Auditing Committee	5
H. Nominating Committee	5
I. Sunshine Committee	5
J. Membership Committee	5
Article VIII. Representatives to Meetings	6
Article IX. Admission to Club Membership	6
Article X. Entry Fees	6
Article XI. Dues	6
Article XII. Delinquent Dues	6
Article XIII. Honorary Life Membership	6
Article XIV. Expulsion or Suspension	6
Article XV. Guests	7
Article XVI. Compliance with Regulations	7
Article XVII. Calendar Year and Fiscal Year	7
Article XVIII. Meeting Procedure	7
Article XIX. Dissolving the Club	7
Standing Rules of the SJLBC	8-9

CONSTITUTION of the SAN JOSE LAWN BOWLS CLUB, Inc.

As Amended December 5, 2010

ARTICLE I. Name

This organization shall be known as the SAN JOSE LAWN BOWLS CLUB, INCORPORATED, Frank Bramhall Park, and shall hereinafter be referred to as "the Club." It is a member of the Pacific Inter-Mountain Division of the United States Lawn Bowls Association.

ARTICLE II. Object

The object of this Club shall be to foster and promote the game of Lawn Bowls as defined by the rules of the United States Lawn Bowls Association and by such rules as the Club may adopt, which are not in conflict with those of the Association.

ARTICLE III. Membership

There shall be four classes of membership as follows:

- A. Active members who have been approved by the Board and have paid active membership dues.
- B. Dual members who are primary members of another club who have paid dual membership dues.
- C. Associate (non-bowling) members who are former active members or are persons friendly to the sport of Lawn Bowls, who have paid associate dues.
- D. Honorary Life members elected by three-quarters (3/4) of active members at a regular or special meeting, a quorum being present.

ARTICLE IV. Rights and Privileges

- A. Active, Dual and Honorary Life members may bowl and shall enjoy all the rights and privileges of the Club.
- B. Associate (non-bowling) members may not bowl, nor may they hold office or vote.

ARTICLE V. Government

Government of the Club shall be vested in a Board consisting of the four (4) officers, three (3) directors and the immediate Past President. The officers and directors will be elected by a majority of the active members present at the Annual Meeting. Officers and directors will take office on January 1st of the following year. This Board shall govern and conduct the affairs of the Club within the provisions of the Constitution and By-laws. Any active member holding an office in another lawn bowls club shall not be entitled to hold office at the same time in the San Jose Lawn Bowls Club.

The Executive Committee, consisting of the President, Vice President, Secretary and Treasurer, shall be empowered to act in an emergency on behalf of the Club, reporting its action to the Board.

ARTICLE VI. Officers

The officers of the Club shall be a President, a Vice President, a Secretary, and a Treasurer. An Assistant Secretary and/or an Assistant Treasurer may be appointed by the President to serve in the absence of the duly elected Secretary or Treasurer.

ARTICLE VII. Annual Meeting

An Annual meeting, the date to be set by the Board, shall be held between November 15th and December 31st of each year for the election of officers and directors, the presentation of annual reports by officers and chairpersons of committees and such other business as may properly come before the meeting. A quorum of not less than 25% of active members shall be present to enact Club business at an Annual meeting.

ARTICLE VIII. By-laws

Club By-laws shall be drawn up to supplement this Constitution, and when approved by the membership, shall have full force and effect in prescribing the government and operation of the Club.

ARTICLE IX. Standing Rules

Standing rules governing the day-to-day operation of the committees and the Club in general shall supplement the By-laws. They will be binding until they are rescinded or modified.

ARTICLE X. Amendments to the Constitution, By-laws and Standing Rules

The Constitution, By-laws or Standing Rules may be amended by a two thirds (2/3) majority of the active members present at the Annual meeting, a regular quarterly meeting or a special meeting of the Club, provided that notice specifying the date and purpose of the meeting and a copy of the proposed amendment or amendments have been sent or given to each active member of the club at least two weeks prior to the scheduled meeting date. The quorum requirement for a regular or special meeting shall be the same as for the Annual Meeting, namely 25% of the active members.

Originally approved at a regular meeting held on February 28, 1966

Amended and approved at a regular meeting on March 1, 1969

Amended and approved at a regular meeting on September 8, 1970

Amended and approved at a regular meeting on June 26, 1972

Amended and approved at a regular meeting on September 26, 1976

Amended and approved at a regular meeting June, 1 978

Amended and approved at a special meeting on October 10, 1982

On motion duly made and seconded, the foregoing Constitution, as amended, has been adopted on this 4th day of July 2004, and shall replace the Constitution adopted on October 16, 1982.

Amended and approved at a regular meeting on December 5, 2010

BY-LAWS of the SAN JOSE LAWN BOWLS CLUB, Inc.

As Amended on December 5, 2010

ARTICLE I. Duties of Officers and Directors

A. President

The President shall preside at all meetings and assume the usual responsibilities of that office including appointing SJLBC Committee Chairpersons and Assistant Treasurer and Assistant Secretary when necessary.

B. Vice-President

The Vice-President shall assume the responsibilities of the President in the latter's absence, or when requested to do so by the President.

C. Secretary

The Secretary shall keep a record of all meetings, handle the Club's correspondence, maintain official Club records and perform such other duties as the Board may direct.

D. Treasurer

- The Treasurer shall collect all dues, fees and other funds.
- Shall make such disbursements as the Board may direct. Amounts of \$100 and over require prior approval of the President or the Vice President in the President's absence, and are to be entered into the minutes.
- Shall enumerate all disbursements at Club meetings for discussion and future guidance.
- Shall keep all funds in a depository in the name of the San Jose Lawn Bowls Club, INC.

E. Directors

All Directors, three (3), must be willing and able to serve as a chairperson of a major committee.

The Club Officers, Directors and immediate Past President, which comprise the Board, shall frame the Club policies and decide on actions to be taken. They shall decide on new member applications and existing member conduct and discipline.

ARTICLE II. Office Tenure

The Officers shall be elected for a term of one year.

The President and Vice President may serve two consecutive terms.

The Secretary and Treasurer shall not be limited in the number of terms either may serve.

Directors shall be elected for a term of two years. Directors may not serve more than two (2) consecutive terms in this office.

ARTICLE III. Filling of Vacancies

The President shall, with the Board's approval, appoint a Club member to fill any vacancy on the Board for any uncompleted term. Such a vacancy may occur if a Board member misses three (3) consecutive meetings without a reasonable excuse. In this case it shall be deemed that the member has in effect resigned. In the event the President is unable to complete his or her term, the Vice-President shall become President. Should the Vice-President be unwilling or unable to assume this post, the normal election process will be followed to fill the office of the President.

ARTICLE IV. Board Meetings

Open meetings of the Board shall be held quarterly, the dates and times set by the Board. Special meetings of the Board may be called by the President or at the written request of two (2) Board members seven (7) days before the meeting. Minutes for all Board meetings shall be posted on the Club bulletin board. In case a Board member is unable to attend, he/she should appoint a proxy from the Board, in writing. A quorum of five (5) Board members is required to conduct business.

ARTICLE V. Regular and Special Meetings

Regular membership meetings will be held quarterly. Special meetings of the membership require a written request signed by five (5) active members. The time and place of all meetings will be designated by the President and/or the Board of Directors. Members will be advised in writing by the Secretary at least seven (7) days prior to the meeting. Each member present has one vote on any matter voted upon unless he/she has a written proxy from an absent member. A quorum of not less than 25% of active members shall be present to enact Club business at a regular or special meeting.

ARTICLE VI. Committee Chairpersons

Committee chairpersons shall be appointed by the President with the approval of a majority of the Board. Chairpersons of the various committees, except the Tournament Committee Chairperson, shall then appoint such members as they may require and shall inform the Board of their selections. Chairpersons shall submit an annual report in writing describing the accomplishments of their committee and present it at the Annual meeting.

ARTICLE VII. Committee Descriptions and Duties

The standing committees to be appointed annually are Greens Committee, Games & Rules Committee, Tournament Committee, Coaching Committee, Hospitality Committee and Public Relations and Publicity Committee.

The President may appoint, with the approval of the majority of the Board, the following special committees when required or requested: Auditing Committee, Nominating Committee, Sunshine Committee and Membership Committee.

A. Greens Committee

The President shall be the Chairperson of the Greens Committee. The Greens Committee:

- Shall maintain close contact with the Parks and Recreation Department of the City of San Jose in all matters concerning the use, care and maintenance of the green.
- Shall be responsible for insuring proper conduct and play on the green.
- Shall close rinks to play when necessary to protect the green or to allow maintenance.
- Shall determine if the green should be closed in inclement weather.

B. Games and Rules Committee

The Games and Rules Committee:

- Shall arrange for and supervise all regular draw games within the Club.
- Shall be responsible for insuring proper conduct and play on the green.
- Shall promote through discussions and example, an understanding of the laws and etiquette of lawn bowling.

C. Tournament Committee

The Tournament Committee:

- Shall consist of the chairpersons of the Games and Rules Committee, the Coaching Committee and the Greens Committee.

- Shall be responsible for the arrangement, scheduling and supervising of all tournament competition for PIMD, interclub and intraclub in cooperation with the Games and Rules and the Greens Committees.
- Shall be responsible for selecting members to participate on teams engaging in tournaments with other clubs. In case of invitationals, where more teams sign up than are requested, to conduct a draw to select the teams required.
- Shall be responsible for posting appropriate information regarding tournaments.
- Shall advise the Hospitality Committee and Games and Rules Committee of all tournaments with other clubs when San Jose is the host Club.

D. Coaching Committee

The Coaching Committee:

- Shall be responsible for the instruction of new bowlers in the rules, etiquette and the proper method of bowling.
- Shall be responsible for providing coaching sessions except during tournament play.
- Shall be responsible for providing coaching periods for new bowlers.
- Shall have at least one member, preferably two, available at each coaching session.
- Shall see that a prospective new member receives an application for membership and that a Club member signs as a sponsor.
- Shall insure that new bowlers are fully qualified to bowl in regular draw games.

E. Hospitality Committee

The Hospitality Committee shall arrange for refreshments and servers at interclub tournaments, quarterly and annual meetings and at such other special events as directed by the Board.

F. Public Relations and Publicity Committee

The Public Relations and Publicity Committee shall furnish regular scheduled reports of Club activities to the assigned PIMD correspondent to the USLBA website. It shall be responsible for issuance of the Club's newsletter via the Club's website and obtaining publicity in all possible media. It shall seek out new members and provide promotional material.

G. Auditing Committee

The Auditing Committee shall be responsible for the auditing of accounts of the Treasurer prior to the Annual Meeting, and at such other times as an audit may be requested by the Board.

H. Nominating Committee

The Board shall appoint three (3) active members from the general membership of the Club at least two months prior to the Annual Meeting to develop a slate of nominees consisting of not more than one person for each position to be filled. One month prior to the Annual Meeting the slate of nominees shall be posted on the bulletin board and given such publicity as the Board may direct. Nominations for any office may be made from the floor at the Annual Meeting. Any nominee, whether nominated by the committee or from the floor, must give his/her consent to serve prior to nomination.

I. Sunshine Committee

The Sunshine Committee shall be responsible for contacting members who are ill, or are grieving. The Committee will inform members when appropriate and in keeping with any privacy wishes of the ill or grieving member.

J. Membership Committee

Membership Committee shall be responsible for increasing the membership.

ARTICLE VIII. Representatives to Meetings

When a Club representative other than the tournament committee chairperson, is to attend a meeting of the PIMD, the President and Vice President or their proxies shall represent the Club.

ARTICLE IX. Admission to Club Membership

Applicants who are eighteen (18) years of age or over are entitled to use the lawn bowls green providing that they conform to such rules and regulations as the City of San Jose may put into effect; such rules and regulations as the Club may adopt and post on the bulletin board; and applicable rules of the Pacific Inter-Mountain Division and the United States Lawn Bowls Association. Applicants under the age of eighteen (18) may be allowed membership if a related adult member agrees to be fully responsible and the applicant agrees to comply with the above conditions. Members under age eighteen (18) may enter competitions after having displayed an understanding of the department the game requires. Otherwise they will be limited to Club social games until such department is attained.

Applicants for membership shall fill out an Application Form provided by the Club, have it signed by a sponsoring member and include the appropriate dues and fees. This application shall then be presented to the Board for approval. In the case that the application is refused, all dues and fees will be refunded. Until such time that the Board takes action, the applicant is considered a guest of the Club, and upon approval of the teaching Committee or a certified Coach may bowl in Club games.

ARTICLE X. Entry Fees

The entrance fee for active membership shall be \$15.00 to cover costs of name badge and other new member expenses. There shall be no entrance fee for dual, associate or honorary life members. A \$10.00 fee may be charged bowlers who may be spending a period of one month or more in the San Jose area and who would like to participate in interclub tournaments.

ARTICLE XI. Dues

Annual and pro-rated dues for the ensuing year shall be as established by the Board at the third quarterly Board meeting. The amounts will be recorded in the minutes and posted in a prominent place on the Club bulletin board and on the Club website.

Dues for the next year will be collected starting December 1st and become delinquent after January 15th of the membership year.

ARTICLE XII. Delinquent Dues

Any member not paying their annual dues by January 15th shall forfeit membership and shall be denied all Club privileges.

Subject to the approval of the Board, such delinquent member may be reinstated upon written request to the Board and payment of dues for the full current year.

ARTICLE XIII. Honorary Life Membership

Members or others who have performed outstanding service for the Club may be made Honorary Life members by an affirmative vote of three quarters (3/4) of the members present at a regular or special meeting. All membership fees will be paid by the Club.

ARTICLE XIV. Expulsion or Suspension

Any member guilty of conduct unbecoming a member of the Club may have his or her membership revoked or suspended for cause subsequent to a review by the Board and a majority vote of the Board's members. A suspension shall be for a period of not less than one month.

ARTICLE XV. Guests

Upon approval of the Board, members from other clubs shall have full privileges of the greens and such other facilities as the Club may have to offer.

ARTICLE XVI. Compliance with Regulations

All members are expected to be conversant with and to comply with the provisions of the Club's Constitution and By-laws and those of the United States Lawn Bowls Association.

ARTICLE XVII. Calendar Year and Fiscal Year

The Club calendar and fiscal year shall be from January 1st to December 31st.

The State Income Tax Identification Number is #D51-6684 applied for January 27, 1972 and received March 27, 1972. The Federal Income Tax Identification Number is #237154939 received March 30, 1967.

Regarding the Club, the IRS instructions state, "As a Social Welfare Organization, contributions to you are not deductible by donors."

ARTICLE XVIII. Meeting Procedure

Club regular meetings and Board meetings shall be conducted in accordance with Robert's Revised Rules of Order.

ARTICLE XIX. Dissolving the Club

In the event the Club should disband, all Club-owned Property shall be sold or donated to other clubs. The proceeds plus any funds on hand shall be contributed to a charitable institution to be selected by the membership at a regular Club meeting.

Originally approved at a regular meeting held on February 28, 1966

Amended and approved at a regular meeting on September 26, 1966

Amended and approved at a regular meeting on March 31, 1969

Amended and approved at a regular meeting on September 8, 1970

Amended and approved at a regular meeting on June 26, 1972

Amended and approved at a regular meeting on September 26, 1976

Amended and approved at a special meeting on October 16, 1982

Amended and approved at a regular meeting on October 5, 1985

On motion duly made and seconded, the foregoing By-laws, as amended, have been adopted on this day of July 2004, and shall replace the By-laws adopted on October 5, 1985.

Amended and approved at a regular meeting on December 16, 2006

Amended and approved at a regular meeting December 5, 2010

STANDING RULES of the SAN JOSE LAWN BOWLS CLUB, Inc.

As Amended on December 5, 2010

Dress Code:

Unless otherwise posted, bowlers are to wear white or cream dress for Club sponsored and PIMD events. At all times smooth flat-soled shoes, without heels, are the only shoe allowed on the green during play.

Running On The Green:

Since running on the green constitutes an unnecessary annoyance to other bowlers, it is requested that bowlers refrain from running on the green during daily draw games.

Draw Games:

Draw games shall start promptly on time. Late comers may only enter games in progress at the invitation of the players. Late comers may not make up a new game, but may practice if rinks are available. Members are requested to have their names in at least ten (10) minutes prior to the draw.

All players using the green in practice prior to the draw must bowl at right angles to the direction of the daily games, and are expected to have all equipment replaced before the draw takes place.

Challenge and Make-up Games:

Challenge and make-up games are allowed on Sundays and holiday (recognized by the City of San Jose) or before or after the regular draw games provided:

- There are rinks available and with the permission of the Games and Greens Committees.
- They in no way have preference over draw games, competitions, etc. when rinks may otherwise be needed.

Tournament and Practice Games:

Tournament games and team practice games may be played during the regular draw games provided rinks are available, they do not interfere with the regular draw games and prior approval has been granted by the Greens Committee.

Coaching and Practice:

Coaching and practice may be conducted at any time the greens are available. Practice before draw or tournament games must be at right angles to the established direction of play and must stop before the draw or tournament starts. Coaching may, with the permission of the Games Committee, continue during the regular draw games providing rinks are available. Any member who may coach friends or relatives must insure that new bowlers have been approved by a member of the Coaching Committee before their names are placed into the draw games. To be approved, a new bowler must:

- Be able to deliver a bowl without damage of any kind to the green.
- Be able to deliver a bowl on either hand.
- Be able to roll a jack and center it properly.
- Be familiar with the more common terminology of lawn bowling.
- Be familiar with the etiquette of lawn bowling.

Since no two people have the same inherent abilities, the time required to acquire lawn bowling skills will vary from student to student.

Etiquette and Rules are learned during draw games provided there is a base on which to build and provided experienced players try to help the new bowlers. Student bowlers should be provided with copies of such printed material as the Club has available regarding the laws of etiquette of lawn bowling.

Equipment:

All bowlers, health permitting, are requested to help set out equipment and to return it to storage. The Greens Committee has the responsibility for establishing the direction and color for each game played. The Games and Rules Committee has the responsibility for seeing that equipment such as jacks, mats, rakes and scoreboards are available. The skips have the responsibility to see that all equipment is returned to storage.

Tournament Rules:

San Jose Lawn Bowls Club Tournament Rules shall be in accordance with PIMD Tournament Rules & Regulations, except where such rules are altered by the Tournament Chairman prior to the start of the event, and with the understanding of the participants. These alterations should include rules of play, scoring, delays, make-up games, handling ties, etc.

Original Prepared by:

Tom Mansfield

Murray Brunt

Ross Shumway

Originally approved August 31, 1982.

On motion duly made and seconded, the foregoing Standing Rules, as amended, have been adopted on this 4th day of July 2004, and shall replace the Standing Rules adopted August 31, 1982.

Amended and approved at a regular meeting December 5, 2010