

**BYLAWS
of the
NEWPORT HARBOR LAWN BOWLING ASSOCIATION
(Revised and amended December 2011)**

ARTICLE I – NAME

This association shall be known as the NEWPORT HARBOR LAWN BOWLING CLUB, A California nonprofit corporation.

ARTICLE II – PURPOSE

The purpose of this Club is to promote the game of lawn bowls within the City of Newport Beach and its environs.

ARTICLE III – MEMBERSHIP

Section 1: Classes of Membership. There shall be two (2) classes of membership as follows:

- a. Members: Defined as persons supporting the activities of the Club.
- b. Honorary Members: Defined as persons who may be selected from time to time for such membership by action of the Board of Directors. Such members shall not have voting rights or hold elective office in the Club and shall be exempt from paying dues or assessments.

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

Section 3: Membership Cards. Cards attesting to Club membership shall be furnished by the Secretary, as requested, to all members in good standing who have paid dues as hereinafter established.

Section 4: Forfeiture of Membership. Members may have their membership cancelled at the discretion of the Board of Directors under the following conditions:

- a. Failure to pay prescribed 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. 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 the special meeting of the Board of Directors called to take action on the charges, at which the accused member will be given full opportunity to be heard. Membership cancellation shall thereafter be considered, and only on affirmative vote of two-thirds (2/3) of the entire board, shall the cancellation be made effective and the accused member notified thereof in writing.

ARTICLE IV – DUES, FEES AND ASSESSMENTS

Section 1: Dues. Annual dues for all members shall be in an amount recommended by the Board of Directors and approved by members at the regular annual meeting of the Club. Dues shall be due on the first (1st) day of January and payable no later than the fifteenth (15th) day of February for the ensuing year. Dues for new members shall be prorated quarterly, and this prorated charge shall be payable on the date the member is accepted. Members who have not paid their dues on or before the fifteenth (15th) day of February shall be considered delinquent and be omitted from the current roster. The Board of Directors shall have the authority to increase or decrease the annual dues without membership approval by an amount not to exceed ten dollars (\$10) in any one calendar year.

Section 2: Initiation Fees. An initiation fee for new members shall be in an amount recommended by the Board of Directors and approved by members at the annual meeting of the Club. This fee shall entitle such new member to receive, without additional charge, one name badge, one club pin, and one key.

Section 3: Greens Fees. The Board of Directors shall establish any reasonable daily greens fee to be deposited in the fee collection box prior to starting a game. The same fee applies when greens are used for practice if player does not participate in the day's game; fee is to be deposited by player in the fee collection box.

Section 4: Guest and Visitor Fees.

a. Beginners: Any Guest who is a beginner who wishes to learn the game of Bowls may receive free lessons and will not have to pay any fees. If after one (1) month, a beginner wishes to continue their bowling activities, they must become a member.

b. Guests of Members: Guests who are not current members of any Lawn Bowling Club who wish to lawn bowl on our greens must be accompanied by a member of the Club and shall pay a Daily Guest Fee as established by the Board of Directors.

c. Guests from Other Lawn Bowling Club: Guests who are current members of other lawn bowling clubs who wish to lawn bowl on our greens for practice or play shall pay a Daily Guest Fee as established by the Board of Directors.

d. Excessive Use: If it is determined that a member from another club or any other Guest is using our greens excessively or on a regular basis, the Board of Directors can require that person to join the Club if they wish to continue their bowling privileges.

Section 5: Assessments. Special assessments may be levied on members, providing any such assessment is recommended by the Board of Directors and approved by a majority of the Active members present at an annual or special meeting.

Section 6: USLBA Dues. All members whose primary Bowling Club is Newport Harbor shall automatically become members of USLBA. The annual dues prescribed by USLBA shall be paid from the Club treasury not later than March first (1st) of each year.

ARTICLE V – MEETING OF MEMBERS

Section 1: Annual Meetings. The annual meetings of the Club members shall be held on the first (1st) Saturday of December of each year at the Clubhouse for the purpose of electing officers and directors, receiving and passing on annual reports of the President, Secretary, Treasurer and Committee Chairmen, 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 and given to each Club member either personally or sent by US mail or email by the Secretary not less than fifteen (15) days prior to the scheduled date.

Section 2: 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 members and stating therein the purpose of the petition for the meeting, in which event it shall be incumbent on the President to order such meeting to be held within thirty (30) days thereafter.

Notice of all special meetings 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 3: Quorum. The presence of in excess of twenty-five (25) members at any annual or special meeting shall constitute a quorum for the transaction of business.

Section 4: Order of Business. The order of business at meetings of Club members shall be as follows:

1. Call to order.
2. Roll call.
3. Reading of minutes of preceding meeting. Applies only to annual meetings unless otherwise directed by the President and may be waived by a majority vote of the members present.
4. Report of officers and committee chairpersons. Ordinarily applies only to annual meetings or to any special meetings at which such reports are deemed appropriate.
5. Unfinished business.
6. Election of Officers and Directors. Applies only to annual meetings.

7. New business.
8. Matters pertaining to the good and welfare of the Club.
9. Adjournment.

Section 5: Voting. All actions subject to vote by Club members shall be determined by majority vote of those members present, unless otherwise provided in these Bylaws. Voting shall be by any manner adopted at the meeting and shall follow the parliamentary procedures recommended by *Roberts Rules of Order*.

ARTICLE VI – OFFICERS AND DIRECTORS

Section 1: Officers. Club officers shall consist of President, Vice President, Secretary, and Treasurer, each of whom shall be a 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 successor.

Section 2: Directors. The Board of Directors shall consist of nine (9) Directors, to wit: the four (4) Club officers, four (4) other Active Club members, and the Immediate Past President and, except as otherwise provided hereinafter, shall be elected to serve a term of one (1) year or until selection of a successor. In the event of the election of a President to serve for another term “Immediate Past President” shall be construed to mean the last predecessor in that office.

Section 3: Nominations. At least thirty (30) days before the date of an annual meeting, the President, with the approval of the Board of Directors, shall appoint a Nominating Committee of three (3) members, none of whom is currently an Officer or Director of the Club. This committee shall solicit and identify one or more candidates for each of the respective offices of President, Vice President, Secretary, and Treasurer, and four (4) Directors from the membership and shall post the name of such candidates on the Club bulletin board at least fifteen (15) days prior to the date of an annual meeting. Other nominations may be made from the floor at an annual meeting, immediately following submission of the report of the Nominating Committee.

Section 4: Elections. Officers and Directors shall be elected by a majority vote of those members present at an annual meeting and shall assume offices at the conclusion of the annual meeting.

Section 5: Vacancies. If for any reason, any of the nine (9) 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. Any vacancy on the Board of Directors occurring in the interim period between annual meetings may be filled by a majority vote of the Directors (or remaining Directors, though less than a quorum) and each person so elected shall hold office until the ensuing annual meeting.

ARTICLE VII – DUTIES OF OFFICERS

Section 1: 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 committees and a voting member of the membership 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 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.

Section 3: Secretary. The Secretary shall keep a record of the minutes of all meetings 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 addresses, send out proper notice of all meetings and issue membership cards to members, as requested. The Secretary shall submit reports at annual meetings and at such other meetings as may be requested by the President.

Section 4: 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 institutions as may be designated by the Board of Directors, and make proper

disbursements of such Club funds. The Treasurer and one other Club officer shall each be authorized by the Board of Directors to deposit and remove Club funds from these financial institutions.

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.

Except for payments made pursuant to provisions of a duly executed contract or other provisions set forth in these Bylaws, any single disbursement in an amount exceeding five hundred dollars (\$500) shall require approval by the Board of Directors before issuance of a check thereof. Any proposed disbursements of Club funds from any financial institution for any reason or purpose in which total costs exceed ten thousand dollars (\$10,000) requires prior majority approval of the members during a meeting of the membership.

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. A written report covering the Club's financial transactions during the past year shall be submitted by the Treasurer at annual meetings of Club members.

ARTICLE VIII – DUTIES OF BOARD OF DIRECTORS

Section 1: Powers. Subject to limitations of these Bylaws and with respect to actions 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 elect and expel members, to supervise 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 and other financial agreements on behalf of the Club.

Section 2: Meetings. Regular meeting of the Board of Directors shall be held on any day during the first ten days of each month, or on the next practicable day nearest thereafter, at such time and place as may be designated by the President. Special meetings may be called at the request of the President or at the request of three (3) or more Directors. Reasonable notice of all meetings shall be given to each Director by the President or Secretary. The Board Meeting format shall follow the parliamentary procedures recommended by *Roberts Rules of Order*.

Section 3: Quorum. Except as otherwise provided in these Bylaws, the presence of five (5) 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. Unless otherwise specified, the size of each committee shall be at the discretion of the President.

Section 2: Membership Committee. This committee shall receive and act on each new application for membership. The committee shall be responsible to acquaint the applicant with the duties, privileges and rights of membership, dues and fees, playing rules, etiquette of bowling, and arrangements for necessary training. Applications for membership should be submitted, together with payment of dues and fees, to the Board of Directors for approval and subsequently to the Secretary for appropriate action. The committee shall also oversee new member recruiting and open houses.

Section 3: Greens Committee. This committee shall supervise the maintenance and upkeep of the bowling green and all related equipment, preparation of greens for play, use of greens for play, and shall rule on playing conditions, such as use 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 but shall not have the authority for the engagement of his services or for determining the rate of remuneration thereof, except as directed by the Board of Directors.

Section 4: Clubhouse Committee. This committee shall have the responsibility for maintenance and upkeep of the Clubhouse and related furniture and equipment. 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 fixtures except as directed by the Board of Directors.

Section 5: Welfare Committee. This committee shall be responsible for keeping in touch with members who have been physically unable to join in Club activities.

Section 6: Hospitality Committee. This committee shall be responsible for arranging for food and drink for members and guests on special occasions or as directed by the President.

Section 7: Publicity Committee. This committee shall be responsible for arranging for publicity regarding Club activities in the local press and in the club newsletter.

Section 8: Club Bowling Committee. This committee shall be responsible for arranging the makeup of teams for regular games and endeavoring, within their ability, to balance the teams so as to provide interest for the skilled bowlers and incentive for the less experienced members.

Section 9: Social Committee. This committee shall have the responsibility for sponsoring, from time to time, social and recreational activities for members, their families and guests. Dates, funding and fees shall require prior approval by the Board of Directors.

Section 10: Tournament Committee. This committee shall be responsible for all Club tournaments. The chairperson shall have power to appoint sub-chairmen to arrange teams for all local and interclub tournaments.

(Add following):

Section 11: Financial Review Committee. This committee shall be established at the beginning of each year with the purpose of providing internal accounting review designed to assure reasonable safeguards of Club assets and to confirm the existence of proper financial records for the Club. The Committee shall be made up of three (3) members, none of whom are on the Board of Directors. The review shall take place following the filing of the Club's annual tax returns, the finding and recommendations of which will be reported to the membership at the annual meeting.

Section 12: Other Committees. The President may appoint such other committees as may be required to function in Club matters.

ARTICLE X - MISCELLANEOUS

Section 1: Colors and Emblems. The colors of the Club shall be blue and yellow. The Club emblem for use on pins and pocket patches shall be approved by the Board of Directors.

Section 2: Playing Rules. The rules of the United States Lawn Bowling Association shall govern play at this Club.

ARTICLE XI - AMENDMENTS

These Bylaws may be amended by a two-thirds ($\frac{2}{3}$) vote of the members present at any annual or special meeting of the Club, provided that a written notice of the proposed amendments shall have been posted on the Club bulletin board at least fifteen (15) days prior to the meeting.