

# Cathedral Short Mat

## Bylaws

### **Article 1 – Name**

The official name shall be the Cathedral Short Mat, hereinafter referred to as the “CSM”

### **Article 2 – Objectives**

To promote, foster and safeguard the game of Indoor Short Mat by doing the following:

- 2.1 To encourage social fellowship among short mat bowlers.
- 2.2 To maintain membership in and support of Bowls Saskatchewan Inc.

### **Article 3 – Address**

- 3.1 The physical address of the Club is:

3820 Victoria Avenue  
Regina, SK S4N 0N7

- 3.2 The mailing address of the Club is:

Cathedral Short Mat  
39 Wilkinson Avenue  
Regina, SK S4S 6C2

### **Article 4 – Membership**

- 4.1 There shall be the following classes of membership:

- 4.1.1 Full-time Member
- 4.1.2 Part-time Member
- 4.1.3 Other Membership as required by the Club

- 4.2 The privileges and responsibilities of class of membership shall be as follows:

- 4.2.1 Full-time Member
  - Must be nineteen (19) years of age.
  - Shall have paid all fees as set out by the CSM at the beginning of the season.
  - Membership is valid from November 1 to October 31 of each year.
  - May participate in all CSM activities.

- Entitled to stand for election at the Annual General Meeting.
- Allowed to vote at the Annual General Meeting.
- Allowed to make representation before the Board at Regular Board Meetings.
- Allowed to request a Special General Meeting if the member is a full registered member in the current season.
- Allowed to vote at a Special General Meeting if the member is a full registered member in the current season.
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#### 4.2.2 Part-time Member

- Must be nineteen (19) years of age.
- Shall have paid all fees as set out by the CSM at the beginning of the season.
- Membership is valid from November 1 to October 31 of each year.
- May participate in all CSM activities.
- Cannot stand for election at the Annual General Meeting.
- Is not allowed to vote at the Annual General Meeting.
- Is not allowed to make representation before the Board at Regular Board Meetings.
- Is not allowed to request a Special General Meeting.
- Is not allowed to vote at the Special General Meeting.

#### 4.2.3 Other Member

- As determined by the Cathedral Short Mat Club Board of Directors as required.
- Not entitled to stand for election at the Annual General Meeting.
- Not allowed to vote at the Annual General Meeting.
- Not allowed to make representation before the Board at Regular Board Meetings.
- Not allowed to request a Special General Meeting.
- Not allowed to vote at the Special General Meeting.

#### 4.2.4 RLBC Membership Policy

The RLBC Membership Policy applies to all members of the CSM.

## **Article 5 – Board Structure**

5.1 The structure of the Cathedral Short Mat Board of Directors, hereinafter called the “Board” shall be as follows:

5.1.1 Executive Officers – Past President, President, Vice-President, Secretary and Treasurer. The positions of Secretary and Treasurer may be combined. In order to be elected or acclaimed to an Executive Position, the member must be a full time member.

- 5.1.2 Directors – The Directors shall be determined as required and the positions and duties defined in the Regulations. In order to be elected or acclaimed to a Director position, the member must be a full time member.
- 5.1.3 Officers are elected for a 2 year term. Officers may stand for re-election when their term is up.
- 5.2 The Board may appoint committees as required. The committees must report back to Board on a regular basis as determined by the Board.
- 5.3 One member of the Executive shall be the liaison between the Regina Lawn Bowling Club Board Inc. of Directors and Cathedral Short Mat.

## **Article 6 – Signing Authority**

- 6.1 The signing authorities of the Club shall be any two of the Treasurer, President, Vice-President, Secretary and one other position as determined by the Board.
- 6.2 All signing authorities must be at arm’s length.
- 6.3 The payment of any expenditure shall have two (2) signatures of the approved signing authorities on the cheque.
- 6.5 Signing of blank cheques in advance of expenditure approval by one or more of the signing authorities is strictly prohibited.

## **Article 7 – Fiscal Year**

- 7.1 The Fiscal Year shall be from November 1 to October 31.

## **Article 8 – Meetings**

- 8.1 Annual General Meeting
  - 8.1.1 The Annual General Meeting shall be held at a time and place to be determined by the Board.
  - 8.1.2 At least seven (7) days notice of the date of the Annual General Meeting shall be given to the general membership.
  - 8.1.3 Two members of the current Executive and two other members will constitute quorum.

8.1.4 The meeting shall hear all pertinent annual reports and shall transact all business, including election of officers and directors, as may properly come before it.

## 8.2 Special General Meetings

8.2.1 Any Full-time Member may request a Special General Meeting by making his or her request in writing to the Secretary, stating clearly the reason for the request.

8.2.2 The request shall be considered by the Board and if deemed of sufficient importance the meeting shall be called at a time and place determined by the President.

## 8.3 Board Meetings

8.3.1 Board Meetings shall be held at the call of the President who will name the time and place of such meetings. Notice of Board meetings and Agenda shall be given at least seven (7) days prior to date of the meeting.

8.3.2 The quorum for a Board Meeting shall consist of at least two (2) Executive and one (1) Director.

8.3.3 A Full-time Member may request to make a presentation at a Board Meeting. Once the presentation has been made, the President will request the Member to retire from the Meeting.

## 8.4 Committee Meetings

8.4.1 Committees may meet as required, but must report back to the Board.

8.4.2 The President shall be an ex-officio member of the committee.

## 8.5 Meeting Procedure

8.5.1 All meetings shall be conducted in accordance with Robert's Rules of Order.

# **Article 9 – Bylaws and Regulations**

9.1 Amendments, additions or deletions to the Bylaws shall only be made at the Annual General Meeting.

9.2 Notification of such proposed amendments shall be given to the Club Secretary at least seven (7) days prior to the Annual General Meeting.

9.3 The Board may pass Regulations that are ancillary to and not inconsistent with these Bylaws for the purpose of carrying out the provisions of these Bylaws. Amendments, additions or deletions to the Regulations shall come in to effect if approved by a two-thirds majority of the Board members present and voting.

## **Article 10 – Committees**

- 10.1 The Board may appoint, combine or terminate as many committees as required for the functioning of the Club. Refer to Regulations for a list of Committees.
- 10.2 All committees are accountable to the Board and must report back to the Board on a regular basis as requested by the board of directors.

## **Article 11 - Dissolution**

- 11.1 If the Board concludes that the CSM can no longer function as a viable organization, then dissolution will be considered.
- 11.2 All assets remaining after the payment of all liabilities shall be given to the Regina Lawn Bowling Club Inc.
- 11.3 All Bowls Saskatchewan Inc. equipment will be returned to Bowls Saskatchewan Inc.