

**CORONADO LAWN BOWLING CLUB  
BY-LAWS**

Article I  
*Duties of the President*

The President, or if absent, the Vice-President shall preside at all meetings of the Club and the Board of Directors. If the President and the Vice-President are absent, the Secretary/Treasurer or other Board Member, in that order, shall preside. The President shall appoint all committees and teams. The President will appoint committee and team members with the assistance and input of the Committee Chairs and Team Captains.

Article II  
*The Vice-President*

The Vice-President shall act as President in the absence of the President and perform such other duties as are assigned by the President.

Article III  
*Duties of the Secretary/Treasurer*

The Secretary/Treasurer shall collect and receive all dues and other monies of the Club and disburse them under the direction of the Board of Directors, keeping proper records of receipts and disbursements. The Secretary/Treasurer shall make a statement of the accounts of the Club for the preceding year at each annual meeting and whenever requested by a vote of the Club or the Board of Directors. The Secretary/Treasurer's records shall be audited whenever directed by the Board of Directors. The Secretary/Treasurer will take responsibility for the payment and renewal of all required Insurance Premiums and shall perform such duties as may be assigned by the President.

Article IV  
*Duties and Powers of the Board of Directors*

- Section 1. The President will outline the duties and responsibilities of the individual Directors based upon their particular interests and talents; however, each Director is expected to take a lead role in Membership, Special Events, or in other areas as represented by the Committees and Teams.
- Section 2. The Board of Directors, acting through the President, or another officer specifically designated to do so, shall negotiate and consummate a working agreement with the City of Coronado by and through its Director of Parks and Recreation for the use of the City's Green and such extensions and modifications thereof as are in the interest of the Club and its' members.

- Section 3. The Board of Directors shall establish specific categories of club memberships; establish annual membership dues and additional club fees in conjunction with and with the approval of the Director of the Parks and Recreation Department of the City of Coronado; authorize contracts and payments for the ordinary expenses of the Club, but not make the Club liable for any debt or expense beyond the amount of money then in the treasury; arrange for meetings of the Club; invite to the meetings and tender hospitality to visiting bowlers and other persons; publish a list of members for the members; aid in carrying out the objectives and purposes of the Club; and exercise all powers of the Club, except as otherwise provided by these By-Laws or ordered by the Club.
- Section 4. Any vacancy occurring on the Board of Directors in the interval between annual meetings may be filled by the Board by electing a member to hold office until that position is up for election. In the absence of and until Board action, the President may appoint a member to fill such office.
- Section 5. The Board will meet regularly each month, as arranged by the President. If the President determines that there is no need for a meeting in a given month, he/she may cancel the meeting for that month. Additional meetings shall be called upon request of the President or of three (3) Board members, upon reasonable notice of the time and place to the other members. Four (4) members of the Board shall constitute a quorum.
- Section 6. If any Board member is absent for three (3) consecutive regular meetings, without giving acceptable reason to the Board members, the Board may remove that member from the Board and declare vacant the office the member may hold. The vacancy produced may be filled under the provisions of Section 4 above.

Article V  
*Meetings of the Club*

- Section 1. An annual meeting of the Club will be held in the month of November or December of each year, at the call of the President. If the President determines that there is no need for an Annual Meeting, such meeting will not occur.
- Section 2. A special meeting may be called by the President, the Board of Directors, or whenever ten (10) members of the Club make a written request to the President. Each request by such ten (10) members shall state one object for which that special meeting is called and business not relating to that object shall not be in order at the meeting.
- Section 3. A quorum at any meeting of the Club shall be one-third (1/3) of its members who have voting rights.

Article VI  
*Fiscal Year*

The Fiscal year of the Club shall be the calendar year.

Article VII  
*Election of Officers and Members of the Board of Directors*

- Section 1. A Nominating Committee, appointed by the President, shall call for nominations from the Membership during the month of October and will present a list of candidates for any offices and positions that are up for election by November 1. Any full time member is eligible to nominate and hold office. Nominations shall be closed on the last day of October. The Nominating Committee will verify that all nominees are willing to run for the office and to serve.
- Section 2. A ballot shall be made available to all members and votes shall be cast during the month of November ending on the last day of November. The Nominating Committee Chair shall receive the ballots and the Nominating Committee shall count the ballots. Ballots may be cast on paper or electronically.
- Section 3. The new Board members will be notified of the outcome of the election and then an announcement will be made to the Membership. The new Board will be installed at the Annual Holiday Party or at another time as designated by the current Board.

Article VIII  
*Annual Dues*

- Section 1. The annual dues, for each specific membership category payable January 1<sup>st</sup> shall be established by the Board of Directors with the approval of the Director of the Parks and Recreation of the City of Coronado no later than November 15<sup>th</sup> prior to the annual meeting and proceeding the date when the fee becomes due. The Club may at any special meeting assess supplementary dues if circumstances warrant.

Article IX  
*Use of Greens, Bowls and Other Equipment*

A rental charge may be made for the use of the Green, bowls and other equipment by the members, guests and/or invitees as deemed appropriate and approved by the Board of Directors and approved by the Director of Parks and Recreation of the City of Coronado.

Article X  
*Resignations*

Any member may withdraw from the Club by giving a written notice of resignation to the Secretary. No refund of dues will be granted.

Article XI  
*Expulsions and Suspensions*

The Board of Directors shall have the power, by vote of two-thirds (2/3) of a quorum present (a quorum being 4 officers of the Board) and voting, to suspend or expel any member. The action is subject to appeal to the Club to be filed with the President within thirty (30) days after the date of sending notice of the action of the Board by U. S. Mail to the suspended or expelled member. Within 30 days after receiving an appeal, the President of the Club shall call a meeting of the club membership to review the action of the Board. The appeal may be denied or upheld by a 2/3 vote of a quorum (a quorum being 1/3 of the total members) present at the meeting.

Article XII  
*Amendments*

The By-Laws may be amended by a two-thirds (2/3) vote of a quorum (a quorum being 1/3 of the total members) of eligible voting members present at an annual meeting or special meeting called for that purpose. The proposed amendment must be signed by at least three (3) members and submitted in writing to the Board of Directors or proposed by the Board of Directors. Each member shall be sent a copy of the proposed amendment by U. S. Mail or Email at least seven (7) days before the date of the meeting. Amendments shall be in effect immediately following the 2/3 affirmative vote or a quorum (a quorum being 1/3 of the total members) at the annual or special meeting in which they are proposed.

End of Document; approved and confirmed as of September 12, 2013.