

Village Green Lawn Bowls Club

By-Laws

2016

ARTICLE I — NAME

- A. The club shall be called "Village Green Bowls Club" (VGBC), hereinafter referred to as "The Club", with Green and Clubhouse located at 200 DeSoto Park Lane, Hot Springs Village, Arkansas. The official year of the club for all purposes shall be the calendar year.

ARTICLE II— OBJECTIVES

- A. The objectives of The Club shall be to promote, foster and safeguard the game of lawn bowling, while creating a friendly atmosphere among its members in Hot Springs Village, and with other clubs which seek to uphold the traditional standards of the game in Arkansas and the Mid-South.
- B. The Club will enforce the rules and regulations entitled "Laws of the Sport of Bowls" as published by Bowls USA.

ARTICLE III — MEMBERSHIP

- A. Membership in The Club is open to both property owners and non-property owners of Hot Springs Village and their immediate families (16 years of age or older), who have paid the required amenity fee to the POA.
- B. Participation in Leagues and Tournaments is open to any member in good standing (dues and amenity fees paid for the current period).

- C. Members of the VGBC are expected to abide by the rules and regulations as mentioned above and to conduct themselves with the courtesy traditionally associated with the sport.
- D. Should membership be suspended or terminated for any reason, a request to be reinstated must be accompanied by the payment of the dues owed and be approved by the Board.

ARTICLE IV — DIRECTORS AND OFFICERS

- A. The Board of Directors of The Club shall consist of seven members to be elected at the Annual Meeting by a simple majority of The Club members in attendance, a quorum (see Article IX, section D) being present.
- B. Terms of Office. Directors are elected to two year terms.
- C. The Board shall organize itself at the January Board meeting and designate the following officers: President, Vice President, Secretary, Treasurer, Publicity Chairperson, and two League and Tournament Directors.
- D. Not later than October 15th, the President shall appoint a Nominating Committee of two members, neither of whom shall be a current Director. This Committee shall nominate a slate of members to be elected as Directors at the Annual Meeting and serve the ensuing term. The slate shall be distributed electronically to all members not less than 30 days before the annual meeting.
- E. At the Annual Meeting, any member may nominate a member for the Board from the floor.
- F. If more than one candidate is nominated for any position, the voting shall be by secret ballot.
- G. The Board of Directors may appoint a member to fill a Vacancy on the Board, and may also appoint an assistant to any officer (other than

the President) who may be temporarily unable to serve. The assistant shall perform the duties for which he/she is appointed.

ARTICLE V — DUTIES OF OFFICERS

- A. The President shall generally supervise and direct the affairs of The Club and shall preside at all meetings of The Club and the Board of Directors. He/She shall enforce, through the Board of Directors, rules and regulations of The Club. He/She shall be an ex-officio member of all committees and shall execute, as approved by the Board of Directors, all contracts and other documents on behalf of The Club. The President may establish any committees deemed necessary.
- B. The Vice President shall take the place of and discharge the duties of the President when the President is unable to perform those duties. The Vice President shall be responsible for recruitment and building of membership for The Club.
- C. The Secretary shall make and keep full and correct minutes of all meetings. He/She shall conduct all correspondence and generally carry on the clerical work of The Club. The Secretary shall maintain the official Membership Roster of The Club.
- D. The Treasurer shall receive and deposit in The Club's account, in a Bank to be designated by the Board of Directors, all funds of The Club. He/She shall pay the expenses of The Club that have been approved by the Board of Directors. A Petty Cash fund may be authorized to facilitate prompt payment by the Treasurer of minor expenses. The Treasurer shall keep an itemized account of all financial transactions. His/Her books and records shall, at all times, be open for inspection by any member of The Club. They shall be balanced and audited annually. At the Annual Meeting, the Treasurer shall render a detailed financial account of all transactions during the then closing year, together with The Club's present Assets and Liabilities.

ARTICLE VI— AUDIT

- A. An auditor, who shall be a member of The Club and duly appointed for such purpose by the Board of Directors, shall audit the accounts of the Treasurer, examine the vouchers for expenditures made, and certify the bank balance. The auditor's report, duly signed, shall be presented to the Board of Directors by February 15th of each year.

ARTICLE VII — BOARD OF DIRECTORS

- B. The Board of Directors, consisting of seven members, shall be a general board of management and shall conduct such business that is not required to be transacted at general meeting of The Club.
- C. The President, Vice President, or any three other members of the Board of Directors, may call for and convene a meeting of the Board of Directors at any stated time by serving the Secretary a request in writing for such meeting and stating the business for which the meeting is called. The Secretary shall give due notice to all members of the Board.
- D. Four Members of the Board of Directors shall constitute a quorum. Meetings of the Board shall be held as business of The Club warrants, and at such meetings the President, Vice President, or Treasurer shall be in attendance.
- E. Votes taken electronically, between meetings, shall be reported and recorded in the minutes of the next Board meeting.
- F. The board of Directors shall adjudicate all complaints made in writing to the Secretary and their decision shall be conclusive and final.

ARTICLE VIII— STANDING COMMITTEES

- A. The duties of each Standing Committee shall be such as the name indicates.

ARTICLE IX — MEETINGS

- B. All meetings of the Club shall be held at such place as the Board of Directors may decide prior to calling each meeting.
- C. The Annual Meeting shall be held on any day between December 1 and December 10.
- D. Special meetings at stated times may be called by the President or three Board members, provided the Secretary has been notified in writing of the reason for such meeting. The Secretary shall advise all members of The Club, electronically, of called meetings at least 15 days prior to each such meeting (except for meetings held for the purpose of amending the By-Laws, covered separately in Article XIV).
- E. At meetings of membership one-third (1/3) of all members in good standing shall constitute a quorum.

ARTICLE X — ORDER OF BUSINESS AT ANNUAL MEETINGS

- A. The Order of Business at the Annual Meeting shall be:
 - 1. Approval of the minutes of the preceding Annual meeting. (Minutes shall be printed out with copies for the Members to read)
 - 2. Treasurers Report
 - 3. Annual Report of the President, including correspondence
 - 4. Report of each Standing Committee Chairperson
 - 5. New and unfinished business
 - 6. Election of Directors for the ensuing term
 - 7. Adjournment

ARTICLE XI — VOTING AT MEETINGS OF THE CLUB

- A. Except as provided for in Articles IV and XIV, the process of voting may be determined in any manner adopted by the meeting. Matters shall be passed by a simple majority of those in attendance, a quorum (See Article IX, section D) being present. Only members may vote.

ARTICLE XII — RULES

- A. Roberts' Rules of Order shall govern all procedures not specifically covered in these By-Laws.

ARTICLE XIII— ANNUAL DUES

- A. Membership dues for each calendar year shall be payable by February 15 of each year. Membership dues shall be changed only by vote of The Club members. Any such change shall be announced electronically to all members of the club.

ARTICLE XIV - AMENDMENTS

- A. These By-Laws may be amended only at a general meeting by the affirmative vote of the majority of those members in attendance, a quorum,(see Article IX, Section D), being present. Notice of any proposed amendment or change to the By-Laws shall be distributed electronically to members at least 30 days in advance of such meeting.

Adopted December 6, 2016