

OCTOBER 2025
CONSTITUTION AND BY-LAWS

of

BOWLS NEW BRUNSWICK BOULINGRIN INC.

BOWLS NEW BRUNSWICK BOULINGRIN INC.

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CONSTITUTION AND BY-LAWS OF

BOWLS NEW BRUNSWICK BOULINGRIN INC.

ARTICLE

I

NAME

- 1.1 The Association shall be known as "Bowls New Brunswick Boulingrin Inc." hereinafter referred to as BNBB.

ARTICLE

II

OBJECTIVES

- 2.1 To promote, foster and safeguard the sport of lawn bowls in the Province of New Brunswick.
- 2.2 To cooperate, affiliate and hold friendly competitions with other lawn bowls associations.
- 2.3 To cooperate with Bowls Canada Boulingrin in endeavours to promote the National Championships and other special events.
- 2.4 To provide, adopt and enforce, for and among its members, the Laws of the Sport of Lawn Bowls.
- 2.5 To interpret doubtful questions of rules or practice when called upon by affiliated clubs.
- 2.6 To encourage among lawn bowlers the spirit of friendly rivalry and personal consideration which shall best preserve the finest traditions of the game.
- 2.7 To conduct games, competitions or tournaments of lawn bowls, and to act as custodial or trustee of prizes or trophies of any description.
- 2.8 To represent New Brunswick to Bowls Canada Boulingrin (BCB).

ARTICLE

III

OFFICE

- 3.1 The office of BNBB shall be the residence or business address of the Executive Secretary or at such place as the Executive Committee may from time to time determine.

**ARTICLE
IV**

MEMBERSHIP

- 4.1 Membership in BNBB shall be restricted to lawn bowling clubs in the Province of New Brunswick whose fees and assessments are up to date.
- 4.2 Application for membership to BNBB from any club in the Province of New Brunswick shall include:
- a) name of club;
 - b) copy of club by-laws;
 - c) total number of active members;
 - d) name and address of president and secretary.
- Application for membership must be submitted to the Executive Secretary thirty (30) days prior to the next Annual General Meeting of the Board of Directors.
- 4.3 BNBB shall have the power, after due investigation of the facts, to suspend or terminate the membership of any club or to refuse admittance to a new member club.
- 4.4 No member club shall resign from BNBB without giving the Executive Secretary of BNBB at least three (3) months notice of its intention to do so. No resignation shall release the member club from any obligation to BNBB (monetary or otherwise) contracted during membership.
- 4.5 Honorary Life Membership may be conferred on any person by unanimous vote at any meeting of BNBB.

**ARTICLE
V**

COMPOSITION OF THE BOARD OF DIRECTORS

- 5.1 The Board of Directors shall consist of all officers and delegates elected/appointed by each affiliated club. For clarity each club will have two delegates and one Director. All of the above shall have full voting powers at each annual, semi-annual, general and special meeting.
- 5.2 In the event a director or delegate cannot attend a meeting, a replacement should be named by the club president in their stead. Proxy votes will not be accepted.

**ARTICLE
VI**

OFFICERS OF BNBB

- 6.1 Officers of BNBB shall consist of:

Immediate (surviving) Past President
President

Vice-President
Executive Secretary
Treasurer
Directors - one per club

6.2 The term of office for all elected officers shall be two (2) years and officers may be re-elected.

ARTICLE
VII **EXECUTIVE COMMITTEE**

7.1 The Executive Committee shall consist of all officers as stated in section 6.1 above.

7.2 The purpose of the Executive Committee is:

- (a) To implement, manage and follow-up on the policy decisions of the Association.
- (b) To undertake the day-to-day administration of BNBB.
- (c) To represent BNBB in matters dealing with the Province of New Brunswick on provincial and national affairs.
- (d) To undertake any other essential matters of BNBB where a time delay would not be in the best interests of BNBB. Such matters shall be ratified at the next BNBB meeting.

ARTICLE
VIII **DELEGATES**

8.1 Each affiliated club will be entitled to two (2) delegates, elected or appointed by their club.

ARTICLE
IX **DIRECTOR - CLUB**

9.1 Each affiliated club will be entitled to one (1) director on the BNBB Executive. This director will be elected or appointed by their club and will become a member of the Executive Committee.

ARTICLE
X **ANNUAL GENERAL AND OTHER MEETINGS**

10.1 The Annual General Meeting of BNBB shall be on such date as the President and Secretary may appoint but not later than November 30th, at a time and place specified in the notice of meeting with not less than ten (10) days notice of such meeting, accompanied by an agenda and a copy of the minutes of the previous annual general meeting, and shall be forwarded to each club secretary and to each member of BNBB.

- 10.2 The President or any six (6) members of the Board of Directors may call a Special General Meeting of BNBB. The time and venue of the meeting will be decided by the Executive Secretary and President.
- 10.3 A quorum for all general meetings shall be fifty percent (50%) of the Board of Directors plus one (1).
- 10.4 At all general meetings, club delegates and members of the Executive Committee shall be entitled to one (1) vote. The President shall not vote except in case of a tie. Note: Committee Chairpersons (unless an officer or delegate) do not have a vote.
- 10.5 At each Annual General Meeting the Board of Directors shall elect officers to fill positions for which the term of office has expired.
- 10.6 In the event of more than one candidate for any office being nominated, the election will be by secret ballot. A Board of Scrutineers (not more than three 3) shall be appointed by the Board of Directors, consisting of officers not up for nominations.
- 10.7 Installation of elected officers shall be held at the conclusion of the business of the Annual General Meeting.
- 10.8 An audit or review shall be performed annually by an independent person appointed by the Board of Directors.
- 10.9 Should any of the offices of President, Vice-President, Executive Secretary, or Treasurer become vacant due to death or any other reason, the Executive shall have the power to fill any such vacancies.
- 10.10 All questions re interpretation or clarification of the laws of the game should be forwarded by the interested club to the Executive Secretary of the Association, who in turn will forward the question or questions to the Chairperson of the Rules Committee.

ARTICLE

XI

NOMINATING COMMITTEE – ELECTION OF OFFICERS

- 11.1 The Nominating Committee shall consist of the Past President who will act as Chairperson and one (1) member per club. Members shall be drawn by lot from the current Board of Directors delegates/directors. Eligible for draw are a maximum of one (1) delegate/director per club, excluding the club of the Nomination Committee's Chairperson.

- 11.2 The Nominating Committee will be appointed during the Semi-Annual Meeting. The Executive Secretary will distribute the nominations to the club secretaries and all officers and delegates prior to September 15.
- 11.3 Clubs, on receipt of the Nominating Committee's submission, may make additional nominations in written form. The Chairperson of the Nominating Committee will solicit nominations from the floor during the Annual General Meeting.
- 11.4 The Executive Secretary will include the names of all nominees in their annual report.

**ARTICLE
XII**

VOTING POWERS – ELECTION OF OFFICERS

- 12.1 For the election of officers, each member of the Executive Committee and each delegate will have one (1) vote. All voting shall be by secret ballot.

**ARTICLE
XIII**

ADMINISTRATION

- 13.1 The affairs of BNBB shall be conducted by the Board of Directors, with the exception of the powers delegated to the Executive Committee in Section 7.2 or otherwise by these Constitution and By-Laws.

**ARTICLE
XIV**

ATTENDANCE

- 14.1 Attendance at the BNBB's General Meetings is restricted to:
- a) the Board of Directors;
 - b) committee chairpersons or representative – with permission to speak on committee given topics only;
 - c) invited guests;
 - d) members of clubs (space permitting – must be silent observers)

**ARTICLE
XV**

DUTIES

- 15.1 Duties of the President
- a) The President shall preside at all Executive Meetings of BNBB, shall sign all instruments which require their_ and shall perform all duties incident to their office.

- b) The President shall exercise the general supervision and control of all affairs of BNBB. The President shall be the official representative of BNBB, and the President is empowered to act as they deem necessary on urgent matters within the bounds which may be entrusted to them from time to time by resolution of the Executive Committee or general meeting of the Board of Directors.
- c) The President may conduct a vote of the Executive Committee or members on any matter by mail and/or Email without a meeting when the President deems such a mail vote necessary due to an urgent situation.
- d) It is the duty of the President to present, at the BCB Presidents' Council Meetings, the views of BNBB and to report back to BNBB the decisions made, and the business transacted at the annual, semi-annual and special meetings of BCB.

15.2 Duties of the Vice-President

- a) The Vice-President, in the absence or inability or refusal of the President to act on instructions of the Board of Directors, shall be vested with all the powers and shall perform all the duties of the President. The Vice-President shall sign such contracts, documents or instruments in writing as requires their signature and shall have and perform all powers and duties incident to his/her office.
- b) The Vice-President shall exercise a general supervision and control over one or more committees, as assigned to them.
- c) The Vice-President will be responsible for amendments and additions/deletions to the Constitution and By-Laws and keeping the Constitution and By-Laws up to date.

15.3 Duties of the Executive Secretary

- a) The Executive Secretary is responsible for the day-to-day operations of BNBB and the maintenance of records (other than financial). They shall attend all Board of Director and Executive meetings and shall review minutes of meetings not personally recorded by them and have all minutes issued to the President, Directors, and all clubs within three (3) weeks. They shall conduct all general correspondence and maintain statistical data as directed by the Board of Directors. They shall prepare and submit to each annual, semi-annual, general, and other meetings a report of all activities since the previous general meeting or other meeting.
- b) They shall give due notice to all Board of Directors and club secretaries of annual, semi-annual and special meetings of BNBB.
- c) They shall, in conjunction with the Treasurer, ensure that submissions for funding be promptly submitted.

- d) They shall deliver up to their successor, upon the appointment thereof, all minutes and records.
- e) They shall be responsible for reporting to BCB the BNBB entries in national championships within the designated deadlines set out by BCB.

15.4 Duties of the Treasurer

- a) The Treasurer shall keep an accurate record of all monies received and disbursed by BNBB and have BNBB books audited or reviewed by an independent person appointed by the Board of Directors.
- b) They will be responsible for the preparation of the annual financial statements for the Annual General Meeting and all other financial reports deemed necessary by the Board of Directors.
- c) The Treasurer shall have the care and custody of all funds and securities of BNBB and shall deposit same in the name of BNBB in such bank or banks or with such depository or depositories as the Executive Committee may direct and shall perform such other duties as the Executive Committee require of them.
- d) They shall, in conjunction with the Executive Secretary ensure that submissions for funding be promptly submitted.
- e) He/she shall disburse funds and payment of bills as authorized by the Executive Committee and said disbursement shall be by cheque, signed by such officers as the President, Treasurer and Executive Secretary. There shall be (3) three signing officers, as above, of which (2) two of the (3) three, shall sign cheques.
- f) They shall be responsible for the collection of all membership fees and other monies due BNBB.
- g) They shall deliver up to his/her successor, upon the appointment thereof, all books of account and records of BNBB then in their possession.

15.5 Duties of the Directors

It is the duty of each club director to present to the Board of Directors, the views of his/her club and to report to their club the decisions made and the business transacted at the Annual General Meeting, the Semi-Annual Meeting, and any special meetings of the Board of Directors. It is also the duty of each club director to represent the Board of Directors to their club and to work in BNBB's interest. A director is expected to serve on one (1) and not more than two (2) BNBB committees.

15.6 Duties of a Committee Chairperson

A committee chairperson, who is appointed by the President, is responsible to execute those duties assigned to them within the time limit set by the Board of Directors. They should recommend to the Board of Directors, when necessary, the appointment of committee members in order to assist them with their duties.

15.7 Duties of Delegates

- a) Delegates shall attend the annual, semi-annual and special meetings of the Board of Directors.
- b) One of the appointed delegates of a club will attend the Executive meetings in the absence of their director.

15.8 Duties of the Recording Secretary

- (a) They shall be responsible for recording minutes of all general/executive and special meetings and issuing the minutes to the Executive Secretary for review prior to issuing said minutes to the Board of Directors and all club secretaries within three (3) weeks.
- (b) They will be responsible for the maintenance of other BNBB documents as deemed necessary from time to time

**ARTICLE
XVI**

REMOVAL FROM OFFICE

- 16.1 A member of the Board of Directors may be removed from office by a resolution passed by at least two-third (2/3) majority of the Board of Directors at a general or special meeting of BNBB.

**ARTICLE
XVII**

REMUNERATION OF OFFICERS AND DELEGATES

- 17.1 The President, Executive Secretary and Treasurer may be paid an honorarium as decided by the Board of Directors. No other officer or delegate shall receive any remuneration for acting as such.

**ARTICLE
XVIII**

PROTECTION OF DELEGATES AND OFFICERS

- 18.1 No delegate or officer for the time being of BNBB shall be liable for the acts, receipts, neglects or the faults of any other delegate or officer or for joining in any receipt or act for conformity or for any loss, damage, or expense happening to

BNBB through the insufficiency or deficiency of title to any property acquired by order of BNBB for or on behalf of the BNBB, or for the insufficiency or deficiency of any securities or other assets belonging to BNBB or for any other loss, damage, misfortune whatever which may happen in the execution of the duties of their respective office or trust or in relation thereto unless the same shall happen by or through their own act, neglect or default if such act, neglect or default is both wilful and wrongful. The delegate for the time being of BNBB shall not be under any duty or responsibility in respect of any contract, act or transaction whether or not made, done or entered in the name or on behalf of BNBB, except such as shall have been submitted to and authorized or approved by BNBB. If any delegate or officer of BNBB shall be employed by or perform services for BNBB, the fact of their being a delegate or officer of BNBB shall not disentitle such delegate or officer or such firm or company, as the case may be, from receiving proper remuneration for such services.

ARTICLE
XIX

FEES

- 19.1 At each Annual General Meeting the Board of Directors shall fix the annual assessment for each club.
- 19.2 Membership fees shall be paid on the basis of 75% of membership reported as at September 15 of the previous year (payable by June 30th each year). Balance of membership fees based on 25% of current year's membership (payable by September 30th each year).
- 19.3 Updated membership lists to be provided to the Executive Secretary by September 15th each year.

ARTICLE
XX

CHAMPIONSHIP COMPETITIONS

- 20.1 Conditions of play as determined and approved at a general meeting.

ARTICLE
XXI

AMATEUR STATUS – PROFESSIONAL STATUS

- 21.1 The definitions of Amateur Status and Professional Status as contained in the W.B.B. By-Laws are adopted by BNBB.

**ARTICLE
XXII**

COMMITTEES

- 22.1 Standing Committees may be formed, as necessary by the Executive Committee.
- 22.2 The Chairperson of each Standing Committee shall be appointed by the President, after consultation with other members of the Executive Committee, either at the Annual General Meeting or as soon thereafter as possible, and their name submitted to the Executive Secretary.

**ARTICLE
XXIII**

AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

- 23.1 Amendments and additions/deletions to the Constitution and By-Laws shall only be made at the Annual General Meeting and special meetings of the Board of Directors.
- 23.2 Two (2) months notification of such proposed amendment shall be given to the Executive Secretary of BNBB.
- 23.3 Notice of such proposed change(s) shall be forwarded to all members of the Board of Directors and each affiliated club secretary along with the Notice of Meeting not less than ten (10) days in advance of the meeting.
- 23.4 No motion shall be declared to prevail unless two-thirds (2/3) of the members present and voting shall vote in favour of the motion.
- 23.5 No amendment shall be made to change the intent of these Constitution and By-Laws without permission of the provincial authorities responsible for incorporation.

**ARTICLE
XXIV**

CONDUCT OF MEETINGS

- 24.1 Order of Business
1. Welcome and call to order
 2. Quorum determination and voting procedures
 3. Reading of minutes of previous general meeting
 4. Adoption of minutes and Business arising from minutes
 5. Report of Treasurer.
 6. Report of Executive Secretary
 7. Report of President.
 8. Report of Committees, if any
 9. Report of Bowls Canada Boulingrin (BCB) President's Council.
 10. Appointment of an auditor
 11. Correspondence
 12. Election Officers
 13. General Business.

14. Appointment by the President of the chairpersons of Standing Committees where applicable (unless deferred, for some valid reason, until after the Annual General meeting).

24.2 Rules of Order

All meetings shall be conducted under the authorities included in Roberts Rules of Order, Newly Revised.

ARTICLE

XXV

FISCAL YEAR

- 25.1 The fiscal year shall be from April 1 to March 31.

ARTICLE

XXVI

DISSOLUTION PROCEDURES

- 26.1 Upon dissolution of BNBB, after settlement of liabilities, funds will be distributed equally to the remaining active clubs. Active Clubs as of October 25, 2025 are: Centennial Lawn Bowling Club, Fredericton Lawn Bowling Club, and Seaside Lawn Bowling Club.