

EDMONTON INDOOR

LAWN BOWLING CLUB

POLICIES AND

PROCEDURES

EDMONTON INDOOR LAWN BOWLING CLUB

POLICIES AND PROCEDURES

1.1 PURPOSE

The purpose of this manual is to provide members of the Executive Committee a quick reference to policies and procedures laid down by the club.

2.1 MANUAL HOLDERS

- The Secretary shall ensure that each Executive Committee member has a copy of the manual.
- The Secretary shall ensure that an updated copy of the Policies and Procedure Manual be kept on file for general membership use.

<u>Manual</u>	<u>Position</u>
#1	President
#2	Past President
#3	First Vice President
#4	Second Vice President
#5	Secretary
#6	Treasurer
#7	Director-at-Large

- Each manual holder is responsible for keeping the copy of their manual up to date.
- Each Executive Committee member must return their manual to the Secretary for redistribution when they are no longer on the Executive Board.

3.1 EXECUTIVE COMMITTEE – ROLES AND RESPONSIBILITIES

3.1.1 The Executive Committee shall consist of the following members and they shall have the responsibility for the operation of the Club as directed by the current Club Bylaws.

President	Secretary
Immediate Past President	Treasurer
First Vice President	Director-at-Large
Second Vice President	

3.1.2 The Executive Committee members shall attend all General, Special and Executive meetings, unless absence is approved by the President.

3.1.3 The Executive Committee members shall report their activities to General, Special and Executive Committee meetings.

4.1 POLICIES and PROCEDURES:

President -----	Section 4.1.1
Immediate Past President -----	Section 4.2.1
First Vice President -----	Section 4.3.1
Second Vice President -----	Section 4.4.1
Secretary -----	Section 4.5.1
Treasurer -----	Section 4.6.1
Director-at-Large -----	Section 4.7.1

4.1.1 PRESIDENT

POLICY:

The President shall represent the Club and see that the functions of the Club are properly performed.

PROCEDURES:

1. To oversee the operation of the Club and promote its programs.
2. To call meetings as prescribed by the bylaws.
3. When present to preside at General and Executive Board meetings.
4. To ensure the agenda and minutes are available prior to the start of meetings.
5. To oversee the correspondence of the Club that is not specifically dealt with by a committee.
6. To liaise with various levels of government.
7. To be the Club's representative to the LBAA and Bowls Canada Boulingrin.
8. To liaise with other organizations.
9. To liaise with other lawn bowling clubs.
10. To be ex-officio of all Club Committees except the Nominating Committee.
11. To ensure that written reports are submitted by committee members for Annual General Meetings.
12. To ensure signing authority is authorized as soon as possible after any change in signatories.
13. To ensure that a record of the Club's equipment is up to date and secure.
14. To ensure that an audit has been done of the financial records.
15. To ensure that discipline is properly carried out.

4.2 PAST PRESIDENT

POLICY:

The past president shall act in an advisory capacity to the Executive Board. Failing this the Executive Board may appoint a member, not on the Executive Board, to fill in for the Past President when necessary.

PROCEDURES:

1. To attend Executive Board and General Meetings.
2. To assume any duties assigned by the Executive Board.
3. To Chair the Nominating Committee.
4. To conduct the election at the AGM.
5. To be in charge of processing Special Resolutions from Club members.

4.3 FIRST VICE PRESIDENT

POLICY:

The First Vice President shall oversee the functions of the Club in the absence of the President.

PROCEDURES:

1. To assume the duties of the President in the President's absence.
2. To ensure the Policy and Procedure manuals are kept current.
3. To assume duties assigned by the Executive Committee, the President, or by the General Meeting.
4. To chair the Membership Development Committee.
5. To ensure that the correct procedures and duties of organizing the Club's casinos are met.
6. To assume the duties of up-dating the Bylaws.

4.4 SECOND VICE PRESIDENT

POLICY:

The Second Vice President shall perform the duties of the First Vice President in his or her absence.

PROCEDURES:

1. To have charge of daily playing draws.
2. To ensure that playing rules and etiquette are practiced.
3. To be in charge of the use of the Club's equipment.
4. To ensure that equipment is accounted for and is maintained in serviceable condition.

4.5 SECRETARY:

POLICY:

The Secretary shall keep accurate minutes, and the correspondence of the Club

PROCEDURES:

1. To keep adequate and accurate records of all meetings.
2. To ensure the minutes are available prior to the meetings.
3. To have charge of correspondence.
4. To ensure accurate and timely filing of Board business records.
5. To ensure Policy and Procedure manuals are distributed to the Executive Committee.
6. To make Annual reports for government agencies.

4.6 TREASURER

POLICY:

The Treasurer is to receive all monies, to properly account for all funds of the Club, and to present financial statements as required.

PROCEDURES:

1. To chair the Finance Committee.
2. To receive membership applications and dues.
3. To prepare and issue cheques as required, with proper authorization.
4. To keep a written record of all revenues and disbursements. Receive requests for reimbursements of Club's expenses made by members. Retain all receipts for audit purposes.
5. To be responsible for deposits of all monies paid to the Club in whatever institution the Board may approve.
6. To prepare an Executive Committee approved annual budget for presentation for the Club's AGM.
7. To prepare and present an audited financial statement to the Club.
8. To submit adequate audited copies of the Annual audited financial statements to the Secretary for the Club's records and for various government agencies.

4.7 DIRECTOR-AT-LARGE4

POLICY:

The DIRECTOR- AT-LARGE TO ASSUME duties as directed by the Executive Committee.

PROCEDURES:

1. To chair the various sub-committees, as directed by the Executive Committee.
 - Social functions
 - Phoning Committee
 - Assigned duties

Travel Policy

Issue Date: Nov. 7, 2024 approved at EILBC board meeting

Replaces policy dated: June 4, 2024

Our mission is to support lawn bowls in all forms

With this in mind

Policy for travel funding:

- Travel funding is for sanctioned Bowls Alberta events
- Costs of direct route transportation and accommodation during the period of actual activity or event
- All expenditures must be supported by receipts or vouchers as these will be paid with Gaming Funds
- Mileage paid at \$.25/km per Google Maps, unless a bus has been hired, in which case no mileage will be paid.
- Accommodation is reimbursed at a maximum \$85 per day (Sharing if possible).
- \$1,000 per member per year is the maximum reimbursement for expenses to attend sanctioned tournaments.
- Funds are available within a fiscal year, no carry-over of benefits between years.
- Out-of-province tournament funding requires prior AGLC approval before funds will be disbursed.
- Maximum of \$15,000 per year of benefits will be paid.

EDMONTON INDOOR LAWN BOWLS CLUB
POLICY

SECTION: OPERATIONAL	POLICY: Bowls Lending
ISSUE DATE: August 30, 2020	POLICY NO.
REPLACES POLICY DATED:	PAGE NO: ONE OF ONE
APPROVED BY:	
PRESIDENT	

- a.i. Bowls – we will rent out the bowls with \$50 deposit with \$30 to be returned and \$600 replacement cost –
- a.ii. Members are to complete the form which is copied below.
- a.iii. At the end of the season bowls are returned to an executive member and the treasurer will refund the \$30 deposit money If, due to extenuating circumstances, the member is unable to return the bowls on time, they must contact a Board Member or have another member of the Club return them on their behalf.
- a.iv. Members who do not return the bowls will be contacted and reminded to return the bowls. If bowls are still not returned, the Board will send a registered letter to the member advising that the bowls must returned, or the member will be charged the replacement cost. Should the member not return the bowls or pay replacement cost within 30 days, the member will no longer be in good standing with EILBC and the Bowls Alberta will be notified.