

# **LONDON AND DISTRICT TEN PIN BOWLING ASSOCIATION BYLAWS**

## **Article I Name & Boundaries**

### **Section A**

The name of the organization is the London and District Ten Pin Bowling Association, an association chartered by the CTF. The boundaries are the counties of Middlesex, Elgin, and Oxford.

### **Section B. Nonprofit Corporation**

This local association is to be incorporated as a nonprofit corporation and operate consistent with the requirements of such an organization, primarily to limit personal liability claims.

### **Section C. Charter**

The association shall be chartered by CTF and subject to its authority. To maintain its charter, the association will:

1. Adopt bylaws approved by the CTF Board.
2. Not enact any bylaws or rules inconsistent with the CTF bylaws.
3. Adhere to performance standards and stated requirements as set forth in the CTF Policy Manual.
4. Apply for renewal of its charter every five years.

## **Article II Purpose**

The purposes of the association as stated in the Articles of Incorporation include but are not limited to:

- A. Providing an equal opportunity to amateur athletes, coaches, trainers, managers, administrators, and officials to participate in amateur tenpin bowling competition without discrimination on the basis of race, colour, religion, age, gender, disability, or national origin and with fair notice and opportunity for hearing to any amateur athlete, coach, trainer, manager, administrator, or official before declaring the individual ineligible to participate.
- B. Promoting the game of tenpin bowling.
- C. Conducting and support tenpin bowling competition.
- D. Engaging in any other activities permitted by an organization classified as tax exempt.

### **Article III**

#### **Registered Participants and Fees**

- A. The Registered Participants are composed of individuals who pay fees to the Local Association and is in effect from August 1 of one calendar year through July 31 of the following calendar year. An individual joining a summer league after March 15 shall pay one-half of the national fees that are effective for the current season. On payment of the fees, the individual shall become a Registered Participant until July 31" of the current season or whenever the applicable summer league ends, whichever occurs later. Each Registered Participant shall pay national, local, and provincial fees. The Local Association Board, by two-thirds vote, determines Local Association fee amount.

The Board may waive all or part of local fees for:

- A. Registered Participants of other CTF local associations if that association has a reciprocal agreement with the Local Association.
- B. Other groups, such as, seniors, etc., as determined by the Local Association Board.

The association cannot charge additional non-fees assessment.

### **Article IV**

#### **Local Association Board – Management**

##### **Section A. Board Composition, Authority and Duties**

The management and governance of the association is vested in the Board of Directors. The Board of Directors shall determine the number of Directors up to a maximum of 14. The Board shall not engage in any act of conflict of interest.

The Board's duties include but are not limited to:

1. Enforcing the Bylaws.
2. Complying with the CTF Policy Manual and adhering to the performance standards and stated requirements as set forth in the CTF Policy Manual.
3. Conducting local tournaments for Registered Participants.
4. Providing education, training, evaluations, recognition, and other services as established by CTF.
5. Implementing all CTF programs.
6. Electing the officers of the association.
7. Employing/selecting and evaluating performance of Association Manager/Executive Director.
8. Approving use of registration records.
9. Rerating the league average of an association member when there is evidence the bowler's average does not represent the bowler's true ability.
10. Conducting suspension and reinstatement hearings.

## **Section B. Eligibility**

Candidates for the Board must be:

1. A Registered Participant in good standing of the association at the time of election and throughout their term.
2. Must not be bowling in an unsanctioned league that plays the game of tenpins.
3. Elected or appointed without regard to race, color, religion, sex, disability, national origin, or age, other than the minimum age of 18 years.
4. Collectively be reasonably representative of males and females.

A maximum of three tenpin bowling center proprietors may serve on the Board at one time. A proprietor is an individual who is the owner, partner, or corporate officer of a bowling center or group of bowling centers. Excluded from the definition of proprietor is an individual who owns 25 percent or less of the equity shares, or who is inactive in the management of the bowling center and remains so during a term as a Director.

## **Section C. Election of Directors**

Directors are elected by a majority vote of the Registered Participants present and voting at a properly noticed meeting at which a quorum is present, from:

1. A slate provided by the Nominating Committee.
2. Nominations from the floor. Qualifications must be submitted to the Nominating Committee.

Mail and proxy voting are prohibited.

## **Section D. Term**

The term for Directors is 2 years maximum 20 terms to commence at the next board meeting following the Annual Meeting.

Directors at large are appointed by the President for 1-year term from date of appointment and have full board privileges.

Executive Director is appointed for 5-year term.

## **Section E. Resignations, Removal, and Vacancies**

1. **Resignation.** A Board member may resign from the Board of Directors by providing written notice of resignation to the President or, in the case of the President, to the Board.
2. **Removal for Ineligibility.** A Board member who is no longer eligible to serve on the Board may be removed by a two-thirds vote of the Board when a quorum is present.
3. **Removal for Cause.** When a Board member is accused in writing, of failure to properly perform the duties of their office or otherwise engaging in improper or unfair activities or conduct, the Board may conduct a hearing following the Removal Procedures in the Suspension and Reinstatement Chapter. An appeal may be filed within 15 days of the removal. Two-thirds written consent of the full board is required to seek re-election and/or reappointment to the Board.

4. **Removal for non participation.** Attendance at meetings of the Board of Directors is a requirement for effective operation, thus if a director is absent for three (3) successive meetings, the director shall be subject to review by the board of directors for possible removal from office. The director will receive written notice to appear before the board at next meeting following the third absence to state reason(s) for absences. Non compliance or unacceptable reason will result in a vote by directors for removal from the Board of Directors.
5. **Vacancies.** The President, with Board approval shall fill vacancies in Director positions for the remainder of the term. The Board fills vacancies in officer positions.

#### **Section F. Life Members**

The Delegates by a majority vote at a properly noticed meeting at which a quorum is present may honour a member, or members, by granting a CTF Local Association Life Member status with benefits and/or requirements that they deem appropriate. If the Local Association bylaws allow a CTF Local Association Life Member may attend Board and Annual Meetings but as a Life Member he/she will be allowed voice only.

### **Article V Officers**

#### **Section A. President and Vice President**

The officers of this association shall include a President a Vice President and a 2nd Vice President, who must be serving as Directors of the association at the time of election.

#### **Section B. Association Manager**

The Association Manager/ Executive Director shall act as ex officio secretary-treasurer of the Board or such other officer designation as required by law and determined by the Board.

#### **Section C. Election**

The Board shall elect all officers except the Executive Director.

#### **Section D. Term**

The term for elected officers is 1 year, maximum 20 terms.

#### **Section E. Authority and Duties**

##### **1. President**

- a. Presides at membership and Board meetings.
- b. Acts as spokesperson for the association.
- c. Appoints Committees, except nominating, with Board approval.

##### **2. Vice Presidents**

- a. Presides at meetings of the Membership or Board when the President is absent.
- b. Performs other duties as prescribed by the Board or requested by the President.

### 3. Association Manager

- a. Accountable to the Board.
- b. Responsible for implementation of the CTF performance standards.
- c. Shall act as the ex officio Secretary/Treasurer of the Board or such other officer designation as required by law and determined by the Board.
- d. Responsible for other duties as prescribed by the board and in the CTF Policy Manual.
- e. Will be known as Executive Director.

If the Association Manager **is not** an elected director:

- He or she has voice only at Board meetings;
- He or she has voice and vote at membership meetings, if the individual is a current member; and
- He or she may be excused from Board meetings if deemed appropriate, based on the issue/discussion at hand.

If the Association Manager **is** an elected director:

- He or she have voice and vote at Board meetings and membership meetings during his or her term as a director;
- When he or she is no longer a director, he or she would have voice only at board meetings; and
- He or she may be excused from Board meetings if deemed appropriate, based on the issue/discussion at hand.

## Article VI Meetings

### Section A. Annual Meeting

An annual meeting of association Registered Participants shall be held in March at a time and place approved by the Board of Directors. Attendance is open to all Participants.

1. **Registered Participants' Responsibility.** Registered Participants vote to elect individuals to this board and elect delegates and alternates for CTF Annual General Meeting and provincial meetings.
2. **Voting.** Only Registered Participants, 18 years of age or older, voting officers and Directors of this association may, vote including Life Members if in compliance with Article IV Section A.
3. **Meeting Notice.** Secretaries Which the meeting shall be forwarded to the Board and league secretaries, which should be at least 21 days prior to the annual meeting.
4. **Quorum.** 18 Registered Participants constitute a quorum.
5. **Action.** The vote of a majority of those Registered Participants present and voting, when a quorum has been established, is required to take action, unless otherwise provided by law or these Bylaws.

## **Section B. Board Meeting**

The Board shall meet monthly. Special meetings may be held upon the request of any Board member if a majority of the board approves.

1. **Notice.** Written notice for all regular and special meetings shall be forwarded 7 to 10 days prior to meeting.
2. **Quorum.** 50% of Board members constitute a quorum.
3. **Action.** The vote of a majority of the Board of Directors present and voting, when a quorum has been established, is required to take action, unless otherwise provided by law or these Bylaws.

## **Section C. Parliamentary Procedure**

The most recent edition of Robert's Rules of Order, Newly Revised governs all meetings.

## **Article VII Committees**

### **Section A. Standing Committees**

The association shall have the following Standing Committees: Nominating, Audit, and Youth.

1. **Nominating Committee.** The Committee reviews candidates and prepares slates for Board, delegate and alternate positions. The Committee publicizes criteria and procedures for the elected association Board.
2. **Audit Committee.** The Committee is responsible for reviewing and monitoring the annual budget and other financial matters.
3. **Youth Committee.** The Youth Committee is responsible for recommending, monitoring, promoting and reviewing youth programs conducted by the association.

### **Section B. Other Committees**

The President may establish other Committees, with Board approval.

## **Article VIII Delegates and Alternates**

Delegates and alternates to provincial meetings and CTF Annual General Meetings are elected by those Registered Participants present and voting, provided a quorum is present. Mail and proxy voting is prohibited. The election is to be held not less than 120 days prior to the CTF National or Provincial annual meeting at which the delegates will represent the association.

### **Section A. Eligibility**

Appointees and nominees must be:

1. At least 18 years of age.
2. A Registered Participant in good standing of the association at the time of election and throughout their term.
3. Must not be bowling in an unsanctioned league.

A member is not eligible for election if they have been elected a delegate or alternate to represent another provincial or local association. A local association is not eligible to send delegates if it is declared delinquent or if the CTF has revoked its charter.

### **Section B. Election**

Delegates and alternates serve for one year, beginning August 1, and are elected by:

1. A slate provided by the Nominating Committee.
2. Nominations from the floor. Board qualifications must be submitted to the Nominating Committee.
3. Plurality vote\*. The election shall be by ballot, except that a voice vote may be taken when the number of candidates does not exceed the number of positions to be filled. Alternates shall serve in order of their election.

**Note:** A local association that has not processed fees for the current season shall be considered delinquent.

- \*A plurality vote is the largest number of votes cast for a given candidate. The candidate(s) receiving the most votes are elected.

## **Article IX Amendments**

### **Section A. Authority**

The Board, by a two-thirds vote where a quorum is present, determines the:

1. Name of the association (with CTF approval)
2. Local Association fees amount
3. Number of Directors
4. Term and term limits for officers and Directors.
5. Quorum for meetings of Members and Local Association Board meetings.

### **Section B. Change in fees**

Notification of any change in Local Association fees, and the reason for the change, will be forwarded in writing to each league secretary and will be reported at the next Meeting of the Members.

### **Section C. Effective Date**

All amendments are effective August 1, following adoption, unless otherwise specified when adopted.

## **Article XI Fiscal Year**

The fiscal year of this association is April 1 through March 31.

## **Article XII Indemnification**

Directors, officers, and other authorized volunteers, employees or agents shall be indemnified against claims for personal and individual liability arising in connection with their positions or service on behalf of the association to the full extent permitted by law.

## **Article XIII Dispute Resolution**

In the event that a dispute or controversy among Members, Directors, Officers, committee members, or volunteers of the Corporation arises out of or is related to the Certificate of Formation, the Bylaws, or any aspect of the operations of the Corporation, and such dispute is not resolved through private meetings between the parties, the following shall apply:

1. **Resolution Mechanism.** Without prejudice to or in any way derogating from the rights of the Members, Directors, Officers, committee members, employees, or volunteers as set forth in the Certificate of Formation, Bylaws, or the Act, and as an alternative to initiating a lawsuit or other legal action, the dispute shall be resolved using the **dispute resolution process outlined in the CTF Bylaws.**
2. **CTF Procedures Apply.** The mediation and arbitration procedures, confidentiality requirements, and cost allocation methods specified in the **Canadian Tenpin Federation (CTF) Bylaws** shall govern the resolution of all such disputes. The decision reached through arbitration shall be final and binding on all parties involved, with no right of appeal on issues of fact, law, or mixed fact and law, as outlined by the CTF Bylaws.
3. **Good Faith Efforts.** All parties are required to engage in the dispute resolution process in good faith, with the shared goal of reaching a fair and equitable resolution.
4. **Costs.** The allocation of costs for mediation and arbitration shall follow the guidelines specified in the **CTF Bylaws**, with the mediators' fees shared equally among the parties and the arbitrator determining the allocation of arbitration costs.