



Canadian Tenpin Federation, Inc.
Fédération Canadienne des Dix-Quilles, Inc.

2011-2012

NATIONAL BYLAWS

(effective August 1, 2011 – July 31, 2012)

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**Bylaw B-1 relating generally to the affairs of
Canadian Tenpin Federation Inc./Federation Canadienne des Dix-Quilles Inc.**

**ARTICLE I
NAME, INCORPORATION AND OFFICES**

The name of the corporation is the Canadian Tenpin Federation Inc./Federation Canadienne des Dix-Quilles Inc., referred to in these Bylaws as “CTF.” CTF is organized under the laws of the Province in which it is incorporated and maintains offices as determined by the CTF Board of Directors (the “CTF Board”).

**ARTICLE II
SEAL**

1. The seal, an impression whereof is stamped in the margin hereof, circular in form and bearing the name of “Canadian Tenpin Federation Inc.,” shall be the corporate seal of CTF.
2. The seal and corporate documents shall be kept in the custody of the Executive Director.

**ARTICLE III
PURPOSES**

Section A. Advancing the Sport of Tenpin Bowling

CTF's purposes include:

1. Fostering local, provincial, national, and international amateur competition in the sport of tenpin bowling.
2. Providing governance and development for, and developing interest and participation in, the sport of tenpin bowling throughout Canada and internationally as determined by the CTF Board.
3. Being responsible to the Members.
4. Keeping those engaged in the sport of tenpin bowling informed of policy matters and reasonably reflecting their views in policy decisions.
5. Sanctioning and regulating league and tournament competition for tenpin bowling.

Section B. Chartering Provincial and Local Tenpin Bowling Associations

CTF issues charters to provincial and local tenpin bowling associations that meet requirements established in these Bylaws and by the CTF Board. Chartered associations are subject to the authority of CTF. CTF approves the geographic areas in which chartered associations may operate. The CTF Board may revoke the charter of a province or local tenpin bowling association at any time if it determines that the association is not meeting the established requirements. Charters are issued for 5-year periods and are renewable.

Requirements for chartered provincial and local tenpin bowling associations include:

1. Acceptance of, and adherence to, the Bylaws, the terms of the charter, and the authority of the CTF Board;
2. Adoption and maintenance of bylaws in the form determined by the CTF Board and avoidance of any rules or policies conflicting with those bylaws or the CTF Bylaws; and
3. Achievement of performance standards established by the CTF Board.

In extraordinary circumstances, the CTF Board may waive or suspend any requirements otherwise applicable to a provincial or local tenpin bowling association or establish separate affiliate status for organizations serving amateur tenpin bowlers to operate under the authority of the CTF Board.

Section C. Conducting Tournaments

CTF conducts tournament competition in the sport of tenpin bowling for men, women and youth Members.

Section D. Compliance

CTF:

1. Is established and conducted in compliance with applicable federal, provincial, and local laws and regulations in all of its purposes, activities, policies, and programs;

2. Is not organized for profit and no part of its net earnings inure to individuals; it is organized and operated consistent with the requirements of the Canada Customs and Revenue Agency as they apply to an organization that fosters national or international amateur sports competition, in relation to appropriate federal taxation exemptions. and
3. Is eligible to be recognized by the Canadian Olympic Committee (“COC”) as the National Governing Body for the sport of tenpin bowling; in particular CTF:
 - (a) Is a member of the governing international sports federations Federation Internationale des Quilleurs (“FIQ”) and World Tenpin Bowling Association (WTBA), which governs the sport of tenpin bowling included on the program of the Olympic or Pan American Games and which is recognized by the International Olympic Committee;
 - (b) Agrees to submit to binding arbitration in any controversy involving (i) its recognition as a National Governing Body, or (ii) the opportunity of any amateur athlete, coach, trainer, manager, administrator, or official to participate in amateur athletic competition upon demand of the COC or any aggrieved amateur athlete, coach, trainer, manager, administrator, or official, conducted in accordance with the Commercial Rules of the COC in relation to Amateur Sports (e.g. ADRsportsRED);
 - (c) Is autonomous in the governance of the sport of tenpin bowling in that it independently determines and controls all matters central to that governance, does not delegate any of that determination or control, and is free from outside restraint;
 - (d) Makes membership open to any individual who is a tenpin bowler or an amateur athlete, coach, trainer, manager, administrator, or official active in the sport of tenpin bowling;
 - (e) Provides 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, color, 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;
 - (f) Is governed by a board of directors whose members are selected without regard to race, color, religion, national origin, or gender, with reasonable representation on the CTF Board of both males and females;
 - (g) Has a board of directors and other governance bodies that have established criteria and election procedures for, and maintain among their voting Members, individuals who are actively engaged in amateur athletic competition in tenpin bowling or who have represented Canada in international amateur athletic competition within the preceding 10 years;
 - (h) Provides for reasonable direct representation on its board of directors for any amateur sports organization which, in the sport of bowling, conducts on a level of proficiency appropriate for selection of amateur athletes to represent Canada in international amateur athletic competition, a national program, or regular national amateur athletic competition, and ensures that representation reflects the nature, scope, quality, and strength of the programs and competitions of that amateur sports organization in relation to all other of those programs and competitions in the sport of bowling in Canada;
 - (i) Has no officers who are also officers of another amateur sports organization, which is recognized by the COC as a National Governing Body;
 - (j) Provides procedures for the prompt and equitable resolution of grievances of its Members;
 - (k) Does not have eligibility criteria relating to amateur status or to participation in the Olympic or Pan American Games, which are more restrictive than those of the appropriate international sports federation;
 - (l) Is prepared to meet the obligations imposed by the COC on a National Governing Body, including those relating to complaints against a National Governing Body and those relating to mediation of complaints;
 - (m) Minimizes, through coordination with other amateur bowling organizations, conflicts in the scheduling of all practices and competitions;
 - (n) Disseminates and distributes to amateur athletes, coaches, trainers, managers, administrators, and officials in a timely manner the applicable rules and any changes to those rules of CTF, the COC, and the FIQ;
 - (o) Promptly reviews every request submitted by an amateur tenpin bowling organization or individual for sanction (i) to hold an international amateur tenpin bowling competition in Canada, or (ii) to sponsor Canadian amateur tenpin bowlers to compete in international competition held outside Canada, and determine whether to grant the sanction according to the requirements of the COC, all provided in written policies approved by the CTF Board;

- (p) Allows a tenpin bowler to compete in any international amateur tenpin bowling competition conducted under CTF auspices or that of any other amateur tenpin bowling organization or individual, unless CTF establishes that its denial was based on evidence that the organization or individual conducting the competition did not meet the criteria for CTF sanctioning of tenpin bowling competition consistent with the requirements of the COC, all provided in written policies approved by the CTF Board;
- (q) Provides equitable support and encouragement for participation by women where separate programs for male and female tenpin bowlers are conducted on a national basis;
- (r) Encourages and supports amateur tenpin bowling programs for persons with disabilities and for their participation in amateur tenpin bowling activity, including, where feasible, the expansion of opportunities for meaningful participation by persons with disabilities in programs of tenpin bowling competition for persons without disabilities;
- (s) Provides and coordinates technical information on tenpin bowling equipment design, coaching, performance analysis, sports medicine, and physical training; and
- (t) Encourages and supports dissemination of information in the area of sports safety.

ARTICLE IV MEMBERSHIP AND DUES

Section A. Membership

Membership in CTF:

1. Is available to individuals who pay dues in any membership category and meet any other requirements of membership established by the CTF Board (individually a “Member” or collectively, “Members”);
2. May be suspended or revoked without due process if a Member has failed to pay applicable dues;
3. May be suspended or revoked by the CTF Board following applicable due process if a Member is found to have violated any CTF, provincial, or local association bylaws, policies, procedures, playing rules or other requirements; and
4. Members may withdraw their membership in CTF by notice in writing to the Executive Director, but such Member shall not be entitled to a return of its membership fees.

Section B. Dues

Members are required to pay dues to CTF, to local associations, as well as to provincial associations that assess dues in combined amounts established by CTF, provincial or local association boards of directors respectively.

ARTICLE V CTF BOARD

Section A. Eligibility and Composition

Individuals elected to the CTF Board must be Members in good standing of CTF and must be at least eighteen (18) years old.

The CTF Board consists of: Eleven (11) elected Directors and two (2) appointed, maximum of thirteen (13) total as follows:

1. Nine (9) Directors elected at a CTF Annual General Meeting by the “Delegates,” as defined in these Bylaws; these Directors must meet eligibility criteria established by the CTF Board and additional criteria by the Nominating Committee with CTF Board approval. At no time can more than two (2) elected Directors residing in the same province sit on the CTF Board.
2. One Director who is an Athlete, as defined in these Bylaws, to be elected by the Athletes’ Council;
3. One Director who is appointed by Bowl Canada;
4. Directors who are representatives of organizations that conduct national amateur bowling programs or competition as determined by the CTF Board based upon receipt and evaluation of written petitions from other amateur bowling organizations for representation on the CTF Board, with the CTF Board having exclusive authority to grant or deny the petition, and with these Directors elected or appointed by their respective bowling organizations; and
5. Up to two (2) Directors-at-Large who are appointed by the President and approved by the CTF Board. (Maximum Board size is thirteen (13) Board members plus any Directors who are representing organizations as stated in Article V, Section A, Item 4 above.)

Section B. Election

At the Annual General Meeting, Directors are elected to fill open positions on the CTF Board that are subject to election by the Delegates; election is by majority vote of the Delegates present from either:

1. A slate provided by the Nominating Committee; or
2. Nominations from the floor, provided that the names of nominees and their qualifications are submitted to the Nominating Committee at least twenty-four (24) hours prior to the opening of the Annual General Meeting, and provided that each nominee is offered as an alternative to fill a specified position on the Nominating Committee's slate. Athletes are elected to the Athletes' Council; the election is conducted according to policies and procedures established by the Athletes Task Force and approved by the CTF Board. **Voting by mail and/or proxy vote is prohibited.**

Section C. Terms

The terms of Directors are determined according to the following provisions:

1. Each Director elected by the Delegates, by Athletes, or by BPAC serves a three (3) year term and may be re-elected to three (3) additional terms, the lifetime maximum will be twelve (12) years;
2. Directors-at-Large, appointed by the President, as well as Directors representing other amateur tenpin bowling organizations, serve one-year terms;
3. Multiple-year terms are staggered according to procedures established by the CTF Board;
4. When a Director resigns from the CTF Board or fills a vacancy, and has served more than half of a term, that Director is considered to have served a full term; and
5. Multiple elected or appointed terms may be served either consecutively or intermittently.

Section D. Resignation, Removal, and Vacancies

1. **Resignation.** A Director may resign from the CTF Board by providing written notice of resignation to the President or, in the case of the President, to the CTF Board;
2. **Removal.** A Director may be removed for cause, including when the Director is no longer eligible to serve on the CTF Board, by a majority vote of the Delegates at a properly noticed Annual General Meeting; and
3. **Vacancies.** Vacancies in positions on the CTF Board are filled for the un-expired portion of each term as follows:
 - (a) If elected by the Delegates, or in Director-at-Large positions, vacancies are filled by the President, subject to approval by the CTF Board;
 - (b) If elected by Athletes, vacancies are filled by Athletes;
 - (c) If elected by the members of BPAC, vacancies are filled by BPAC; and
 - (d) If elected or appointed to represent other amateur bowling organizations, vacancies are filled by the respective organizations.

Section E. Authority and Duties

Management and governance of CTF is vested in the CTF Board. The CTF Board is a strategic governing body; and its powers and duties include, but are not limited to:

1. Determining programs and services;
2. Allocating resources;
3. Establishing standards and monitoring the performance of CTF;
4. Employing and evaluating the Executive Director;
5. Determining CTF policy positions;
6. Providing oversight of the administration of CTF;
7. Approving policies and procedures for:
 - (a) Managing contracts and obligations;
 - (b) Reviewing revenues and expenditures; and
 - (c) Maintaining records and minutes of meetings;
8. Exercising final jurisdiction over violations and interpretations of CTF Rules and Regulations, disputes with or among chartered provincial and local associations, and issues arising from league and tournament play including protests and appeals;
9. Amending and interpreting these Bylaws, certification, equipment specifications, awards qualifications, suspension and reinstatement regulations, national tournament rules, youth rules and policies; and all other CTF Rules and Regulations other than those established by the Delegates;
10. Issuing waivers or suspensions of general playing rules, or of league or tournament rules;

11. Establishing national dues amounts, as well as setting terms and conditions for collection of dues;
12. Managing international relations;
13. Exercising care and supervision over provincial and local associations;
14. Communicating applicable rules and any changes to Members;
15. Approving certified tenpin bowling facilities for training and competition;
16. Developing athlete teams for national and international competition;
17. Selecting CTF's Representative to the COC; and
18. Reviewing requests for sanction to hold amateur tenpin bowling competitions, and determining whether to grant sanctions, according to the requirements of the COC and as provided in written policies approved by the CTF Board.

Section F. Remuneration

Directors, as such, shall not receive any remuneration for their services, but by resolution of the CTF Board, expenses of their attendance may be allowed for their attendance at Board meetings. Nothing herein contained, however, precludes a Director from serving CTF as an officer or in any other capacity and receiving remuneration therefor.

Section G. CTF Employees

No employee of CTF will serve as a voting member of the CTF Board, or of CTF committees, task forces, or other governance bodies.

ARTICLE VI OFFICERS

Section A. President, Vice President, Executive Director, and Other Officers

The Officers of CTF include:

1. The President;
2. The First Vice President;
3. The Second Vice President
4. The immediate Past President; and
5. The Executive Director.

The CTF Board may establish positions for other officers.

Section B. Election of Officers to CTF Board

1. The CTF Board from among current Directors without regard to whether they are Athletes or Proprietors, elects officers, other than the Executive Director, annually. In order to be eligible for an officer position, a director must have served at least two years on the CTF Board.
2. The CTF Board employs the Executive Director.
3. The remuneration of all officers, agents and employees of the CTF Board shall be fixed by the CTF Board, annually by resolution.

Section C. Executive Director

The Executive Director:

- (a) Shall serve as Secretary/Treasurer of CTF;
- (b) Shall have the custody of the funds and securities of CTF and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of CTF in the books belonging to CTF and shall deposit all moneys, securities and other valuable effects in the name and to the credit of CTF in such chartered bank or trust company or, in the case of securities, in such registered dealer in securities as may be designated by the CTF Board from time to time;
- (c) Shall disburse the funds of CTF as may be directed by proper authority taking proper vouchers for such disbursements, and shall render to the President and Directors at the regular meeting of the CTF Board or whenever they may require it, an accounting of all the transactions and a statement of the financial position of CTF;
- (d) Shall be empowered by the CTF Board to carry out the affairs of CTF generally under the supervision of the officers thereof and shall attend all meetings and act as clerk thereof and record all votes and minutes of all proceedings in the books to be kept for that purpose;
- (e) Shall give or cause to be given notice of all meetings of the Members and of the CTF Board or President, under whose supervision the Executive Director shall be. The Executive Director shall

- be the custodian of the seal of CTF, which shall be delivered only when authorized by a resolution of the CTF Board to do so and to such person or persons as may be named in the resolution;
- (f) Shall also perform such other duties and responsibilities as prescribed by the CTF Board or the President; and
 - (g) Serves as an ex officio non-voting member of the CTF Board.

Section D. Term

Each officer, with the exception of the Executive Director, serves a one-year term.

Section E. Resignation, Removal and Vacancies

1. **Resignation.** An officer may resign as an officer of the Board by providing written notice of resignation to the President or in the case of the President, to the CTF Board.
2. **Removal.** Officers shall be subject to removal by resolution of the CTF Board at any time.
3. **Vacancies.** Vacancies in positions of Officers are filled for the un-expired portion of each term by appointment of the President, subject to CTF Board approval. If the vacancy is the President, the Vice President will undertake the role of President and appoint a new Vice President, subject to CTF Board approval.

Section F. Authority and Duties

1. **The President:**
 - (a) Presides at the Annual General Meeting of CTF and at CTF Board meetings;
 - (b) May appoint Directors-at-Large, subject to CTF Board approval;
 - (c) Appoints the chairmen and members of all committees with CTF Board approval, except Athlete members of committees, the Nominating Committee and the Athletes Advisory Council; and
 - (d) Serves as the principal spokesperson for CTF and oversees its international relations.
2. **The First Vice President:**
 - (a) Presides at the Annual General Meeting of CTF and at CTF Board meetings when the President is absent; and
 - (b) Performs other duties as prescribed by the CTF Board or requested by the President.
3. **The Second Vice President:**
 - (a) Presides at the Annual General Meeting of CTF and at CTF Board meetings when the President and First Vice President are absent; and
 - (b) Performs other duties as prescribed by the CTF Board or requested by the President.
4. **The Immediate Past President**

The Immediate Past President will sit on the executive board for one year. The Immediate Past President will help the new President with the transition to the presidency. After that, the Immediate Past President will perform duties as prescribed by the President. The Immediate Past President, as a member of the executive, will have voice and vote.
5. **The Executive Director:**
 - (a) Serves as Secretary/Treasurer of the corporation;
 - (b) Performs whatever duties and responsibilities are prescribed by the CTF Board or the President; and
 - (c) Serves as an ex officio non-voting member of the CTF Board.

ARTICLE VII MEETINGS

Section A. Annual General Meeting

An Annual General Meeting of CTF is held at a time and place approved by the CTF Board. Attendance is open to all Members.

1. **Delegates.** "Delegates" are defined as Members, 18 years of age or older who are elected according to these Bylaws.
2. **Voting and Speaking.** Voting at the Annual General Meeting is by Delegates. CTF Directors who are not elected Delegates may nevertheless vote as Delegates at the Annual General Meeting. Each Delegate shall be entitled to one (1) vote. Other CTF Members may address the Annual General Meeting but may not vote.

3. **Election of Delegates.**

- (a) **Provincial Association Delegates.** Each chartered provincial association in good standing may elect one Delegate and one Alternate Delegate to the Annual General Meeting;
- (b) **Local Association Delegates.** The number of Delegates to which a local association is entitled will be based on CTF's records of the association's fiscal year membership as of July 31st, the year prior to the CTF's Annual General Meeting. Each chartered local association in good standing with CTF is entitled to representation at the CTF Annual General Meeting as follows:

1	through	1500 members	2 delegates and 2 alternates
1501	through	2500 members	3 delegates and 3 alternates
2501	through	3500 members	4 delegates and 4 alternates
3501	through	4500 members	5 delegates and 5 alternates
4501	through	5500 members	6 delegates and 6 alternates
5501	through	6500 members	7 delegates and 7 alternates
6501	through	7500 members	8 delegates and 8 alternates
7501	through	8500 members	9 delegates and 9 alternates

In addition any local association with membership in excess of 8500 members will receive 1 additional delegate and 1 additional alternate for every additional 2000 members. When a bowler is a member of more than one Local Association, the Local Association in which the CTF National portion of annual dues was paid shall be credited with the membership.

- (c) Newly-chartered local tenpin bowling associations may elect one Delegate and one Alternate Delegate;
 - (d) A provincial or local association whose charter has been suspended or revoked, or an association that is delinquent in processing dues for the current tenpin bowling season, is not considered "in good standing" for purposes of Delegates or Alternate Delegates attending the Annual General Meeting; and
 - (e) Athletes are elected as Delegates by CTF Members who are Athletes, as defined in these Bylaws.
4. **Delegate Responsibilities.** Delegates vote to elect Directors to fill open positions on the CTF Board that are subject to election by the Delegates. In addition, Delegates vote to approve general playing rules, adult league rules and adult tournament rules for the sport of tenpin bowling as long as any changes do not conflict with requirements for reciprocal average recognition with the national governing body in the U.S. Delegates also approve the Acts of the Board.
5. **Meeting Notice.** Written notice of the Annual General Meeting is provided to Delegates and chartered provincial and local tenpin bowling associations in good standing at least 45 days in advance of the Annual General Meeting.
6. **Quorum.** The presence of twenty-five (25) Delegates establishes a quorum for the transaction of business at the Annual General Meeting.
7. **Action.** Elections by the Delegates are conducted according to policies and procedures established by the CTF Board. The action of a majority of the Delegates present and voting, when a quorum has been established, carries a motion.

Section B. Meetings of the CTF Board

The CTF Board meets at least once per year, and additionally meets once per year if required, generally scheduled in January. Special meetings may be held upon the request of any Director subject to the approval of a majority of the CTF Board.

- 1. **Questions Arising from a Meeting.** Questions arising at any meeting of the CTF Board shall be decided by a majority of votes of those members present. All Directors as described in Article V, Section A of these Bylaws, shall each be entitled to one (1) vote. The President shall only cast a vote in order to break a tie.

2. **Meetings by Telephone.** The CTF Board may meet by teleconference, provided that either a majority of the directors' consents to meeting by teleconference or meetings by teleconference has been approved by resolution passed by the CTF Board at a meeting of the CTF Board.
3. **Meetings by Other Electronic Means.** The CTF Board may meet by other electronic means that permit each director to communicate adequately with each other, provided that:
 - (a) the CTF Board has passed a resolution addressing the mechanics of holding such a meeting and dealing specifically with how security issues should be handled, the procedure for establishing quorum, and recording votes;
 - (b) each director has equal access to the specific means of communication to be used; and
 - (c) each director has consented in advance to meeting by electronic means using the specific means of communication proposed for the meeting.
4. **Notice.** Written notice of meetings is **provided** to the CTF Board at least 45 days in advance.
5. **Quorum.** A quorum for conducting business **is** a majority of the CTF Board.
6. **Action.**
 - (a) The vote of a majority of the CTF Board present and voting at a regularly scheduled Board Meeting, when a quorum has been established, is required to take action unless otherwise provided by law or these Bylaws; and
 - (b) The vote of a majority of the CTF Board, where meetings by other electronic means takes place, when a quorum has been established, is required to take action unless otherwise provided by law or by these Bylaws.

Section C. Parliamentary Procedure

The most recent version of *Robert's Rules of Order, Newly revised*, governs all CTF meetings.

ARTICLE VIII COMMITTEES

The CTF Board or the President may appoint committees whose members will hold their offices at the will of the CTF Board. The President shall determine the duties of such committees and may fix, by resolution, any remuneration to be paid.

Section A. Standing Committees

The Standing Committees of CTF are the following:

1. **Nominating Committee.** The CTF Board establishes initial criteria of candidates for Directors, whose positions are subject to election by the Delegates at the Annual General Meeting. The nominating committee, if necessary and only with approval of the CTF Board, may establish additional nominating criteria. The committee develops a slate of candidates for those positions. The Committee establishes election policies and procedures subject to approval by the CTF Board. The CTF Board appoints committee members; the Committee elects the Chairman. Directors who are eligible for re-election or re-appointment to the CTF Board do not serve on the Nominating Committee.
2. **Finance Committee.** The Finance Committee is responsible for proposing and monitoring the annual budget of CTF and providing oversight regarding other financial matters as determined by the CTF Board.
3. **Athletes' Council.** Members of CTF who are Athletes as defined in these Bylaws elect the Athletes' Council. The Athletes' Council establishes policies and procedures, subject to approval by the CTF Board, for election or appointment of Athletes to serve as:
 - (a) Members of the CTF Board;
 - (b) Members of Designated Committees, as defined in these Bylaws;
 - (c) The CTF Representative and Alternate to the COC Athletes Advisory Council; and
 - (d) Members of other CTF committees and task forces.

The Athletes' Council itself selects Athletes to serve as:

- (a) Members of committees and task forces other than Designated Committees, and
- (b) The Chairman and any other officers of the Athletes' Council.

The Athletes' Council serves as a source of opinion and advice to the CTF Board with regard to both current and contemplated policies of CTF.

4. **Youth Committee.** The Youth Committee is responsible for recommending national youth dues, for proposing rules and for monitoring, promoting, and reviewing youth programs.
5. **Equipment Specifications and Certification Committee.** The Equipment Specifications and Certification Committee are responsible for reviewing and making final decisions regarding new items of equipment on which CTF approval is requested. The committee also has these responsibilities:
 - (a) Setting policies or procedures regarding the operation and management related to equipment specifications and certification; and
 - (b) Granting, withholding, suspending, withdrawing or otherwise regulating tenpin bowling center certificates.

6. Section B. Other Committees

The President establishes other CTF committees with approval of the CTF Board.

ARTICLE IX AMENDMENTS

Section A. Amendments to Bylaws

These Bylaws may be amended by the CTF Board by a two-thirds majority vote provided at least sixty (60) days written notice is given and specific amendment language is included in the notice.

Amendments adopted by the CTF Board and ratified by the Delegates at an annual meeting or special meeting must be submitted to the Minister of Industry for approval before the amendment(s) may be enforced or acted upon.

Section B. Amendments to Rules

Any Member or chartered provincial or local association may submit a proposed amendment to the general playing rules, adult league rules, or adult tournament rules. Amendments must be submitted in writing and received by CTF on or before October 15 prior to the date of the next Annual General Meeting and must not be in conflict with any rule that would be contrary to requirements of the Reciprocal Average Recognition Agreement. Enactment of an amendment to the general playing rules, adult league rules, or adult tournaments rules requires a majority vote of the Delegates, present and voting at the Annual General Meeting where a quorum is present. Amendments enacted by the Delegates become effective as of August 1 following the Annual General Meeting where they were adopted, unless otherwise specified by the Delegates.

ARTICLE X AUDITOR

The Members shall, at each Annual General Meeting, appoint an auditor to audit the accounts of CTF for the report to the Members at the next Annual General Meeting. The auditor shall hold office until the next Annual General Meeting, provided that the CTF Board may fill any casual vacancy in the office of auditor. The remuneration of the auditor shall be fixed by the CTF Board. Without the unanimous consent of the Members, a director, officer or employee cannot act as auditor.

ARTICLE XI EXECUTION OF DOCUMENTS

Contracts, documents or any instruments in writing requiring the signature of CTF, shall be signed by any two officers and all contracts, documents and instruments in writing so signed shall be binding upon CTF without further authorization or formality.

ARTICLE XII BORROWING POWERS

The CTF Board may by two-thirds majority vote at a duly called regular meeting of the CTF Board or at a special meeting may from time to time:

- (a) borrow money upon credit of CTF;
- (b) limit or increase the amount to be borrowed;
- (c) issue debentures or other securities of CTF.

**ARTICLE XIII
ATHLETE REPRESENTATION**

Section A. Athlete Representation

1. Athletes (as defined in Section B) shall have representation on the following:
 - (a) the CTF Board;
 - (b) all committees or task forces empowered to resolve Athletes' grievances or selected participants including athletes, coaches, trainers, administrators and officials – in international competition; and
 - (c) other committees or task forces as determined by the CTF Board;
2. Individuals serving on the CTF Board and on Designated Committees; and
3. Individuals serving on other committees and task forces.

“Designated Committees” are defined as the Nominating Committee, the Finance Committee, and all committees or task forces empowered to resolve Athlete’s grievances or select participants – including athletes, coaches, trainers, administrators and officials – in international tenpin bowling competition.

Section B. Athlete Qualifications

The term “Athlete” is defined in this section for purposes of these Bylaws. To be considered an Athlete, at the time of election or appointment to a CTF Board, committee, or task force, an individual must be at least 18 years of age and have these other qualifications:

1. Within the 10 years preceding election or appointment, the individual has been a member of Team Canada and has represented Canada in the Olympic or Pan American Games, a World Championship recognized by FIQ, a WTBA American Zone Championships, Tournament of Americas, World Games or World Cup (collectively, “Team Canada Athletes”); or
2. Within two years before election or appointment, the individual has demonstrated active engagement in amateur tenpin bowling competition by finishing in tournaments as follows:
 - (a) For open national championship tournaments conducted by CTF, the top five percent of all amateur finishers based upon the combined list of participants in the All Events event from each of the divisions in the order in which the participants scored;
 - (b) For the national amateur and national junior championship tournaments conducted by CTF, the top 50 percent of all amateur male finishers and of all amateur female finishers.

Section C. Athlete Representation on CTF Board and Designated Committees

All Athletes serving on the CTF Board, serving on a Designated Committee, or as the CTF Representative or Alternate to the COC Athletes Advisory Council must be Team Canada Athletes.

Section D. Athlete Representation on Other Committees and Task Forces

All Athletes elected or appointed by CTF committees or task forces other than the CTF Board and Designated Committees, must be Team Canada Athletes or Actively Engaged Athletes.

Section E. Election or Appointment of Athlete Representatives

Both Team Canada Athletes and Actively Engaged Athletes directly elect those Athletes who are to serve on the CTF Board, on Designated Committees, on the Athletes Advisory Council, or as the CTF Representative and Alternate to the COC Athletes Advisory Council. The CTF Athletes Advisory Council appoints Team Canada or Actively Engaged Athletes to other committees or task forces.

**ARTICLE XIV
DUE PROCESS**

Section A. Applicability of Due Process

CTF provides due process when any:

1. Member, including any Athlete, is charged with a violation of any CTF regulation or requirement which could result in full or partial forfeiture of participation privileges or in other disciplinary action whether undertaken by CTF or a chartered provincial or local association; or
2. Individual or entity charges CTF with a violation of the requirements of the COC Constitution or Bylaws, the CTF Articles of Incorporation or Bylaws, or Rules and Regulations, including but not

limited to general playing rules, league rules, or tournament rules, that are adopted, endorsed, or referenced by CTF; the individual or entity charged may include, but is not limited to:

- (a) A sports organization that conducts programs in the sport of tenpin bowling on a level of proficiency appropriate for the selection of athletes to represent Canada in national or international competition,
- (b) A CTF Member, including any athlete, or any coach, trainer, manager, administrator, or other official, or
- (c) A provincial or local association chartered by CTF or an applicant for CTF chartering as an association.

Section B. Elements of Due Process

In matters involving Members, including tenpin bowlers or amateur athletes, coaches, trainers, managers, administrators, or officials, representing Canada in national or international competition or participating in that competition, and in matters involving league or tournament competition or suspension of membership other than for non-payment of dues, due process may include notice, hearing, expedited hearing, decision, and appeal, all as provided in written policies approved by the CTF Board.

ARTICLE XV FISCAL YEAR

The fiscal year of CTF is August 1 to July 31.

ARTICLE XVI INDEMNIFICATION

Directors, officers, and other authorized volunteers, employees, or agents of CTF are indemnified against claims for personal and individual liability arising in connection with their positions or service on behalf of CTF to the full extent permitted by law. CTF maintains liability insurance, as determined by the CTF Board, for those individuals and for CTF subject to the terms of that insurance.

ARTICLE XVII DISTRIBUTION OF ASSETS ON DISSOLUTION

1. Any profits that may accrue to CTF during the time it is in operation shall be used for the further attainment of the objects for which CTF is founded. In the event of a winding up of the affairs of CTF, all the assets of the "Corporation", including cash on hand and in the bank, after all payment of all outstanding accounts or other liabilities, shall be assigned, transferred and paid to a recognized charitable or non-profit organization determined by the Board prior to the final dissolution.
2. In all Bylaws of CTF, the singular shall include the plural and the plural the singular; masculine shall include feminine.

ARTICLE XVIII LANGUAGE

Where there are discrepancies or differences in interpretations of any of the Bylaws, between the English and the French versions, the English version shall be the governing interpretation.
