

Canadian Tenpin Federation Local Association Bylaws

Introduction:

The following document is the mandatory form of Bylaws to be adopted by each local Association and used in conjunction with the CTF Policy Manual. Complete all blanks where indicated. Local Associations may adopt additional provisions provided they do not conflict with the mandatory Bylaws.

Association must abide by provincial corporate laws. If any provision of the mandatory Bylaws conflicts with provincial laws, the appropriate provision of provincial law takes precedence over the Bylaws.

Notes and footnotes appear only to provide clarification and examples. Parenthetical statements are for information only. These items should be deleted in the final Bylaws adopted by the Local Association.

Article I Name, Non-Profit Incorporation and Charter

Section A. Name

The name of the organization is **[insert name of Local Association as approved by CTF in the Letter of Intent]**, a local association chartered by the Canadian Tenpin Federation ("CTF"). *(CTF must approve the name and jurisdiction of the Local Association, prior to granting a charter.)*

Section B. Non-Profit Corporation

CTF strongly recommends that the Local Association incorporate as a nonprofit corporation and operates consistent with the requirements of such an organization, primarily to limit personal liability claims. Although recommended, this is not mandatory.

Section C. Charter

The Local Association shall be chartered by CTF and subject to its authority. To maintain its charter, the Local Association must:

1. Adopt Bylaws approved by the CTF Board.
2. Not enact any Bylaws or rules inconsistent with the CTF National 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. *(See the Suspension and Reinstatement Chapter for suspension, revocation and appeal procedures.)*

Article II Purpose

The purposes of the Local Association 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

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- B. 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.
- C. Promoting the game of tenpin bowling.
- D. Conducting and support tenpin bowling competition.
- E. Engaging in any other activities permitted by an organization classified as tax exempt.

Article III Membership and Dues

Membership is composed of individuals who pay dues to the Local Association and is in effect from August 1 of one calendar year through July 31 of the following calendar year (individually, a "Member", or collectively, "Members"). An individual joining a summer league after March 15 shall pay the dues that are known to be, or become, effective for the next current season. On payment of the dues, the individual shall become a Member for the balance of the current season and the next season. Each Member shall pay national, local and provincial dues (where applicable). The Local Association Board, by two-thirds vote, determines Local Association dues amount. (*See CTF Policy Manual for dues structures.*)

The Local Association Board may waive all or part of Local Association dues for:

- A. Members 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 Local Association cannot charge additional non-dues assessment.

Article IV Local Association Board – Management

Section A. Local Association Board Composition, Authority and Duties

The management and governance of the Local Association is vested in the Local Association Board. The number of Directors is _____. The Local Association Board determines the maximum number of Directors. The Local Association Board shall not engage in any act of conflict of interest.

The Local Association 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 Members.

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4. Providing education, training, evaluations, recognition and other services as established by CTF.
5. Implementing all CTF programs.
6. Electing the officers of the Local Association.
7. Employing/selecting and evaluating performance of Association Manager.
8. Approving use of membership records.
9. Rating the league average of a Local Association Member when there is evidence the bowler's average does not represent the bowler's true ability.
10. Conducting suspension and reinstatement hearings. *(See the Suspension and Reinstatement Chapter for rating, suspension, reinstatement and appeal procedures.)*

Section B. Eligibility

Candidates for the Local Association Board must be:

1. A Member in good standing of the Local Association at the time of election and throughout their term.
2. Elected or appointed without discrimination on the basis of race, colour, religion, age, disability, gender, or national origin, other than the minimum age of eighteen (18) years.
3. Collectively be reasonably representative of males and females.

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

Section C. Election of Directors

Directors are elected by a majority vote of the Members 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.

Voting by mail and/or proxy vote is prohibited.

Section D. Term

The term for Directors is _____. The Local Association Board determines the number of years in one term and the number of terms allowed. *(See the CTF Policy Manual for suggested terms of office and stagger systems.)*

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Section E. Resignation, Removal, and Vacancies

1. **Resignation.** A Local Association Board member may resign from the Local Association Board by providing written notice of resignation to the President or, in the case of the President, to the Local Association Board.
2. **Removal for Ineligibility.** A Local Association Board member who is no longer eligible to serve on the Local Association Board may be removed by a two-thirds vote of the Local Association Board when a quorum is present.
3. **Removal for Cause.** When a Local Association 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 Local Association Board may conduct a hearing following the Removal Procedures in the Suspension and Reinstatement Chapter. An appeal may be filed within fifteen (15) days of the removal. Two-thirds written consent of the full Local Association Board is required to seek re-election and/or re-appointment to the Local Association Board.
4. **Vacancies.** The President, with Local Association Board approval shall fill vacancies in Director positions for the remainder of the term. The Local Association 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 the Local Association shall include a President and Vice President, who must be serving as Directors of the Local Association at the time of election.

Section B. Association Manager

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

Section C. Election

The Local Association Board shall elect all officers except the Association Manager.

Section D. Term

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The term for elected officers, except the Association Manager is _____, (not to exceed three years). The Local Association Board determines the number of years in one term and the number of terms allowed. *(See the CTF Policy Manual for suggested term limits and stagger system.)*

Section E. Authority and Duties

1. President

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

Note: All Committees should be composed of both Local Association Board members and Non-Local Association Board members to ensure diversity.

2. Vice President

- (a) Presides at meetings of the membership or Local Association Board when the President is absent.
- (b) Performs other duties as prescribed by the Local Association Board or requested by the President.

3. Association Manager.

- (a) The Association Manager is:
 - (i) Accountable to the Local Association Board.
 - (ii) Responsible for implementation of the CTF performance standards.
 - (iii) Shall act as the ex officio non-voting Secretary/Treasurer of the Local Association Board or such other officer designation as required by law and determined by the Local Association Board.
 - (iv) Responsible for other duties as prescribed by the Local Association Board and in the CTF Policy Manual.

Article VI Meetings

Section A. Annual Meeting

An annual meeting of Local Association Members shall be held at a time and place approved by the Local Association Board. Attendance is open to all Members. *(See Article VIII, Section B for the time frame for election of Delegates and Alternates to the CTF Annual General Meeting and provincial meetings.)*

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1. **Members' Responsibility.** Members vote to elect individuals to the Local Association Board and elect Delegates and Alternates for the CTF Annual General Meeting and provincial meetings.
2. **Voting.** Only Members, eighteen (18) years of age or older, voting officers and Directors of the Local Association may vote.
3. **Meeting Notice.** Written notice of the meeting shall be forwarded to the Local Association Board and league secretaries, which should be at least twenty-one (21) days prior to the annual meeting.
4. **Quorum.** _____ Members constitute a quorum. (*See the CTF Policy Manual for suggested quorum. The Local Association Board determines the number.*)
5. **Action.** The vote of a majority of those Members present and voting, when a quorum has been established, is required to take action, unless otherwise provided by law or these Bylaws.

Section B. Local Association Board Meeting

The Local Association Board shall meet at least quarterly. Special meetings may be held upon the request of any Local Association Board member if a majority of the Local Association Board approves.

1. **Notice.** Written notice for all regular and special meetings shall be forwarded at a minimum to the Local Association Board, which should be at least twenty-one (21) days prior to the start of a meeting.
2. **Quorum.** _____ Local Association Board members constitute a quorum. (*The Local Association Board determines the number.*)
3. **Action.** The vote of a majority of the Local Association Board 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 Local Association shall have the following Standing Committees: Nominating, Finance, and Youth.

1. **Nominating Committee.** The Nomination Committee reviews candidates and prepares slates for Local Association Board, delegate and alternate positions. The Committee publicizes criteria and procedures for the elected Local Association Board. (*See the CTF Policy Manual for composition of Committee.*)

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2. **Finance Committee.** The Finance 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 Local Association.

Section B. Other Committees

The President may establish other committees, with Local Association Board approval.

Article VIII Delegates and Alternates

Delegates and Alternates to provincial meetings and CTF Annual General Meeting are elected by those Members present and voting, provided a quorum is present. Mail and proxy voting is prohibited. The election is to be held not less than one hundred and twenty (120) days prior to the CTF Annual General Meeting or provincial meetings at which the Delegates will represent the Local Association.

Section A. Eligibility

Appointees and nominees must be:

1. At least eighteen (18) years of age.
2. A Member in good standing of the Local Association at the time of election and throughout their term.

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. Local Association 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 dues 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.*

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Article IX Amendments

Section A. Authority

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

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

Section B. Change in dues

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

Section C. Effective Date

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

Article X Fiscal Year

The fiscal year of this Local Association is August 1 through July 31.

Article XI 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 Local Association to the full extent permitted by law.

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**LOCAL ASSOCIATIONS FILL IN THE BLANKS AND
SUBMIT TO: CTF Head Office**

Association Number: _____

Association Name: _____

Number of Directors: _____

Terms for Directors: _____

Stagger system for Directors: _____

Terms for Officers: _____

Stagger system for Officers: _____

Quorum for membership meeting: _____

Quorum for Local Association Board meeting: _____

Local dues charged: _____

of Delegates to Provincial Annual Meeting: _____

of Delegates to CTF Annual Meeting: _____