

Canadian Tenpin Federation Provincial Association Bylaws

Introduction:

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

Associations 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 Provincial Association.

Article I Name, Non-Profit Incorporation and Charter

Section A. Name

The name of the organization is the **[Insert name of Provincial Association, as approved by CTF in the Letter of Intent]**, a provincial association chartered by the CTF. *(CTF must approve the name and jurisdiction of the Provincial Association, prior to granting a charter. Multiple Provinces may combine into one CTF Provincial Association).*

Section B. Non-Profit Corporation

CTF strongly recommends that the Provincial 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 Provincial Association shall be chartered by the CTF and subject to its authority. To maintain its charter, the Provincial Association must:

1. Adopt Bylaws approved by the CTF Board.
2. Not enact any Bylaws or rules inconsistent with CTF's 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 (5) years. *(See the Suspension and Reinstatement Chapter for suspension, revocation and appeal procedures.)*

**Article II
Purpose**

The purposes of the Provincial 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 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.
- B. Promoting the game of tenpin bowling.
- C. Conducting and supporting tenpin bowling competition.

**Article III
Dues**

The Provincial Association Board, by two-thirds vote, determines if Provincial Association dues should be paid and the amount. (*See CTF Policy Manual for dues structures.*)

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

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

The Provincial Association cannot charge additional non-dues assessment.

**Article IV
Provincial Association Board of Directors – Management**

Section A. Provincial Association Board Composition, Authority and Duties

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

The Provincial 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 provincial tournaments for its members.
- 4. Providing education, training, evaluations, recognition and other services as established by the CTF.

5. Implementing all CTF programs.
6. Electing the officers of the Provincial Association.
7. Employing/selecting and evaluating performance of the Association Manager.
8. Manage sport funding received from Provincial Government agencies.

Section B. Eligibility

Candidates for the Provincial Association Board must be:

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

A maximum of three (3) tenpin bowling centre proprietors may serve on the Provincial 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 delegates 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 _____. The Provincial 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.)*

Section E. Resignation, Removal, and Vacancies

1. **Resignation.** A Provincial Association Board member may resign from the Provincial Association Board by providing written notice of resignation to the President or, in the case of the President, to the Provincial Association Board
2. **Removal for Ineligibility.** A Provincial Association Board member who is no longer eligible to serve on the Provincial Association Board may be removed by a two-thirds vote of the Provincial Association Board when a quorum is present.

3. **Removal for Cause.** When a Provincial 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 Provincial Association 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 Provincial Association Board is required to seek re-election and/or re-appointment to the Provincial Association Board.
4. **Vacancies.** The President, with Provincial Association Board approval, shall fill vacancies in Director positions for the remainder of the term. The Provincial 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 Provincial Association Life Member status with benefits and/or requirements that they deem appropriate. If the Provincial Association bylaws allow a CTF Provincial 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 Provincial Association shall include a President and Vice President, who must be serving as Directors of the Provincial Association at the time of election.

Section B. Association Manager

The Association Manager shall act as the ex officio non-voting Secretary/Treasurer of the Provincial Association Board or such other officer designation as required by law and determined by the Provincial Association Board.

Section B. Election

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

Section C. Term

The term for elected officers, except the Association Manager is _____, (not to exceed three years). The Provincial 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 D. Authority and Duties

1. President

- (a) Presides at membership and Provincial Association Board meetings.
- (b) Acts as spokesperson for the Provincial Association.

- (c) Appoints Committees, except nominating, with Provincial Association Board approval.

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

- (d) Serves as the liaison to the Provincial Proprietors' Association, if applicable.

2. Vice President

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

3. Association Manager

The Association Manager is:

- (a) Accountable to the Provincial Association Board.
- (b) Responsible for implementation of CTF performance standards.
- (c) Shall act as the ex officio non-voting Secretary/Treasurer of the Provincial Association Board or such other officer designation as required by law and determined by the Provincial Association Board.
- (d) Responsible for other duties as prescribed by the Provincial Association Board and in the CTF Policy Manual.

**Article VI
Meetings**

Section A. Annual Meeting

An annual meeting of Provincial Association Delegates shall be held at a time and place approved by the Provincial Association Board. Attendance is open to all Provincial Association members. *(See Article IX, Section B for the time frame for election of delegates and alternates to the CTF meeting.)*

- 1. **Delegates.** "Delegates" are defined as members, 18 years of age or older, and elected by chartered local associations. The number of delegates a local association is entitled to is as follows:

(Insert the delegate chart adopted by the Provincial Association Board.)

Delegate credentials are forwarded to the Provincial Association at least sixty (60) days prior to the start of the annual meeting. A local association is not eligible to send delegates if it is declared delinquent or the CTF has revoked its charter.

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

2. **Voting and Speaking.** Only Delegates, voting officers and Directors of the Provincial Association Board may vote. Other Provincial Association members may address the annual meeting but may not vote.
3. **Delegate Responsibility.** Delegates shall elect the Directors to the Provincial Association Board and a delegate and an alternate for the CTF Annual General Meeting.
4. **Meeting Notice.** Written notice of the meeting shall be forwarded to the Provincial Association Board and delegates, which should be at least twenty-one (21) days prior to the annual meeting.
5. **Quorum.** _____ Delegates constitute a quorum. The Provincial Association Board determines the number. (*See the CTF Policy Manual for suggested quorum.*)
6. **Action.** The vote of a majority of the Delegates, Provincial Officers and Directors of this Provincial Association present and voting, when a quorum has been established, is required to take action, unless otherwise provided by law or these Bylaws.

Section B. Provincial Association Board Meeting

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

1. **Notice.** Written notice for all regular and special meetings shall be forwarded to the Provincial Association Board, which should be at least twenty-one (21) days prior to the meeting.
2. **Quorum.** _____ Provincial Association Board members constitute a quorum. The Provincial Association Board determines the number.
3. **Action.** The vote of a majority of the Provincial Association 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* shall govern all meetings.

Article VII Committees

Section A. Standing Committees

The Provincial Association shall have the following Standing Committees: Nominating, Finance, and Youth.

1. **Nominating Committee.** The Nominating Committee reviews candidates and prepares slates for Provincial Association Board, delegate and alternate positions and publicizes

criteria and procedures for the elected Provincial Association Board. (*See the CTF Policy Manual for composition of Committees.*)

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 monitoring, promoting and reviewing youth programs conducted by the Provincial Association.

Section B. Other Committees

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

**Article VII
Delegate and Alternate to CTF Annual General Meeting**

A delegate and alternate are elected at the Provincial Association Annual Meeting by majority vote of those delegates present and voting provided a quorum is present. (*See Article VI, Section A of the CTF National Bylaws for representation.*) The election is to be held not less than six (6) months prior to the CTF Annual General Meeting at which they will represent the Provincial 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 Provincial 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 local or provincial Association.

Section B. Election.

A delegate and alternate serve for one year, beginning August 1, and is elected by:

1. A slate provided by the Nominating Committee.
2. Nominations from the floor. Delegate qualifications must be submitted to the Nominating Committee at least twenty-four (24) hours prior to the opening of the annual meeting.

**Article IX
Amendments**

Section A. Authority

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

1. Name of the Provincial Association. (*With CTF approval.*)
2. If Provincial dues are necessary and the amount.

3. Number of Directors.
4. Term and term limits of Officers and Directors.
5. Quorum for membership and Provincial Association Board meetings.
6. Number of delegates each local association is entitled.

Section B. Change in Dues

Notification of any change in dues, and the reason for the change, will be forwarded, in writing to each local association and will be reported at the next delegate 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 Provincial 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 Provincial Association to the full extent permitted by law.

**PROVINCIAL 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 delegates meeting: _____

Quorum for Provincial Association Board meeting: _____

Provincial dues: _____