

Winnipeg Tenpin Bowling Association By-Laws

Introduction

The following document is the bylaws for the WTBA to be used in conjunction with the CTF Policy Manual. The WTBA, if incorporated, must abide by Provincial corporate laws. If any provision of the 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.

Article I Name

The name of the organization is the CTF Winnipeg Tenpin Bowling Association, an association chartered by the Canadian Tenpin Federation.

Article II Charter

Section A. Charter

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

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. (See the Suspension and Reinstatement Chapter for suspension, revocation and appeal procedures.)

Article III Purpose

The purposes of the 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 bowling competition.
- D. Engaging in any other activities permitted by an organization classified as tax exempt.

Article IV Registered Participants and Fees

The Registered Participants are individuals who pay fees to the association and their registration is in effect from August 1 of one calendar year through July 31 of the following calendar year. A Registered Participant who is not already a CTF registered participant, joining a summer league after March 15 shall pay one-half of the CTF National Fees for their CTF registration, and no charge for Local and Provincial fees. The registration shall be in effect until the completion of that, or any other spring/summer league that he/she is participating in, or until July 31, whichever is later. Each individual shall pay national, local and provincial fees (where applicable). The Board, by two-thirds vote, determines local association fees amount.

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

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

The association cannot charge additional non-fees assessment.

Article V Board of Directors – Management

Section A. Board Composition, Authority and Duties

The management and governance of the association is vested in the Board of Directors. The number of Directors is a max of 18. The Board determines the maximum number of Directors. The Board shall not engage in any act of conflict of interest.

Contracts, document, or any instrument in writing requiring the signature of the WTBA must be signed by the Executive Director and one other Officer.

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

1. Enforcing and modifying the by-laws.
2. Complying with the CTF Policy Manual.
3. Ensuring adherence to all CTF Performance Standards.
4. Conducting local tournaments for men, women and youth registered participants.
5. Providing education, training, evaluations, recognition and other services as established by CTF.
6. Implementing all CTF programs.
7. Electing the officers of the association.
8. Selecting, and evaluating performance of the Executive Director.
9. Approving use of registration records.
10. Publishing an annual average book, with the names listed alphabetically, showing each bowler who has bowled at least 21 games in one or more leagues, and listing the names of the leagues, the number of games bowled in each, and the final average attained in each league.

11. Rating the league average of an association registered participant when there is evidence the bowler's average does not represent the bowler's true ability.
12. Conducting suspension and reinstatement hearings.
13. Working with the Manitoba Tenpin Federation (MTF) regarding the allocation of funding monies to the WTBA.

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. Elected or appointed without regard to race, color, religion, sex, disability, national origin, or age, other than the minimum age of 18 years.
3. Collectively be reasonably representative of males and females.

A maximum of one tenpin bowling center proprietor may serve on the Board at one time. A proprietor is an individual who is the owner, partner, or corporate officer of a tenpin bowling center or group of tenpin 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 tenpin bowling center and remains so during a term as 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, e-mail, and proxy voting are prohibited.

Section D. Term

The term for Directors is 3 years and there is no restriction to the number of terms a person can serve on the Board.

Section E. Resignation, 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 of the CTF Association Policy Manual. 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 re-appointment to the Board.

4. **Vacancies.** The President, with Board approval shall fill vacancies in Director positions for the remainder of the term, by appointment. The Board fills vacancies in officer positions.
5. **Delegation of Duties.** In the case of an absence of any officer, the directors, by resolution, may delegate all or any of the powers of such officer to any other officer or director for the time designated in such appointment.

Section F. Life Members

The Delegates by a majority vote at a properly noticed meeting at which a quorum is present may honour an individual, or individuals, 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.

A maximum of three such memberships shall be granted each year, and is meant to be in appreciation of the interest and goodwill that such incumbent has shown for the betterment of the game. Life Members who are not current members of the Board, are not entitled to vote at Board meetings. Existing Life Members from the previous local associations (e.g. WBA, WWBA) will continue to be recognized by the WTBA. WTBA Life Members will have the CTF portion of their annual registration fees paid by the WTBA.

Article VI Officers

Section A. President, Vice President, and Executive Director

The officers of this association shall include a President, Vice President, and Executive Director, who must be serving as Directors of the association at the time of election. The 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 B. Election

The Board shall elect all officers.

Section C. Term

The terms for President, Vice-President, and Executive Director are all 3 years. There are no limits to the number of terms that a person can serve as an Officer.

Section D. Authority and Duties

1. President

- a. Presides at Meetings of the Members and Board meetings.
- b. Acts as spokesperson for the association, based on Board direction. Any commitments made are subject to board approval.
- c. Appoints Committees, except Nominating Committee, with Board approval.
Note: All Committees should be composed of both Board members and Non-Board members to ensure diversity.

2. Vice President

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

3. Executive Director.

- a. Is accountable to the Board, and therefore must be diligent in excusing him/herself from voting on any item where there is, or is perceived to be, a conflict of interest.
- b. Shall act as ex officio secretary-treasurer of the Board or such other officer designation as required by law and determined by the Board.
- c. Is responsible for implementation of the CTF performance standards.
- d. Responsible for other duties as prescribed by the Board and in the CTF Policy Manual.

Section E. Honorariums

1. The honorarium of the Executive Director shall be reviewed and set annually by the Board

Article VII Meetings

Section A. Annual Meeting

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

1. **Members Responsibility.** Registered participants vote to elect individuals to this Board and elect delegates and alternates for the CTF Annual Meeting and Provincial Association meetings.
2. **Voting.** Only registered participants, 18 years of age or older, voting officers and Directors of this association may vote.
3. **Meeting Notice.** Written notice of 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.** Fifty (50) % of the Directors plus 1, 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 Provincial law, these By-laws, or Robert's Rules of Order.
6. A Parliamentarian will be appointed for the Annual Meeting.

Section B. Board Meeting

The Board shall meet at least quarterly. 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 at a minimum to the Board, which should be at least 21 days prior to the start of a meeting.
2. **Quorum.** Fifty (50) % of the Board members, plus 1, 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 Provincial law, these By-laws, or Robert's Rules of Order.

As necessary, or for convenience, new motions or other Board business may be presented and/or conducted via electronic mail (as an alternative method to a meeting). Such business will be recorded in our Association meeting minutes book.

Section C. Parliamentary Procedure

The most recent edition of Webster's New World *Robert's Rules of Order, Simplified and Applied*, governs all meetings.

Article VIII Committees

Section A. Standing Committees

The association shall have the following Standing Committees: Nominating, Finance, 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. It also is responsible for running the elections.
2. **Finance Committee.** The Committee is responsible for reviewing and monitoring the annual budget and other financial matters. It is also responsible for annually auditing the Finances of the WTBA. The Executive Director must be one of the members of this committee.
3. **Youth Committee.** The Youth Committee is responsible for recommending, monitoring, promoting and reviewing youth programs conducted by the association.

The dismissal of any committee member must be approved by a majority of the Board of Directors.

Section B. Other Committees

The following committees will exist in the WTBA organizational structure. Please note that some of them may only consist of one person, if applicable. But they are all being shown in this Section. The President may establish other Committees, with Board approval.

1. **Tournament Committee.** Responsible for creating the tournament schedules, developing the formats, rules, prize schedules, ensuring they are sanctioned, and producing the financial reports for each of them. Responsible for ensuring that each tournament has a "Tournament Director", and providing assistance/guidance to the Tournament Director if required. Also responsible for ensuring that workers/volunteers are in place for tournaments, where necessary. Also responsible for reviewing tournament results for award eligibility (both CTF and Provincial) and forwarding the information to the Executive Director or Awards Committee as appropriate.
2. **Membership Liaison Committee.** Responsible for communication between membership sub-groups (Men, Women, Youth) and the WTBA, including applicable announcements and the distribution of appropriate printed information. This committee represents the WTBA to the general membership, and provides

assistance to members and leagues as required.

3. **Communications Director.** Responsible for writing / publishing bowling articles on behalf of the WTBA (e.g. tournament results, award scores, notable achievements / announcements, etc.) in such media as MTF's Frame By Frame, other newsletters, websites, media, etc. Also has responsibility for the maintenance and management of the WTBA website.
4. **Awards Committee.** Responsible for collecting, analyzing, verifying bowling information to determine the various year-end award winners, for Men, Women, and Youth. Also responsible for notifying the award winners, and for acquiring and distributing the awards.
5. **Proprietors Committee.** Responsible for ensuring good two-way communication between the WTBA and the tenpin bowling proprietors in our jurisdiction. Also responsible for working with the proprietors to investigate and develop ideas and suggestions to help promote and enhance tenpin bowling in Winnipeg.
6. **Bingo Committee.** Responsible for coordinating sufficient WTBA workers for assigned bingos.
7. **Social Committee.** Coordinate the provision of food and refreshments, where appropriate, for Annual General Meetings, and Board of Directors' meetings. Responsible for coordinating and managing special fund-raising events. Also responsible for coordinating WTBA attendance at various dinners/events (e.g. Awards Dinner, Manitoba Sports Hall of Fame Dinner, etc.)
8. **Hearing Committee.** Responsible for adjudicating formal disputes, appeals, etc.
9. **Lane Certification Committee.** Responsible for following the certification procedures for the tenpin bowling lanes within the WTBA geographical boundaries.

Article IX Delegates and Alternates

Delegates and alternates to provincial association meetings and CTF Annual Meetings are elected by those registered participants present and voting at the WTBA Annual General Meeting, provided a quorum is present. Mail, e-mail, and proxy voting is prohibited. The election is to be held not less than 120 days prior to the CTF Annual Meeting, or the provincial meetings at which the delegate(s) 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. Currently on the WTBA Board of Directors.

A registered participant 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

The WTBA will have 2 delegate and 1 alternate for representation at the CTF Annual Meeting.

The WTBA will have 6 delegates and 1 alternate for representation at the Provincial Annual Meeting.

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: An 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.

Section C. Expenses

1. The delegate(s) to the CTF Annual Meeting shall be allowed expenses as follows:
 - a. Cost of travel including cost-effective local ground transportation options at location.
 - b. Accommodation.
 - c. Per Diem of CDN \$40.00.

Article X National Youth Hosting Fund

Section A. Definition

The National Youth Hosting Fund (for expenses relating to the periodic hosting of the Youth National Championships) is managed by the Provincial Association.

Section B. Funding

The WTBA will allocate one-third of all bingo revenues received towards this fund, and will forward these monies to the Provincial Association annually.

Article XI Amendments

Section A. Authority

These By-laws may be amended by the Board by a two-thirds majority vote provided a quorum is present, unless otherwise specified in a particular by-law. All such amendments must be ratified at the WTBA Annual General Meeting by a two-thirds majority of the voting members.

At a Board meeting where a quorum is present, the following items can be determined, by a two-thirds majority vote:

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 the Members and Board meetings.

Section B. Change in fees

Notification of any change in fees, 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.

Section D. Advanced Written Notice

A motion to change, add, or modify any of the By-Laws must be presented in writing to the Board members at least 1 week before it can be voted on.

Article XII Fiscal Year

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

Article XIII 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 Board-approved service on behalf of the association to the full extent permitted by law.

Article XIV Dissolution of the Corporation

Any profits which may accrue to the Corporation during the time it is in operation shall be used for the further attainment of the objects for which the Corporation is formed. In the event of the winding up of the affairs of the Corporation, all the assets of the Corporation, including cash-on-hand or in the bank, after the payment of all outstanding accounts and other liabilities, shall be

assigned, transferred and paid to one or more tenpin-related recognized charitable or non-profit organizations determined by the Board of Directors, prior to final dissolution.

LOCAL ASSOCIATIONS FILL IN THE BLANKS AND SUBMIT TO: CTF Head Office
Note: This information was submitted at time of WTBA Creation and is not regularly updated to show any changes.

Association Number: __14003_____

Association Name: __Winnipeg Tenpin Bowling Association_

Number of Directors: _____Max of 18_____

Terms for Directors: _____3 years____

Stagger system for Directors:

One-Third of the Director positions will be up for re-election each year.

Terms for Officers: 3 years

Stagger system for Officers:

One-Third of the Officer positions will be up for re-election each year.

As well, the Executive Director job description includes a requirement to always have a trained backup for the position in place.

Quorum for membership meeting: 50% of Board Members plus 1

Quorum for Board meeting: 50% of Board Members plus 1

Local fees charged: \$24 total (\$20.00 National, \$1.00 Provincial, \$3.00 Local)

Number of delegates to CTF annual meeting this association is entitled: Two (2)

Update History:

- Jan 10, 2008:
 - Changed first paragraph of Article IV to coincide with CTF's new National Policy re dues for new members bowling in Spring/Summer leagues.
 - Changed Article IX, Section B, to allow for two delegates to be sent to the CTF AGM (as per the new CTF rules regarding number of delegates).
- Dec 2, 2014
 - Changes due to the National Bylaw changes because of the new Not For Profit Act (primarily changing "members" to "registered participants").
 - Article IX, Section C, regarding expenses for delegates attending CTF Annual Meetings.
 - Updates to CTF/Local/Provincial Fees
 - Several small housekeeping changes