



**CANADIAN TENPIN FEDERATION LOCAL ASSOCIATION BYLAWS
OF THE CAPITAL DISTRICT TENPIN BOWLING ASSOCIATION**

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Article I - Name, Non-Profit Incorporation and Charter

Section A. Name

The name of the organization is Capital District Tenpin Bowling Association (CDTBA), a local association chartered by the Canadian Tenpin Federation (“CTF”). The following boundary has been established for this Association – a 50 km radius from Parliament Hill (in the City of Ottawa, Ontario, Canada), generally encompassing, the current boundaries of Ottawa Ontario, Gatineau Quebec and outlying municipalities.

Section B. Non- Profit Corporation

The Capital District Tenpin Bowling Association shall operate as a non-profit organization.

Section C. Charter

The Local Association shall be chartered by CTF and subject to its authority. The Local Association shall:

- 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.



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

Article III – Registered Participants and Fees

Section A – Registered Participants

Registered Participants are 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 “Registered Participant”, or collectively, “Registered Participants”). An individual joining a summer league after March 15 shall pay the dues that are known to be, or become, effective for the current season. On payment of the dues, the individual shall become a registered participant for the balance of the current season or until their league is finished. Each registered participant 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. Registered participant 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.

Section B – Life Membership or Registered bowler

The Association will recognise all previous life members (<http://www.cdtba.com/contact.html>) and other special participants. The Association will also recognise achievements and contributions to the founding associations and their national bodies as contributions to qualifying criteria where applicable.

A. NOMINATION

Life Membership in this Association may be granted by registered participant at the Annual Meeting. Life Membership may be granted by two-thirds votes of the registered participant present.

All Votes for Life Membership shall be held by secret ballot.

Any member in good standing of this Association may nominate any other registered participant to be elected to Life Membership by submitting the name of the nominee together with valid reasons for nomination to the Board of Directors of this Association. Such submission with all pertinent information shall be in writing and shall be contained in a letter over the signature of the nominator.

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The local, provincial and national portion of yearly dues will be paid by the Association for all elected Life Members actively bowling in sanctioned leagues.

B. QUALIFYING CRITERIA

To qualify for Life Membership an individual must meet one or more of the following criteria:

- (i) An association member of the Capital District Tenpin Bowling Association in good standing, who qualified themselves for such honour by their outstanding service to this Association and the game of tenpins in the field of promotion of the game, promotion of new leagues and bowlers, and promotion of this Association and the Canadian Tenpin Federation by continued strong support of the aims, purposes and activities of this Association and the CTF.
- (ii) Outstanding service in the field of administration as an association member of the Board of Directors of this Association for at least fifteen (15) years.
- (iii) Outstanding service in the field of performance on the lanes, where the individual has brought good publicity, honour and fame in bowling circles to this Association through his/her ability to win International FIQ/WTBA competition events, as well as CTF sanctioned events.
- (iv) Outstanding service in any special field of endeavour in the interests of the game and this Association, which the Board of Directors may deem from time to time to be worthy of such honour.

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 nine (9). The 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.
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 registered bowler records.
9. Re-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 re-rating, suspension, reinstatement and appeal procedures.)



Section B. Eligibility

Candidates for the Local Association Board must be:

1. A registered bowler 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 registered bowlers 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 three (3) years with no term limit.

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.
5. **Absenteeism.** When a member of the Board of Directors fails to attend two (2) meetings of the Board of Directors in succession, the Board of Directors may by a two-thirds secret ballot vote remove them as a member of the Board.



Section F. Life Members

The Delegates by a majority vote at a properly noticed meeting at which a quorum is present may honour a registered bowler, or bowlers, 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 a 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.

If the Association Manager is not an elected director:

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

If the Association Manager is an elected director:

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

Section C. Election

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

Section D. Term

The term for elected officers, except the Association Manager is 3 years.

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.

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

- (d) Serves as the liaison to the Local Proprietors Association, if applicable.
- (e) Verifies all payments are authorized expenditures and financial accounts monthly.
- (f) This individual must have signing authority.

2. Vice Presidents

- (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.
- (c) These individuals must have signing authority.

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.
 - (v) This individual must have signing authority.

The association manager shall be selected by the Board based on criteria establish by the Board. The term of the Association Manager will be determined by the Board. The Association Manager may receive an honorarium as determined by the Board.

4. Signing Authority

All expenditures must be by cheque and signed by Association Manager and any one of the following President or Vice President.

Committee managed expenditures must be made by cheque and must be signed by any two authorized signatures. All monies with the exception of Youth Scholarship money will be handled through the association's general account.



Article VI - Meetings

Section A. Annual Meeting

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

1. **Registered Bowlers' Responsibility.** Registered bowlers 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 registered bowlers, 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.** Five (5) Members constitute a quorum.
5. **Action.** The vote of a majority of those registered bowlers 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.** 50% plus 1 of voting eligible Local Association Board members constitutes a quorum.
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.
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. In addition this committee will manage non-dues revenues raised through Youth Programs, Youth Scholarships, etc.



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 registered bowler in good standing of the Local Association at the time of election and throughout their term. A registered bowler 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.

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.

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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.

Article XII - Youth

Refer to CTF Playing Rules.