

**BY-LAWS
OF THE
GREATER TORONTO TENPIN BOWLING ASSOCIATION
OF THE
CANADIAN TENPIN FEDERATION**

**ARTICLE I
NAME**

The name of the organization is the **Greater Toronto Tenpin Bowling Association**, a Local Association chartered by the Canadian Tenpin Federation (CTF).

**ARTICLE II
CHARTER**

This 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 contrary to 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 Charter for suspension, revocation and appeal procedures.)

**ARTICLE III
PURPOSE AND BOUNDARIES**

- A. This organization is formed for the purpose of:
1. Uniting in a central organization all registered participants of qualified bowling teams, leagues and affiliate individuals bowling in certified establishments located in the following cities, which are designed by CTF.
 2. 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.
 3. Promoting the game of tenpin bowling.
 4. Conducting and supporting bowling competition.
 5. Conducting an annual local association tournament.
 6. Engaging in any other activities permitted by an organization classified as tax exempt.

- B. The following boundary lines have been established for this Association:

Metropolitan Toronto, Aurora, Barrie, Brampton, Markham, Mississauga, Newmarket and Richmond Hill

North to Barrie, Ontario (including Barrie)

South to Lake Ontario

East to the Centre Line of Pickering Town Line

West to the Centre Line 9th Concession Line, Trafalgar Township

ARTICLE IV REGISTERED PARTICIPANTS AND FEES

A. REGISTERED PARTICIPANT

Registered Participation may be obtained through the association as follows:

1. **Regular** – Registered Participation is composed of individuals who pay fees to the association and is in effect from August 1 of one calendar year through July 31 of the following calendar year. An individual joining a summer league shall pay the fees that are known to be currently in effect for the summer only. On payment of the fees, the individual shall become a registered participant for the balance of the current season. Each individual shall pay national, local and provincial fees (where applicable). The Board, by two-thirds vote, determines the local association fees. (See CTF Policy Manual for fees structures.) Registered Participants at the Annual General Meeting (AGM) **MUST** ratify any change to Local fees. The Local Association cannot charge additional non-fees assessment.

The Board may waive all or part of local dues for other groups, such as, seniors, etc., as determined by the Board.

2. **Multiple** - A CTF Registered Participant of another local association must join this association, pay applicable local dues and, where required, provincial dues if he/she:
 - a. Bowls in a league in this association except as provided in Rule 100c, Travel League.
 - b. Enters any association tournament requiring local registered participation.He/She has all rights and privileges.
3. **Affiliate** – A bowler who submits fees through the local association, or a CTF tournament. He/She has all rights and privileges.
4. **Senior Registered Participant** – Any bowler who bowls in a Seniors Only League shall pay senior fees only. If he/she joins a Regular League, he/she will have to upgrade their fees to a Regular Registered Participant fee.

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 15. The board determines the maximum number of Directors. The Board shall not engage in any act of conflict of interest.

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

1. Enforcing the bylaws.
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 local association.
8. Employing/selecting and evaluating performance of Association Manager.
9. Approving use of Registered Participant's records.
10. 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.
11. Conducting suspension and reinstatement hearings. (See the Suspension and Reinstatement Chapter for rating, suspension, reinstatement and appeal procedures.)

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, colour, 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 three tenpin bowling center proprietors may serve on the Board at one time by Board appointment only. 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 in writing, two (2) hours prior to the annual meeting, to the Nominating Committee.

Mail and proxy voting are prohibited.

Section D. Term

The term for Directors is three (3) years (unlimited number of years).

The Board determines the number of years in one term and the number of terms it allows. (See the CTF Policy Manual for suggested term limits and stagger system.)

Section E. Resignation, Removal, and Vacancies

1. **Resignation.** A Local Association 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 Local Association 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 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 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 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. The Board fills vacancies in officer positions.

Section F. Life Members

Delegates by a majority vote at a properly noticed meeting at which a quorum is present may honor a Registered Participant, or Participants, by granting a Local Association Life Member status with benefits and/or requirements that they deem appropriate. If the Local Association Bylaws allow, a Local Association Life Member may attend Board and Annual Meetings but as a life Member he/she will be allowed voice only.

ARTICLE VI OFFICERS

Section A. President and Vice President

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

Section B. Association Manager

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

Section C. Election

The Board shall elect all officers except the Association Manager.

Section D. Term

The term for elected officers, except the Association Manager is three (3) years (unlimited number of years). The Board determines the number of years in one term and the number of terms it allows. (See the CTF Policy Manual for suggested term limits and stagger system.)

Section E. Authority and Duties

1. President

- a. Presides at Meetings of the Registered Participants and Board.
- b. Acts as spokesperson for the association.
- c. Appoints Committees, except nominating, 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 Registered Participants or Board when the President is absent.
- b. Performs other duties as prescribed by the Board or requested by the President.

3. Association Manager

The Association Manager is:

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

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. (See Article IX, Section B for the time frame for election of delegates and alternates to the CTF.)

1. **Association Registered Participants Responsibility.** Association Registered Participants vote to elect individuals to this Board.
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.** 15 Registered Participants constitute a quorum. (See the CTF Policy Manual for suggested quorum. The Board determines the number.)
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 law or these Bylaws.

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.** 8 Board members constitute a quorum. (The Board determines the number.)
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 law or these Bylaws.

Section C. Parliamentary Procedure

The most recent edition of Robert's Rules of Order, Newly Revised 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. (See the CTF Policy Manual for composition of Committee.)

2. **Finance Committee.** The 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 association.

Section B. Other Committees

The President may establish other Committees, with Board approval.

**ARTICLE IX
DELEGATES and ALTERNATES**

Delegates and alternates to provincial meetings and CTF Annual General Meetings are elected by the Board of Directors, for a term of one (1) year beginning August 1st of each year, provided a quorum is present. Mail and proxy voting is prohibited.

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.

Note: A Local Association that has not processed 50% of last year's fees by the date specified by CTF, shall be considered delinquent.

**ARTICLE X
AMENDMENTS**

Section A. Authority

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

1. Name of the association (With the CTF approval.)
2. Local Association fee amount.
3. Number of Directors.
4. Term and term limits for Officers and Directors.
5. Quorum for Meetings of Registered Participants 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 delegate meeting.

Section C. Effective Date

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

**ARTICLE XI
HALL of FAME**

This Association shall maintain a Hall of Fame. The management of, and elect to, such Hall of Fame shall be as set out in the Rules and Regulations for the Hall of Fame as approved by the Board of Directors.

**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 service on behalf of the Local Association to the full extent permitted by law.