



Ontario Tenpin Bowling Association Bylaws

Summary of Changes:

Bylaws Created	Nov 22, 2003
Article IX Amendments – Section B: Amendments to Bylaws	
Renumbered to Section C:	Aug 09, 2004
Article IX Amendments – Section C: Effective Date	
Renumbered to Section D:	Aug 09, 2004
Article IX Amendments – Section B: Change in Dues	
Inserted	Aug 09, 2004
Article 1, Section B, Non-Profit Corporation	
Changed	Jun 11, 2005
Article IV, Provincial Association Board of Director – Management, Section A:	
Changed	Jun 11, 2005
Article IV, Section B. Eligibility – Eligibility	
Changed	Jun 11, 2005
Article IV, Section C. Election of Directors, Item 2.	
Changed	Jun 11, 2005
Article IV, Provincial Association Board of Director – Management, Section D:	
Changed	Jun 11, 2005
Article IV, Section E. Resignation, Removal and Vacancies, Item 2	
Changed	Jun 11, 2005
Article IV, Section E. Resignation, Removal and Vacancies, Item 4	
Changed	Jun 11, 2005
Article IV, Section F, Life Members	
Changed	Jun 11, 2005
Article V Officers, Section E, Item 3, (c.):	
Changed	Jun 11, 2005
Article VI Meetings, Section B, Item 1:	
Changed	Jun 11, 2005
Article V, Section A. Standing Committees, Item 5 - Government Liaison Committee	
Changed	Jun 11, 2005
Article IX, Section A. Authority, Item 1	
Changed	Jun 11, 2005
Article IV, Section B. Eligibility, Item 1	
Changed	Sep 30, 2006
Article V, Section D. Officers, Term	
Changed	Sep 30, 2006



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Summary of Changes:

Article IX, Section C. Amendments, Amendments to Bylaws	Changed	Sep 30, 2006
Article VIII, Section A. Delegates and Alternate to CTF Annual Meeting	Changed	Jun 07, 2008
Article IX, Section B. Amendments – Change in Dues	Changed	Jun 07, 2008
Article IV, Section C. Election of Officers	Changed	Jun 07, 2008
Article VI, Section A. Annual Meeting	Changed	Jun 07, 2008
Article IX, Section C. Amendments to bylaws	Changed	Jun 07, 2008
Article V, Section A. Officers	Changed	Oct 03, 2009
Article V, Section C. Elections	Changed	Oct 03, 2009
Article V, Section D. Terms	Changed	Oct 03, 2009
Article V, Section E. Authority and Duties	Changed	Oct 03, 2009
Article IV, Section A. Provincial Association Board Composition, Authority and Duties	Changed	Jun 13, 2010
Article VII, Section A. Item 5 (Bowling Council)	Deleted	Oct 22, 2011



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If you wish to propose a change or correct an error in the bylaws please complete the below information and send it to the Ontario Tenpin Bowling Association Legislation Head of record. Please ensure that this is received at least 60 days before the meeting.

Please use one page for each change. Feel free to copy this page.

Item to Change: _____

Article Number: _____

Section Number: _____

Amend to Read: _____

Submitters Name: _____

(Please Print)

Submitters Association: _____

Submitters Signature: _____



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Article I Name, Non-Profit Incorporation and Charter

Section A. Name

The name of the organization is the **Ontario Tenpin Bowling Association**.

Section B. Non-Profit Corporation (Jun 11, 2005)

At this time the Ontario Tenpin Bowling Association has decided against this.

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 contrary to 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.

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.
- D. Provide services and benefits to its members.



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Article III Dues

All CTF members in Ontario must pay the prescribed dues to the Ontario Tenpin Bowling Association.

The Provincial Association Board, by two-thirds vote, determines if Provincial Association dues should be paid and the amount. The voting members at the Annual General Meeting of the Ontario Tenpin Bowling Association must ratify any changes.

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 number of Directors is 23. The Provincial Association Board shall not engage in any act of conflict of interest. **(Jun 11, 2005)**

Each Local Association is eligible to have a director on the Provincial Board. Associations with 1001 - 1500 members are eligible to have two directors. Associations with 1501 – 2000 members are eligible to have three directors and Associations with 2001 + members are eligible to have four directors. **(Jun 13, 2010)**

The 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 or the Provincial Association. **(Jun 11, 2005)**
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.



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Board of Directors – Management – Con't

Section B. Eligibility

Candidates for the Provincial Association Board must be:

1. A member in good standing of the Ontario Tenpin Bowling Association and the local Association they represent at the time of election and throughout their term. **(September 30, 2006)**
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 their term as Director. **(Jun 11, 2005)**

Section C. Election of Directors

Directors are elected by a majority vote of the Board of Directors and 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 accompany the nomination (in writing/e-mail) from the floor at least twenty-four (24) hours prior to the opening of the annual meeting and be read by the nomination committee chair. **(Jun 07, 2008)**

Mail and proxy voting are prohibited.



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Board of Directors – Management – Con't

Section D. Term

The term for Directors is 2 years and the maximum number of terms is not limited. The Provincial Association Board determines the number of years in one term and the number of terms allowed. **(Jun 11, 2005)**

Even Years 11 Directors will be elected.
Odd Years 12 Directors will be elected.

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 shall be removed by a majority vote of the delegates at a properly noticed Annual General Meeting when a quorum is present. **(Jun 11, 2005)**
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 shall fill vacancies in officer positions. **(Jun 11, 2005)**



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Section F: Life Members (Jun 11, 2005)

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. 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, 1st Vice President, and 2nd Vice President

The officers of this Provincial Association shall include a President, 1st Vice President and a 2nd Vice President, who must be serving as Directors of the Provincial Association at the time of election. (October 03, 2009)

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. This individual will have voice.

Section C. Election

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

The Board shall elect the President and 2nd Vice President in the even years and the 1st Vice President in the odd years. (October 03, 2009)

Section D. Term

The term for the President will be limited to three consecutive terms of 2 years each. The term for the Vice President will be an un-limited number of terms of 2 years each. The Association Manager will be an un-limited number of terms of 3 years each. The Provincial Association Board determines the number of years in one term and the number of terms allowed. (October 03, 2009)



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Officers – Con't

Section E. 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 must have at least one Provincial Association Board member and may have any number of Non- Provincial Association Board members to ensure diversity.

- (d.) Serves as the liaison to the Provincial 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 (October 03, 2009)

1st 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.
- (c.) This individual must have signing authority.

2nd Vice President

- (a.) Presides at meetings of the membership or Provincial Association Board when the President and 1st Vice President are absent.
- (b.) Performs other duties as prescribed by the Provincial Association Board or requested by the President.



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Section E. Authority and Duties – Con't

3. Association Manager.

- (a.) Accountable to the Provincial Association Board.
- (b.) Responsible for implementation of CTF performance standards.
- (c.) Minutes & Distribution
 - A printed or electronic copy of the board meeting minutes shall be provided to each board member within 30 days after the board meeting. **(Jun 11, 2005)**
 - A printed or electronic copy of the annual general meeting minutes shall be provided to each board member and local association manager within 90 days after the annual general meeting. **(Jun 11, 2005)**
 - Printed copies of the previous annual general meeting minutes will be available for all delegates at the meeting.
- (d.) Reports.
 - Detailed annual financial report.
 - Detailed minutes of previous meetings.
 - Committee/board Reports.
 - Record of all members.
- (e.) Shall act as the ex officio non-voting Secretary/Treasurer of the Provincial Association Board or other designation as required by law and determined by the Provincial Association Board. This individual will have voice.
- (f.) Responsible for other duties as prescribed by the Provincial Association Board and in the CTF and Ontario Tenpin Bowling Association Policy Manuals.
- (g.) This individual must have signing authority.

4. Signing Authority

All expenditures must be by cheque and must be signed by any two authorized signatures (President, or Vice President, or Association Manager).

Committee managed expenditures must be made by cheque and must be signed by any two authorized signatures of that committee.



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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.

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:

One delegate per 800 members or major part thereof, based on the previous season's membership. Each association is entitled to at least one delegate.

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.

Life members that are not delegates have VOICE only.

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/Email notice of the meeting shall be forwarded to the Provincial Association Board and delegates, which should be at least thirty (30) days prior to the annual meeting.



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Section A. Annual Meeting – Con't

5. **Quorum.** A majority of delegates (50% + 1 of the number of delegates names received in writing/e-mail by the association manager 60 days before the meeting) constitutes a quorum for the transaction of business. **(Jun 07, 2008)**
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 twice 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 30 days prior to the meeting. **(Jun 11, 2005)**
2. **Quorum.** 13 Provincial Association Board members constitute a quorum.
3. **Voting and Speaking.** Only voting officers and Directors of the Provincial Association may vote.

Life members that are not delegates have VOICE only.

4. **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.



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Article VII Committees

Section A. Standing Committees

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

1. **Nominating Committee.** The Nomination 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.
2. **Finance Committee.** The Finance Committee is responsible for reviewing and monitoring the annual budget and other financial matters including an annual financial audit.
3. **Youth Committee.** The Youth Committee is responsible for monitoring, promoting and reviewing youth programs conducted by the Provincial Association.

In addition this committee will manage non-dues revenues raised through Youth Programs, Youth Scholarships, and etcetera.

4. **Legislative Committee.** The Committee may submit proposed amendments and should review all submitted proposed amendments.

Section B. Other Committees

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



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Article VIII Delegate and Alternate to CTF Annual 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. 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 to be a Delegate or Alternate if they have been elected a delegate or alternate to represent another local or provincial Association. In the event that neither the elected Delegate nor Alternate is able to attend the CTF Annual Meeting, the OTBA Board of Directors will have the authority to appoint a Delegate to represent this body at the CTF Annual Meeting. **(June 7 2008)**

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.



Ontario Tenpin Bowling Association Bylaws

Article IX Amendments

Section A. Authority

The Provincial Association Board of Directors of the Ontario Tenpin Bowling Association, by a two-thirds vote, where a quorum is present, determines:

1. Name of the Provincial Association. (With CTF approval.) **(Jun 11, 2005)**
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 **(June 07, 2008)**

Notification of any change in dues and the reason for the change, will be forwarded, in writing/e-mail to each local association within 15 days of the decision and will be reported at the next delegate meeting.

Section C. Amendments to Bylaws

Any CTF member in good standing may submit proposed amendments in writing/e-mail to the Association Manager at least ninety (90) days prior to the next Provincial Association Board meeting at which the proposal is to be considered. **(Jun 07, 2008)**

Notification of any change in bylaws, and the reason for the change, will be forwarded, in writing/e-mail to each local association after CTF has approved said changes. **(Jun 07, 2008)**

Changes approved at the CTF National Board Meeting applicable to these bylaws are made automatically without action by the Provincial Association Board.

Section D. Effective Date

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



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Article X Fiscal Year

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