

# **BOWLING FEDERATION OF SASKATCHEWAN BYLAWS**

(Amended September, 2025)

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### **ARTICLE 1 – FORMATION**

1. The Bowling Federation of Saskatchewan (hereafter referred to as “the Federation”) is a registered Non-Profit Corporation in the Province of Saskatchewan.
2. The registered office of the Federation will be at such address in Saskatchewan as may be determined by the Executive.

### **ARTICLE 2 – AIM**

1. The Federation will be a representative body to Sask. Sport and all other agencies, but will have no jurisdiction over the regular functions of its current Member Organizations.
2. The Federation will be the representative authority for Five-Pin Bowling in Saskatchewan.
3. The Federation will determine and/or approve the manner and method of distributing the income of the Federation in such manner as its current Member Organizations may from time to time prescribe.

### **ARTICLE 3 – OBJECTIVES**

1. The Federation will promote and foster the sport of bowling for all bowlers in Saskatchewan, regardless of age, sex, ability, or geographical location.
2. The Federation will promote bowling as a lifetime sport for recreational enjoyment and competition.
3. The Federation will encourage and foster among its current Member Organizations, and all bowlers in Saskatchewan, sportsmanship, good fellowship and continued interest in bowling.
4. The Federation will provide liaison between Sask. Sport and all other agencies and its current Member Organizations in Saskatchewan.
5. The Federation will review and appraise programs conducted by its current Member Organizations in order to:
  - i) avoid duplication of efforts and conflicts of interest.
  - ii) realize the full and best value of time and monies provided to the sport of bowling.
6. The Federation will assist with any submissions made by its current Member Organizations to agencies established for making funds and services available to sport in general and bowling in particular.
7. The Federation will procure, equip and maintain an office to conduct business and pay all costs and expenses incidental thereto.

### **ARTICLE 4 – MEMBERSHIP**

1. Application for membership in the Federation may be made by any organized Five-Pin bowling group in Saskatchewan interested in furthering the objectives of the Federation.
2. Every application for membership in the Federation will be accompanied by a copy of the applicant's Constitution and/or By-Laws, names, addresses and email addresses of its current Executive members, number of members in good standing, and an outline of bowling programs currently being conducted.

3. Every application will be subject to the approval of the Federation Executive and its current Member Organizations.

4. If the Executive and the current Member Organizations, in their discretion, deem an applicant unsuitable for membership in the Federation, the applicant will be notified in writing and advised of the reason or reasons for the refusal of the application.

5. The current Member Organizations of the Federation are the Saskatchewan 5 Pin Bowlers' Association Inc., Master Bowlers' Association of Saskatchewan and Bowl Sask.

### **ARTICLE 5 - EXECUTIVE**

1. The Executive of the Federation will consist of a President, a Vice-President, an Executive Director, and a Secretary/Treasurer.

2. The President is to be elected for a two year term by the voting Delegates of the current Member Organizations at the Annual General Meeting. The person elected must be a member of one of the Member Organizations.

3. The Vice-President is to be elected for a two year term by the voting Delegates of the current Member Organizations at the Annual General Meeting. The person elected must be a member of one of the Member Organizations.

4. The Secretary/Treasurer will be appointed in the odd numbered years by the Executive based on his/her qualifications to fulfill the position. The person appointed does not need to be a member of one of the Member Organizations.

5. The Executive Director will be a paid employee of the Federation. The Executive Director will have a performance and salary review annually at a Board of Directors meeting by the current Executive and current voting Delegates of the Member Organizations.

6. The business of the Federation will be conducted and managed by the Executive in conjunction with the Delegates of its current Member Organizations. The Executive is only responsible to the Delegates of its current Member Organizations.

7. The President will oversee the other Executive members in the execution of their duties in accordance with the Policies and Procedures Manual.
8. The President and the Executive Director will oversee any and all committees that have been formed.
9. All Executive members are entitled to receive travel expenses to attend meetings etc. Travel expenses are to include mileage, hotel accommodation and meal allowances. Mileage and meal allowance rates are to be set by the Executive.
10. Executive members cannot be Delegates to the Federation.
11. If an Executive member in an appointed position is not performing his/her duties in accordance with the Policies and Procedures Manual, that Executive member will be requested in writing by the President to vacate the position.
12. If an Executive member in an elected position is not performing his/her duties in accordance with the Policies and Procedures Manual, that Executive member will be requested by the remaining Executive in writing to vacate the position.
13. The Delegates of the current Member Organizations may dispute the duties of an Executive member via a written explanation sent to the President. If it is determined by the remaining Executive members that the dispute is valid and the Executive member is not performing his/her duties, that Executive member will be requested in writing to vacate the position.
14. All Executive Members and current Member Organizations must be notified of any vacancies, resignations and appointments as they occur.

## **ARTICLE 6 – DELEGATES**

1. The Federation Executive will determine the number of Delegates that each Member Organization will be entitled to bring to Federation meetings.
2. Each Member Organization is exclusively responsible for the appointment of their Delegates.

3. All Delegates to the Federation must be residents of Saskatchewan and members in good standing of one of the current Member Organizations at the time of their appointment.

4. The current Member Organizations are entitled to the following number of delegates:

Saskatchewan 5 Pin Bowlers' Association Inc.	2 Delegates
Master Bowlers' Association of Saskatchewan	2 Delegates
Bowl Sask.	2 Delegates

5. In the event that a Delegate moves from the Province, they are no longer eligible to serve and will be replaced immediately by a representative appointed or elected by the applicable Member Organization.

6. All Delegates are responsible for communicating information between the Federation and the Member Organization that they represent.

7. All Delegates will endeavor to be present at all meetings of the Federation or have a suitable alternate attend in their absence.

8. All Delegates are responsible for expediting all matters of business of the Federation in the interests of the Member Organizations.

9. Delegates will not be entitled to any personal remuneration from the Federation, but will be entitled to reasonable out-of-pocket expenses incurred in carrying out duties assigned to them by the Federation or duties related to specific Federation committee work, provided that such expenses are approved by the Executive.

10. Notwithstanding any provisions included in these Bylaws, no motion or amendment which limits the ability of the current Member Organizations to have representation on the Federation will be permitted.

11. a) All Delegates must act in an ethical manner, act in good faith and act in the best interests of the Federation and its current Member Organizations. Delegates will not interfere in any business or negotiations between the Federation Executive and Sask. Sport or any other government agency.

b) If it is determined that a Delegate has failed to comply with any of the above requirements, or has placed themselves or their Member Organization in a conflict of interest situation, or failed to comply with instructions or advice from any member of the Federation Executive or Sask. Sport, the Federation Executive will:

i) firstly: notify them, in writing, with a copy to the Member Organization they belong to, advising them of their failure to comply and asking them to desist and change;

ii) secondly: if the Delegate continues to not comply, the Delegate will be notified, in writing, with a copy to all Member Organizations, that they have been disqualified from further participation in Federation meetings and all other Federation business.

## **ARTICLE 7 – MEETINGS**

1. An Annual General Meeting of the Federation will be held each year, at such time and place as the Executive may determine, and within 30 days of receipt of the Audited Financial Statement, for the purpose of receiving reports from the Executive Director, Executive and Board Members, receiving, reviewing and accepting the Audited Financial Statement, appointing the auditor for the next fiscal year, and considering and transacting any other business of the Federation.

2. A Board of Directors Meeting of the Federation will be held each year, at such time and place as the Executive may determine for the purpose of receiving and reviewing the financial report and budget and any other business of the Federation.

3. The President will preside at all meetings of the Federation.

4. In the absence of the President, the Vice-President, or in the alternative, the Executive Director, will assume the role and responsibilities of that position.

5. Any Delegate unable to attend a scheduled meeting may be represented by an alternate Delegate who will be a member in good standing of the same Member Organization as the absent Delegate.

6. The quorum necessary to conduct business at all Federation meetings will be 50% of the Executive and 50% of the Delegates.

7. At least fifteen (15) days written notice will be given to each voting Delegate of any Annual General Meeting, Board of Directors Meeting or Special Meeting.

8. Special meetings may be convened by conference call or video conference when, in the opinion of the Executive, the business to be transacted is not sufficient to warrant a meeting, or travel arrangements would seriously curtail attendance at a meeting, or a matter of importance must be resolved by an early date.

9. Notice of any meeting should include date, place, time and agenda.

10. Upon approval by the Executive, guests may be allowed to attend any meeting of the Federation. Business that requires the expertise of an invited guest will be conducted at the beginning of a meeting and thereafter the invited guest will be asked to leave. Other guests will be asked to step out when confidential Federation business, as determined by the Executive, is being discussed or voted on.

## **ARTICLE 8 – VOTING PROCEDURES**

1. Executive members do not have voting privileges.

2. The President will be allowed to cast a vote to decide a tie.

3. Each authorized Delegate attending a meeting of the Federation will be entitled to one vote.

4. No proxy votes are allowed.

5. At all meetings, every motion made (with the exception of elections) will be decided by a majority of the votes given by a show of hands. In the case of elections, ballots may be used.

6. If voting is being done by conference call or video conference, the motion will be decided by a majority of responses received.

## **ARTICLE 9 – ELECTIONS**

1. Elections will be held at an Annual General Meeting.
2. The Delegates will elect a President and a Vice-President.
3. The term of office for the President and Vice-President will be two years. The President will be elected in even number years and the Vice-President will be elected in odd number years.
4. If the President vacates or resigns from his/her position before the end of their term, the Vice-President will act as the President until the next Annual General Meeting at which time a new President will be elected.
5. If the Vice-President vacates or resigns from his/her position before the end of their term, the President may appoint a replacement until the next Annual General Meeting at which time a new Vice President will be elected.

## **ARTICLE 10 – GRIEVANCES/DISPUTE RESOLUTION**

Any Executive member or Delegate that is the subject of a dispute or has been requested in writing to vacate his/her position due to non-performance or non-compliance of his/her duties will have the right to appeal the decision and defend their position by providing the President with a written statement setting out their appeal within 30 days of receipt of the written request to vacate their position. The President and the remaining Executive members will be responsible for reviewing the appeal and rendering the final decision.

If the Executive members cannot reach a final decision, the matter will be referred and handled in accordance with the Dispute Resolution Policy on the Federation website.

## **ARTICLE 11 – FINANCE**

1. A bank account will be set up in the name of the Federation and the signatures of two authorized signing authorities will be required on all cheques drawn on the account or on any other withdrawals. The authorized signing authorities will be the President, Vice-President, Executive Director and Secretary/Treasurer.

2. The fiscal year of the Federation will be August 1<sup>st</sup> to July 31<sup>st</sup>. A financial statement will be presented quarterly by email to the Executive and Board Members.

3. After the close of each fiscal year of the Federation, the financial transactions of the Federation for the preceding fiscal year will be audited by qualified public or chartered accountants as directed by the Federation and a report of the audit will be made to the Member Organizations at the Annual General Meeting of the Federation.

4. The Members will, at each Annual General Meeting, appoint the Auditor for the next fiscal year.

5. Executive Members or Delegates cannot be the Auditor of the Federation.

#### **ARTICLE 12 – AMENDMENTS**

1. A copy of these Bylaws will be provided to each current Member Organization of the Federation for their guidance and reference.

2. Any current Executive or Board Member may propose amendments to the Bylaws. Any proposed amendments must be supported by reasons and submitted by email to the President for review at least 30 days before the Annual General Meeting, Semi-Annual Meeting or Special Meeting.

3. The current Bylaws will be posted on the website.

#### **ARTICLE 13 – DISSOLUTION**

1. In the event of dissolution of the Federation, its property and assets will firstly be used for payment of any and all liabilities.

2. All remaining assets of the Federation, including cash on hand and in the bank, will be assigned, transferred and paid to a recognized registered charitable organization as determined by the Executive.