

## **BOWL SASK.**

### **BYLAWS – June 24, 2018**

#### **ARTICLE I – Name**

- 1.01 Bowl Sask. is an association organized and operated by the bowling proprietors of Saskatchewan.

#### **ARTICLE II – Definitions**

- 2.01 For the sole purpose of these Bylaws, the following definitions will apply:
- a) Proprietor – owner or co-owner of a bowling centre.
  - b) Manager – a person employed by the Proprietor or community owned bowling centre to manage the bowling centre.
  - c) Delegate – a Proprietor who attends all Bowl Sask. meetings.
  - d) Proprietor/Manager/Designate/Board Member of a Community-owned centre asks to attend a Bowl Sask. meeting when the Proprietor/Manager is unable to attend. The designate must be a co-owner, manager or senior employee of the Proprietor's/Manager's bowling centre.
  - e) Member- a bowling centre that is in good standing.

#### **ARTICLE III – Objectives**

- 3.01 To act as the governing body for all the 5 Pin and 10 Pin member bowling centres in Saskatchewan.
- 3.02 To act as the governing body for the registered non-profit corporation known as SK Youth Bowling Council Corporation and as such, the Bowl Sask. Executive Officers will be the same.
- 3.03 To act as the governing body for all of the Youth Bowl Canada programs in Saskatchewan.
- 3.04 To provide programs and tournaments in Member bowling centres that will benefit all bowlers in Saskatchewan.
- 3.05 To ensure that all Proprietor bowling centres and community owned bowling centres are in good standing and Members of Bowl Canada.

- 3.06 To be a representative at the Bowl Canada Annual General Meeting and Semi-Annual General Meeting.
- 3.07 To determine all matters of policy and guidelines relating to Bowl Sask. and its Members by creating and maintaining a Policy and Guidelines Manual and govern and regulate the enforcement of same.
- 3.08 To raise funds by setting fees and assessments for the benefit of Bowl Sask. and its Members.

#### **ARTICLE IV - Ethics, Conduct and Rules**

- 4.01 To maintain the high standards of bowling, both as a sport and as a business, to foster its improvements and increase its popularity as a sport.
- 4.02 To diligently and actively support Bowl Sask. by complying with the ethics, conduct and rules set out in this section.
- 4.03 To create a business climate based on mutual trust and confidence by co-operating in all promotional efforts contrived for the common good; to speak well of our fellow Members and to refrain from criticism prejudicial to our fellow Members.
- 4.04 To refrain from any and all business practices that will undermine or destroy Bowl Sask. and its Members. The prosperity and security of our business depends upon our ability to create new bowling business, however, unethical efforts to pirate existing business from other bowling establishments can only lead to the eventual destruction of our business.
- 4.05 To fully co-operate with all fellow Members of Bowl Sask. in all tournaments or other promotions approved by Bowl Sask.
- 4.06 To promote freedom of speech at all Bowl Sask. meetings, however, all proceedings, happenings and opinions expressed will be held in strictest confidence.
- 4.07 To conduct business with dignity and integrity, to promote the sport of bowling and to provide the finest conditions available to the bowling public.
- 4.08 To observe all Bowl Sask. Membership deadlines.

- 4.09 To not discuss Bowl Sask. issues, concerns or disputes, orally, in writing, email, text or any form of social media with any persons or organizations outside Bowl Sask. unless expressly authorized to do so by Bowl Sask.

Failure to comply with any of the above rules may result in the suspension and/or expulsion from Bowl Sask. Notice of failure to comply with any of the above rules must be provided in writing to the President for presentation, discussion and decision by the Executive Officers and Delegates/Members. Suspension and/or expulsion of an Executive Officer or Delegate/Member from Bowl Sask. will be at the sole discretion of the remaining Executive Officers and Delegates/Members. The Executive Officer or Delegate/Member subjected to suspension and/or expulsion from Bowl Sask. will be notified in writing.

## **ARTICLE V - Membership and Fees**

- 5.01 Any person, firm, partnership, corporation or association engaged in the business of maintaining and operating a bowling centre for use by the public will be eligible for membership and, once approved by Bowl Sask. Executive Officers, will become a Member.
- 5.02 A Member of Bowl Sask. will also be a Member of Bowl Canada, providing they are admissible under the Membership Bylaws of Bowl Canada.
- 5.03 Membership fees in Bowl Sask. are established by its Members at an Annual General Meeting and/or Semi-Annual General Meeting, providing such fees are based upon a uniform charge per lane bed owned by the Member and further provided such fees will apply to all Members during the period when such fees are in effect. Such fees will also include those established by the Bowl Canada Executive.
- 5.04 Each Member will pay an annual administration fee to Bowl Sask. in an amount set by Bowl Sask. at an Annual General Meeting and/or Semi-Annual General Meeting, in addition to the lane bed fees set by Bowl Sask.
- 5.05 Fees will be charged per year per lane bed based on the fiscal year August 1 to July 31 and will be payable at such times as the Members decide at an Annual General Meeting and/or Semi-Annual General Meeting.
- 5.06 Any Member operating more than one bowling centre in Saskatchewan will only be eligible for membership providing all their bowling centres in Saskatchewan are Members.
- 5.07 In the event a Member sells or transfers his business to another person, firm, partnership, corporation or association, he may transfer his membership subject

to approval of the Executive Officers of Bowl Sask., and thereafter the new owner of the business will be considered a Member.

- 5.08 The resignation of a Member will not relieve such Member from the obligation to pay all fees, existing or having accrued, at the time of such resignation.
- 5.09 A 50% discount on provincial lane bed fees will be given to any new Member for the first year only, providing they have not been a Member in the past five years.
- 5.10 All fees must be paid in full before membership will be accepted or renewed for the upcoming year.
- 5.11 Outstanding fees will be assessed a penalty of \$5.00 per lane per month and membership will not be renewed until all outstanding fees have been paid in full.
- 5.12 If an NSF cheque is received for the membership fees or any other monies owing to Bowl Sask., the Treasurer will notify the Member immediately upon receiving notification from the Bank. At that time, the Member has 15 days from that date in which to cover the NSF cheque and related charges. If the Member has not covered the NSF cheque within the 15 days, they will be considered as a Member not in good standing and therefore be suspended from Bowl Sask. and will not be allowed to participate in any sanctioned Bowl Sask. events, including YBC, or meetings until the NSF cheque and related charges have been covered to the satisfaction of the Treasurer and the President.

## **ARTICLE VI – Executive Officers and Delegates**

- 6.01 The Executive Officers of Bowl Sask. will be comprised of the following people and their respective terms:

<b><u>Position</u></b>	<b><u>Term</u></b>
President	2 years – elected in even numbered years
Vice President/ YBC Chairperson	2 years – elected in years opposite the President
Secretary	2 years – elected in even numbered years
Treasurer	Appointed

- 6.02 The President should be a Proprietor.
- 6.03 The Executive Officers must be elected/appointed at a Semi-Annual General Meeting. All appointments will be made by the President based on input from the other Executive Officers and/or Delegates/Members on his/her qualifications to fulfil the position(s).

- 6.04 The Executive Officers of Bowl Sask are eligible to hold an Executive position on the Bowling Federation of Saskatchewan board. In such case, an alternate voting delegate be appointed.

## **ARTICLE VII – Executive Officers and Delegates General Duties**

- 7.01 The Executive Officers and Delegates/Members will have the power to make such rules and regulations as they deem necessary for the governance of Bowl Sask.
- 7.02 Two Executive Officers, the President and Vice President/YBC Chairperson, will attend the Bowl Canada Annual General Meeting and Semi-Annual General Meeting. If the President or Vice President/YBC Chairperson are unable to attend, the President will have the discretion to appoint another Executive Officer to attend in their place or other Member with direction on Bowl Sask.'s position on upcoming National motions and initiatives.
- 7.03 The President, upon approval of the Executive Officers and Delegates/Members, can make and execute all contracts for and on behalf of Bowl Sask.
- 7.04 The President must supervise the other Executive Officers in the execution of their duties.
- 7.05 The President will approve the Minutes of all meetings prior to distribution.
- 7.06 Establish special committees for specific purposes or standing committees for ongoing purposes.
- 7.07 The Secretary will keep records of all correspondence, issue and distribute all notices and agendas of meetings and record the Minutes of all meetings.
- 7.08 The Treasurer will keep a full and accurate account of all receivables and disbursements of Bowl Sask. in proper books of account. The books of account are to be set up in accordance with Bowling Federation of Saskatchewan and Sask. Sport guidelines.
- 7.09 The Treasurer will present the interim financial statements at the Semi-Annual Meeting and Members Meeting. When the audited statements are completed they are to be presented and passed at the Annual General Meeting which must occur within ninety (90) days of year end.
- 7.10 The Treasurer will keep a current and up-to-date record of the membership of Bowl Sask.

- 7.11 Determine the recipients of honorariums and the amounts of honorariums to be paid.
- 7.12 Determine the mileage and meal rates payable for travel expense purposes.
- 7.13 Provide ways and means of defraying expenses of Bowl Sask. and implement same.
- 7.14 Ensure that Bowl Sask. appoints an auditor who will be empowered to conduct an annual audit of all monies collected and dispersed by Bowl Sask. in accordance with Bowling Federation of Saskatchewan and Sask. Sport guidelines.
- 7.15 Have the power to authorize expenditures and investments on behalf of Bowl Sask.
- 7.16 Take such steps as they may deem necessary to enable Bowl Sask. to acquire, solicit or receive legacies, gifts, grants, settlements, bequests, endowments and donations of any kind whatsoever for the purpose of furthering the objectives of Bowl Sask.

#### **ARTICLE VIII - Vacancies**

- 8.01 If the President vacates or resigns from his/her position before the end of their term, the Vice President/YBC Chairperson will act as the President. The Vice President/YBC Chairperson will hold that position until they or their successor are elected at the next Semi-Annual General Meeting.
- 8.02 If the Vice-President/YBC Chairperson vacates or resigns from his/her position before the end of their term, the President may appoint a replacement. The newly appointed person will hold that position until they or their successor are elected at the next Semi-Annual General Meeting. If the position is vacated in the first year of the two year term, the position will be for a one year term. Thereafter, it will be up for election for a two year term.
- 8.03 If the Secretary vacates or resigns from his/her position before the end of their term, the President may appoint a replacement based on input from the other Executive Officers on his/her qualifications to fulfil the position.
- 8.04 If the Treasurer vacates or resigns from his/her position before the end of their term, the President may appoint a replacement based on input from the other Executive Officers on his/her qualifications to fulfil the position.
- 8.05 All Executive Officers must be notified by the President or Vice President/YBC Chairperson of any vacancies, resignations and appointments as they occur.

## **ARTICLE IX - Committees**

- 9.01 All committees, standing and special, will be appointed by the President with the assistance of the Executive Officers and Delegates/Members. The President will designate the chairperson of such committees.
- 9.02 All committees are required to present a report when requested to do so by the President.

## **ARTICLE X - Meetings**

- 10.01 Times and places for all meetings will be determined by the Executive Officers and Delegates/Members.
- 10.02 An Annual General Meeting of Bowl Sask. will be held once in every year.
- 10.03 A Semi- Annual General Meeting of Bowl Sask. will be held once in every year.
- 10.04 The President may call a special meeting in cases of emergency.
- 10.05 The President may call an Executive Officers meeting if and when the need arises.
- 10.06 The President may call a Delegates/Members Meeting if and when the need arises.
- 10.07 An Executive Officers meeting may be held the day before the Annual General Meeting and/or prior to the Semi-Annual General Meeting.
- 10.08 Special meetings may be called by the President on his/her own initiative, or on demand in writing of five (5) Members, in which case the meeting will be held not more than thirty (30) days after demand. Notice of this special meeting will be sent to each Delegate/Member setting forth the place and time of such meeting and the purpose for which it was called.
- 10.09 The proposed order of business at all meetings will be as follows:
  - 1. Roll call
  - 2. First call for nominations - Semi-Annual meeting only
  - 3. Reading of the minutes of the previous meeting
  - 4. Executive Officers Reports: President, Vice President, YBC Chairperson
  - 5. Treasurer Report
  - 6. Guest Reports: Bowling Federation, S5PBA, Sk.10P, MBAS
  - 7. Good and Welfare
  - 8. Committee Reports As requested

- 9. Second call for nominations - Semi-Annual meeting only
  - 10. Correspondence
  - 11. Unfinished business
  - 12. New business
  - 13. Third call for nominations & election of officers - Semi-Annual meeting only
  - 14. Location of next meeting
  - 15. Adjournment
- 10.10 Except with the approval of the President, attendance at all meetings will be limited to Delegates/Members in good standing only.
  - 10.11 Six (6) voting Delegates/Members, including the elected Executive Officers, will constitute a quorum for all meetings.
  - 10.12 The Secretary will notify all Executive Officers and Delegates/Members of all meetings giving a minimum of thirty (30) days' notice, in writing or by email, specifying the day, time and place of each meeting.
  - 10.13 Irregularities in the notice given of any meeting, or in the giving thereof, or the accidental omission to give notice of any meeting, or the non-receipt of such notice by any Executive Officer or Delegate/Member, will not invalidate any resolution passed or any proceedings taken at any meeting, or will not prevent the holding of such meeting.
  - 10.14 All eligible voting Delegates/Members in attendance must be identified on the sign in sheet at every Annual General Meeting and Semi-Annual General Meeting.

## **ARTICLE XI - Election & Voting Procedure**

- 11.01 The election of Executive Officers will take place at the Semi-Annual General Meeting.
- 11.02 The Delegates/Members eligible to vote at the Bowl Sask. Annual General Meeting, Semi-Annual General Meeting and Special Meetings will be one Proprietor or Proprietor designate from each Member bowling centre or community owned bowling centre in Saskatchewan.
- 11.03 The appointed Executive Officers will have no voting privileges at any Bowl Sask Meetings.
- 11.04 Any Executive Officer can vote for himself or herself when running for any elected position.



- 11.05 All voting at meetings will be by a show of hands, however, in the case of election of the President, Vice President/YBC Chairperson, or in the case of a required vote on a sensitive issue, voting will be by secret ballot.
- 11.06 The President will appoint a non-voting person to handle the nomination process and/or ballots.
- 11.07 Three (3) calls for nominations will be made:
- First Call - right after Roll Call
  - Second Call – mid meeting
  - Third and Final Call – right after New Business prior to the election.
- 11.08 Motions for nominations to cease to be asked for prior to the election of each position.
- 11.09 Motions to destroy the ballots to be asked for at the end of the election process.
- 11.10 All nominees wishing to let their names stand for election are to be given the opportunity to address the Delegates/Members in attendance prior to the election(s).
- 11.11 At the discretion of the President, urgent or important matters may be submitted for decision by mail or email to the Executive Officers and/or Delegates/Members calling for a vote by a certain date. Decisions will be determined according to a majority of the votes received by the deadline date set out in the mail or email.

## **ARTICLE XII - Dispute and Dispute Resolution**

- 12.01 Any Delegate/Member of Bowl Sask. or Executive Officer may dispute the duties or performance of any Executive Officer, except the President, by providing an explanation, in writing or by email, to the President. If it is determined by the President that the dispute is valid and the Executive Officer is not performing his/her duties, the Executive Officer in question will be requested by the President, in writing or by email, to vacate the position.
- 12.02 If a Delegate/Member of Bowl Sask. or Executive Officer is disputing the duties or performance of the President, an explanation must be sent to the Vice President/YBC Chairperson, in writing or by email. If it is determined by the Vice President/YBC Chairperson that the dispute is valid and the President is not performing his/her duties, the Vice President/YBC Chairperson will call a Special Meeting to bring the matter to the attention of the other Executive Officers and

Delegates/Members for review and decision. If the Executive Officers and Delegates/Members decide that the President is not performing his/her duties, the President will be requested, in writing or by email, by the Vice President/YBC Chairperson to vacate the position.

- 12.03 If any Executive Officer has an issue, concern or dispute with another Executive Officer, they should approach that Executive Officer directly to deal with the issue, concern or dispute. If the Executive Officer is uncomfortable in approaching the other Executive Officer directly, they should then bring the issue, concern or dispute, in writing or by email, to the attention of only the Bowl Sask. President. If the issue, concern or dispute is with the Bowl Sask. President, the Executive Officer should then bring the issue, concern or dispute, in writing or by email, to the attention of only the Vice President/YBC Chairperson. The President or Vice President/YBC Chairperson, as the case may be, will notify the Executive Officer in question of the issue, concern or dispute to try to resolve the issue, concern or dispute. If the issue, concern or dispute still cannot be resolved, the President or Vice President/YBC Chairperson, as the case may be, will bring the issue, concern or dispute to the attention of the remaining Executive Officers for review and decision.
- 12.04 Any Executive Officer that is the subject of an issue, concern or dispute will have the right to defend their position by providing the President/Vice President/YBC Chairperson, as the case may be, with a statement, in writing or by email, setting out their defence within 30 days of being advised in writing or by email of the issue, concern or dispute. The remaining Executive Officers will be responsible for reviewing the defence statement and rendering the final decision.
- 12.05 If a Bowl Sask. Delegate/Member has an issue, concern or dispute with another Bowl Sask. Delegate/Member, they should approach that Delegate/Member directly to deal with the issue, concern or dispute. If the Delegate/Member is uncomfortable in approaching the other Delegate/Member directly, they should then bring the issue, concern or dispute, in writing or by email, to the attention of only the Bowl Sask. President. If it is determined by the President that the issue, concern or dispute is valid, the President will call a Special Meeting to bring the matter to the attention of the other Executive Officers and Delegates/Members for review and decision. The Delegate/Member that is the subject of the issue, concern or dispute will be notified, in writing or by email, by the President of the decision and/or consequences.
- 12.06 Any Bowl Sask. Delegate/Member that is the subject of an issue, concern or dispute will have the right to defend their position by providing the Bowl Sask. President with a statement, in writing or by email, setting out their defence within 30 days of being advised, in writing or by email, of the issue, concern or dispute.

The Bowl Sask. Executive Officers and other Delegates/Members will be responsible for reviewing the defence statement and rendering the final decision.

12.07 If the Bowl Sask. Executive Officers and Delegates/Members cannot reach a final decision on any issue, concern or dispute, the matter will firstly be referred, in writing or by email, to the Bowl Canada Executive for handling and if the Bowl Canada Executive cannot reach a final decision, the matter will be referred, in writing or by email, to the Bowling Federation of Saskatchewan Executive to be handled in accordance with its Dispute Resolution Policy.

12.08 Failure to comply with any of the above rules may result in the suspension and/or expulsion from Bowl Sask. Suspension duration and/or expulsion of an Executive Officer or Delegate/Member will be at the sole discretion of the other Bowl Sask. Executive Officers and/or Delegates/Members. Notice of any suspension and/or expulsion from Bowl Sask. will be in writing or by email.

### **ARTICLE XIII – Borrowing**

13.01 The Executive Officers may from time to time borrow money on the credit of Bowl Sask. or pledge securities of Bowl Sask.

### **ARTICLE XIV – Promotion and Events**

14.01 Bowl Sask. will from time to time promote bowling events within the Province. The benefits to the Delegates/Members are many fold, by not only an increase in revenue, but by having bowlers visit the different houses, the Delegates/Members get together more often for a better relationship and understanding of common problems.

14.02 Bowl Sask. in the past have promoted the events listed below, and may add to or take away from the events listed:

- One Provincial Singles Event
- Provincial Ladies/Men's Team Event
- Provincial Mixed Team Event
- 55+ High Low Doubles & Triple Events
- Youth Bowling Events

Events will be reviewed and decided on a case by case basis.

14.03 The Executive Officers and Delegates/Members will decide where the provincial events are to be held each year. Location decisions will be based on the following criteria:

- a) the centre bidding on the event must be able to facilitate the event to the best interest of the bowlers and welfare of the sport;
- b) the centre must be a Member in good standing;
- c) the centre must have participated in that particular event the previous season to bid on such event; and
- d) the centre bidding for an event must attend or have representation at the Semi-Annual Meeting and attend or send a report to the Members Meeting.

14.04 The hosting centre will keep accurate records of all scores, all receipts and disbursements and provide the Bowl Sask. Treasurer with written reports for future reference.

#### **ARTICLE XV – Fiscal Year End**

15.01 The fiscal year end of Bowl Sask. will be July 31st of each year.

#### **ARTICLE XVI – Bank Signing Authority**

16.01 No two (2) members of the same family/company shall have signing authority on financial documents.

16.02 Any 2 of the following: President, Vice-President, Treasurer or Secretary shall have signing authority for the Bowl Sask and Sask Youth Bowl Council.

#### **ARTICLE XVII – Travel Expenses**

17.01 Two Executive Officers and their spouses attending the Bowl Canada Annual General Meeting and Bowl Canada Semi-Annual General Meeting will be entitled to receive travel, hotel and meal expenses.

17.02 Two Executive Officers, preferably the President and the Treasurer, attending the Bowling Federation of Saskatchewan Meetings will be entitled to receive travel, hotel and meal expenses.

17.03 One Executive Officer attending the Sask. 5 Pin Bowlers Association meetings, the Sask. 10 Pin Bowlers Association meetings and the Master Bowlers Association of Saskatchewan meetings will be entitled to receive travel, hotel and meal expenses.

#### **ARTICLE XVIII – Bylaws and Amendments**

- 18.01 These Bylaws will become effective immediately upon their adoption at an Annual General Meeting or Semi-Annual General Meeting.
- 18.02 These Bylaws may be amended by a majority vote of those present at an Annual General Meeting or Semi-Annual General Meeting.
- 18.03 A copy of the Bylaws and all amendments thereto will be available on the Bowling Federation of Saskatchewan website.

#### **ARTICLE XIX – Indemnification**

- 19.01 Every Executive Officer of Bowl Sask., his/her heirs, executors and administrators will from time to time and at all times be indemnified and saved harmless out of the funds of Bowl Sask. from and against the following:
1. All costs, charges and expenses whatsoever, which said Executive Officer sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him/her in or about the execution of his/her duties as an officer of Bowl Sask.
  2. All other costs, charges and expenses which he/she sustains or incurs in or about or in relation to the affairs of Bowl Sask.

#### **ARTICLE XX – Dissolution**

- 20.01 In the event of dissolution of Bowl Sask. and/or the SK Youth Bowling Council Corporation, all property and assets will firstly be used for payment of any and all liabilities.
- 20.02 All remaining assets, 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 Officers and Delegates/Members.