

BYLAWS

SASKATCHEWAN 5-PIN BOWLERS' ASSOCIATION INC.

AMENDED FEBRUARY, 2018

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ARTICLE I

NAME AND CORPORATE SEAL

- 1.01 The Saskatchewan 5-Pin Bowlers' Association Inc. is a registered non-profit corporation in Saskatchewan and hereafter in these bylaws will be referred to as “the S5PBA”.
- 1.02 The Secretary of the S5PBA will be the custodian of the corporate seal.

ARTICLE II

OBJECTIVES

- 2.01 The S5PBA will at all times be the governing body of 5-Pin bowling in Saskatchewan.
- 2.02 The S5PBA will at all times determine all matters of policy and procedure relating to the S5PBA and its members.
- 2.03 The S5PBA will form and regulate the number of zones in the province and set the boundaries of each zone.
- 2.04 The S5PBA will provide programs and tournaments that will benefit all 5-Pin bowlers in Saskatchewan.
- 2.05 The S5PBA will be a representative at the Canadian 5 Pin Bowlers' Association Annual General Meeting and Semi-Annual General Meeting.
- 2.06 The S5PBA Executive Members and Officers will create and maintain a Tournament/Hosting Manual and govern and regulate the enforcement of same.
- 2.07 The S5PBA Executive Members and Officers will create and maintain the Executive Members and Officers Duties and Responsibilities Manual and govern and regulate the enforcement of same.

ARTICLE III

MEMBERSHIP AND DUES

- 3.01 Membership in the S5PBA will be through a recognized Local 5-Pin Bowlers' Association, hereafter referred to as “Local Association”, as defined in 3.02.
- 3.02 Local Association is any community, village, town or city that has a bowling centre(s) and wishes to become involved in 5-Pin bowling and wishes to become a member of the S5PBA to benefit from the programs, tournaments and governance provided by the S5PBA. Only bowling centres that are

members of Bowl Sask. will be eligible for membership in the S5PBA through a Local Association.

- 3.03 Every Local Association will pay a membership assessment to the S5PBA.
- 3.04 Each Local Association will be part of a Zone. The number of Zones will be determined by the S5PBA, however, the Zones are responsible for their own rules and regulations.
- 3.05 Every Zone will pay a membership fee to the S5PBA.
- 3.06 Membership can only be accepted from a Local Association that has an Executive that will, at a minimum, consist of a President, Secretary and Treasurer.
- 3.07 A request for membership must be in writing or by email to a S5PBA Executive Member or Officer.
- 3.08 The applicant requesting membership should hold a meeting of all bowlers in the centre(s) and a S5PBA Executive Member or Officer should be in attendance.
- 3.09 All requests for membership must be approved at a S5PBA Annual General Meeting.
- 3.10 If a request for membership is received after the S5PBA Annual General Meeting, it may be accepted on a conditional basis and the proposed Local Association will be bound by the following conditions until it is formally approved:
 - (1) Allowed to participate in the High Low Doubles;
 - (2) Eligible to participate in all provincial events provided the applicant meets all Zone conditions, as set by the Zone.
- 3.11 All membership fees will be determined at a S5PBA Annual General Meeting.
- 3.12 Membership fees for a new Local Association will be calculated based on the number of bowlers in the Local Association.
- 3.13 Membership fees/numbers for an existing Local Association for the current year will be calculated based on the number of membership cards sold the previous season.

- 3.14 A Local Association will not receive their membership cards until the S5PBA has received full payment. If payment is being made by cheque, the cheque must have cleared the bank prior to the membership cards being delivered to the Local Association.
- 3.15 If an NSF cheque is received for the membership cards or any other monies owing to the S5PBA, the Treasurer will notify the Zone, Local Association or individual immediately upon receiving notification from the Bank. At that time, the Zone, Local Association or individual has 15 days from that date in which to cover the NSF cheque and related charges. If the Zone, Local Association or individual has not covered the NSF cheque within the 15 days, they will be considered as a member not in good standing and therefore not be allowed to participate in any sanctioned S5PBA events or meetings until the NSF cheque and related charges have been covered to the satisfaction of the Treasurer and Tournament Director.
- 3.16 A membership card purchased by an individual from a Local Association ensures membership provincially and nationally.

ARTICLE IV EXECUTIVE MEMBERS, OFFICERS AND DELEGATES

4.01 The Executive Members of the S5PBA will be comprised of the following members and their respective terms:

<u>Position</u>	<u>Term</u>
President	2 years – elected in odd numbered years
1 st Vice President	2 years – elected in years opposite the President
2nd Vice President	2 years – elected in years opposite the President
Secretary	Appointed
Treasurer	2 years – elected in same year as President

4.02 The Executive Officers of the S5PBA will be comprised of the following members and their respective terms:

Tournament Director	Appointed
Technical Director	Appointed
Recording Secretary	2 years - elected in same year as President
Past President	Consultant
Zone 1 Director (South Sask)	Elected from their zone
Zone 2 Director (Moose Jaw)	Elected from their zone
Zone 3 Director (Regina)	Elected from their zone

Zone 4 Director (East Sask)	Elected from their zone
Zone 5 Director (West Sask)	Elected from their zone
Zone 6 Director (Saskatoon)	Elected from their zone
Zone 7 Director (North Sask)	Elected from their zone
Zone 8 Director (Prince Albert)	Elected from their zone

4.03 The Delegates eligible to attend the S5PBA Annual General Meeting, Semi-Annual General Meeting and Special Meetings will be:

- One Delegate from each Local Association that has 1-500 members.
- Two Delegates from each Local Association that has more than 500 members.

ARTICLE V EXECUTIVE MEMBERS & OFFICERS

5.01 The Executive Members and Officers must be elected/appointed at an Annual General Meeting. All appointments will be made by the President based on input from the other Executive Members and Officers on his/her qualifications to fulfil the position(s).

5.02 The President must supervise the other Executive Members and Officers in the execution of their duties in accordance with the Duties and Responsibilities Manual.

5.03 Two Executive Members, the President and 1st Vice President, will attend the Canadian 5 Pin Bowlers' Association Annual General Meeting and Semi-Annual General Meeting. If the President or 1st Vice President is unable to attend, the 2nd VicePresident will attend. If the President or 1st Vice President or 2nd Vice President is unable to attend, the President will have the discretion to appoint another Executive Member or Officer to attend in their place. The S5PBA will have the discretion to send more than two members to the meetings if they see fit to do so. The members will be entitled to receive travel, hotel and meal expenses.

5.04 No Executive Member will be allowed to hold more than one Executive Member position at any given time.

5.05 A current Executive Member who wishes to run for a different Executive Member position, must firstly resign from their current Executive Member position.

- 5.06 A proprietor or manager of a bowling center may not hold an Executive Member position on the S5PBA.
- 5.07 Every Executive Member and Officer of the S5PBA, 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 the S5PBA from and against the following:
1. All costs, charges and expenses whatsoever, which said Executive Member or 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 the S5PBA.
 2. All other costs, charges and expenses which he/she sustains or incurs in or about or in relation to the affairs of the S5PBA.

ARTICLE VI EXECUTIVE MEMBERS, OFFICERS & DELEGATES **GENERAL DUTIES**

- 6.01 Establish special committees for specific purposes, or standing committees for ongoing purposes. Any committee will conform to all regulations, conditions or limitations that may be imposed upon them.
- 6.02 Determine the recipients of honorariums and the amounts of honorariums to be paid.
- 6.03 Have the power to cancel any S5PBA imposed sanctions regarding tournaments upon proof of violation of any of the terms or conditions of the imposed sanctions.
- 6.04 Provide ways and means of defraying expenses of the S5PBA and implement same.
- 6.05 Ensure that the S5PBA has an Auditor who will be empowered to conduct an annual Audit of all monies collected and dispersed by the S5PBA in accordance with Bowling Federation of Saskatchewan and Sask. Sport guidelines.
- 6.06 To not discuss any S5PBA issues, concerns or disputes, orally, in writing, email, text, or any form of social media with any persons or organizations outside of the S5PBA.

- 6.07 Have the power to authorize expenditures and investments on behalf of the S5PBA.
- 6.08 Have the power to make the final selection of all Life Members.
- 6.09 Take such steps as they may deem necessary to enable the S5PBA 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 the S5PBA.

ARTICLE VII

VACANCIES

- 7.01 If the President vacates or resigns from his/her position before the end of their term, the 1st Vice President will act as the President. The 1st Vice President will hold that position until they or their successor are elected at the next Annual General Meeting.
- 7.02 If the 1st Vice-President vacates or resigns from his/her position before the end of their term, the 2nd Vice President will act as the 1st Vice President. The 2nd Vice President will hold that position until they or their successor are elected at the next Annual General Meeting.
- 7.03 If the 2nd Vice-President 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 Annual General Meeting.
- 7.04 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 Members and Officers on his/her qualifications to fulfil the position(s).
- 7.05 If the Treasurer 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 Annual General Meeting.
- 7.06 All Executive Members and Officers must be notified by the President or 1st Vice President of any vacancies, resignations and appointments as they occur.

- 8.01 An Annual General Meeting of the S5PBA will be held once in every year at such time and place as determined by the Executive Members.
- 8.02 A Semi- Annual General Meeting of the S5PBA will be held once in every year at such time and place as determined by the Executive Members.
- 8.03 The President may call a special meeting in cases of emergency.
- 8.04 The President may call an Executive Members meeting if and when the need arises.
- 8.05 An Executive Members and Officers meeting may be held the day before the Annual General Meeting and/or prior to the Semi-Annual Meeting.
- 8.06 The Secretary will notify all Executive Members, Officers and Delegates 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.
- 8.07 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 Member, Officer or Delegate, will not invalidate any resolution passed or any proceedings taken at any meeting, or will not prevent the holding of such meeting.
- 8.08 All eligible voting members in attendance must be identified on the sign in sheet at every Annual General Meeting and Semi-Annual General Meeting.
- 8.09 A quorum for transaction of business at any Annual General Meeting, Semi-Annual General Meeting or Special Meeting will be the eligible voting members present.
- 8.10 The regular order of business at all Annual General Meetings and Semi-Annual General Meetings will be as follows:
- A. Call to order
 - B. Roll Call and identification of Executive Members, Officers and Delegates
First Call for Nominations – Annual General Meeting only
 - C. Reading and adoption of Minutes of previous meeting
 - D. Business arising from the Minutes

- E. Reports:
 - President
 - 1st Vice-President
 - 2nd Vice-President
 - Recording Secretary
 - Second call for nominations - Annual General Meeting Only
 - Technical Director
 - Tournament Director
 - Bowling Federation of Sask. Executive Director
 - Master Bowlers Association of Saskatchewan
 - Bowl Sask
- F. Zone Directors and Local Associations - verbal reports if they have something special to report
- G. Any other reports
- H. Treasurer's Report
- I. Correspondence
- J. New Business
 - Third and Final Call for Nominations – Annual General Meeting only
- K. Election of Officers - Annual General Meeting Only
- L. Any other business
- M. Adjournment

ARTICLE IX

VOTING PROCEDURE

- 9.01 All Executive Members and Officers, appointed or elected, will have full voting privileges on all motions at all S5PBA meetings, except the President. In the event of a tie, the President's vote will determine the outcome. The President can vote for himself or herself when running for any elected position.
- 9.02 All voting at meetings will be by a show of hands, however, in the case of election of Executive Members and Officers, or in the case of a required vote on a sensitive issue, voting will be by secret ballot.
- 9.03 Each Delegate will be entitled to one vote at all Annual General Meetings, Semi-Annual General Meetings and Special Meetings.

ARTICLE X

NOMINATING COMMITTEE

- 10.01 A Nominating Committee will be formed each year at the Semi-Annual General Meeting of the S5PBA.

- 10.02 The Committee will consist of three (3) members:
The Chairperson will be the immediate Past President
One (1) Zone Director
One (1) other member of the S5PBA.
- 10.03 The duties of the Nominating Committee will be to approach suitable candidates who wish to let their name(s) stand for any vacant position(s) up for election and nominate them at the Annual General Meeting.
- 10.04 The Committee will be dissolved after each Annual General Meeting.

ARTICLE XI **NOMINATING PROCEDURE**

- 11.01 A list of names and position(s) desired, as received by the Nominating Committee, will be provided at the Annual General Meeting. Other persons not on the list are eligible to be nominated.
- 11.02 The President will appoint a non-voting person to handle the nomination process and/or ballots.
- 11.03 Three (3) calls for nominations will be made:
- First Call - right after Roll Call and identification of Executive Members, Officers and Delegates.
 - Second Call – mid meeting, right after the Recording Secretaries report
 - Third and Final Call – right after New Business prior to the election.
- 11.04 Motions for nominations to cease to be asked for prior to the election of each position.
- 11.05 All nominees wishing to let their names stand for election are to be given the opportunity to address the members in attendance prior to the election(s).

ARTICLE XII **DISPUTE AND DISPUTE RESOLUTION**

- 12.01 Any member of the S5PBA or other Executive Member or Officer, may dispute the duties or performance of any Executive Member or Officer, except the President, by providing an explanation, in writing or by email, to the President.

If it is determined by the remaining Executive Members and Officers that the dispute is valid and the Executive Member or Officer is not performing his/her duties, the Executive Member or Officer in question will be requested by the President, in writing or by email, to vacate the position.

- 12.02 If a member of the S5PBA or Executive Member or Officer is disputing the duties or performance of the President, an explanation must be sent to the 1st Vice President, in writing or by email. If it is determined by the remaining Executive Members and Officers that the dispute is valid and the President is not performing his/her duties, the President will be requested, in writing or by email, by the 1st Vice President to vacate the position.
- 12.03 If any Executive Member or Officer has an issue, concern or dispute with another Executive Member or Officer, they should approach that Executive Member or Officer directly to deal with the issue, concern or dispute. If the Executive Member or Officer is uncomfortable in approaching the other Executive Member or Officer directly, they should then bring the issue, concern or dispute, in writing or by email, to the attention of only the S5PBA President. If the issue, concern or dispute is with the S5PBA President, the member or officer should then bring the issue, concern or dispute, in writing or by email, to the attention of only the 1st Vice President.
- 12.04 Any Executive Member or Officer that is the subject of an issue, concern or dispute will have the right to defend their position by providing the President/1st Vice President, 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 Members and Officers will be responsible for reviewing the defence statement and rendering the final decision.
- 12.05 If the remaining Executive Members and Officers 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.
- 12.06 If a S5BPA member that is not an Executive Member or Officer has an issue, concern or dispute with another S5PBA member that is not an Executive Member or Officer, they should approach that member directly to deal with the issue, concern or dispute. If the member is uncomfortable in approaching the other member directly, they should then bring the issue, concern or dispute, in writing or by email, to the attention of only their Local Association President. If the issue, concern or dispute is with the Local Association President, the member should then bring the issue, concern or dispute, in writing or by email, to the attention of only one other person on their Local Executive.
- 12.07 Any S5PBA member that is the subject of an issue, concern or dispute will have the right to defend their position by providing the President of their Local

Association, or, if the issue, concern or dispute is with the President, one other person on their Local Association, 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 Local Association will be responsible for reviewing the defence statement and rendering the final decision.

- 12.08 If the Local Association cannot reach a final decision, the matter will be referred, in writing or by email, to the Zone Director for handling and decision by the Zone. If the Zone cannot reach a decision, the matter will then be referred to only the President of the S5PBA, in writing or by email, for decision by the S5PBA Executive Members. If the S5PBA Executive Members cannot reach a decision, the matter will then be referred, in writing or by email, to the Bowling Federation of Saskatchewan Executive to be handled in accordance with its Dispute Resolution Policy.
- 12.09 Failure to comply with any of the above rules may result in the suspension and/or expulsion from the S5PBA. Suspension duration and/or expulsion of an Executive Member, Officer or other S5PBA member will be at the sole discretion of the S5PBA Executive Members. The member subjected to suspension and/or expulsion from the S5PBA will be notified in writing or by email.
- 12.10 The discussion of any S5PBA issues, concerns or disputes, orally, in writing, email, text, or any form of social media with any persons or organizations outside of the S5PBA is strictly prohibited.

ARTICLE XIII

HONORARIUMS

- 13.01 Recipients of honorariums and the amounts to be paid are to be determined at an Annual General Meeting.

ARTICLE XIV

FISCAL YEAR

- 14.01 The fiscal year end of the S5PBA will be July 31st of each year.

ARTICLE XV

BANK SIGNING AUTHORITY

- 15.01 The authorized bank signing officers of the S5PBA will be any two (2) of the following:
President

1st Vice-President
2nd Vice-President
Treasurer

- 15.02 Withdrawals from the bank account will be made only with the joint signatures of at least two (2) authorized bank signing officers of the S5PBA, who are not related in any manner whatsoever.

ARTICLE XVI

LIFE MEMBERS

- 16.01 All applications for Life Members must be submitted prior to February 1st of each year. A Life Member committee will receive and review all applications.
- 16.02 One Life Member may be selected for nomination in each year, however, in extenuating circumstances, an additional Life Member(s) may be selected. If the Life Member committee deems that there are no suitable candidates in a particular year, no Life Member would be selected for nomination in that year.
- 16.03 Life Members should be recommended for selection on the basis of valuable contributions to the sport of 5-Pin bowling in Saskatchewan. Applications for life membership should include why you feel this person is a valid candidate and provide their years of service in any or all of the following applicable areas:

Priority will be given in this order:

Provincial: Executive positions held
Tournament Chair/Official
Bowler - Coach – Manager

Participation: Local Executive
Tournament Chair/Official
Bowler - Coach – Manager

National: Executive positions held
Tournament Chair/Official
Bowler - Coach – Manager

Course Conductor: Judge of Play – Scorekeeper
Community Coach and Intro to Competition
Lane Certification

Other Activities: Bowling School - YBC – Masters

- 16.04 The nominee(s) may still be actively involved at whatever level of 5 Pin bowling.

16.05 Life Membership certificates will be presented to Life Members.

16.06 Life Members that are no longer an Executive Member, Officer or S5PBA member are welcome to attend the S5PBA Annual General Meeting or Semi-Annual General Meeting so that the S5PBA may benefit from their experience, advice and counsel, but they will attend at their own expense and they will not have a vote.

16.07 If a Life Member is invited to attend an event which has a wind-up banquet, he/she will receive two (2) complimentary tickets.

ARTICLE XVII **TRAVEL EXPENSES**

17.01 Executive Members and Officers, excluding the Zone Directors and Delegates, are entitled to receive travel, hotel and meal expenses to attend all meetings. Mileage and meal rates will be determined by the Executive Members and Officers.

ARTICLE XVIII **AMENDMENTS TO BYLAWS**

18.01 The Bylaws of the S5PBA must be repealed or amended at an Annual General Meeting or Semi-Annual General Meeting.

ARTICLE XIX **DISSOLUTION**

19.01 In the event of dissolution of the S5PBA, its property and assets will firstly be used for payment of any and all liabilities.

19.02 All remaining assets of the S5PBA, including cash on hand and in the bank, will be assigned, transferred and paid to a recognized charitable organization as determined by the Executive Members and Officers.

ARTICLE XX **ORGANIZATION CHART**

20.01 The S5PBA organizational chart is available on the Saskbowl.com website.