

BYLAWS

THE EDMONTON 5 PIN BOWLERS' ASSOCIATION EDMONTON, ALBERTA, CANADA (Herein after referred to as the Association)

REPLACED SEPTEMBER 1994
REPLACED MARCH 2005
REPLACED OCTOBER 2006

1. BOUNDARIES

- 1.1. The boundaries of the Association are the city of Edmonton, Namao, St. Albert, Ft. Saskatchewan, Sherwood Park, Spruce Grove and the following Highway boundaries. Eastern Limit – Secondary Highway #830, Southern Limit – Secondary Highway #625 (Nisku/Beaumont), Western Limit – Highway # 43 to Onoway, Northern Limit Highway # 651 (Legal).

2. MEMBERSHIP

- 2.1. Membership is open to all residents within the Province of Alberta who remit a yearly membership fee. The Alberta 5 Pin Bowlers' Association shall determine the fee.
- 2.2. Lifetime Members of the Association must be nominated then approved by the Board at the Regular Meeting and announced at the Annual General Meeting. Not more than two (2) Lifetime Members are to be elected in a season.
- 2.3. Any Member wishing to withdraw from the membership may do so at any time. Resignation shall be in writing to the Association along with the return of their current Canadian 5 Pin Bowlers' Association Membership card.
- 2.4. The Board may, by majority vote, expel any member whose conduct it determines improper or unbecoming or likely to endanger the reputation of the Association, whose actions are detrimental to the Association or the sport of 5 Pin Bowling in the Edmonton Zone, or who willfully violates the By-Laws or Standing Rules of the Association. No Member shall be expelled without notification and may appeal the Board's action(s).

3. STRUCTURE

- 3.1. The Board shall, subject to by-laws or direction given it by majority vote at any meeting, properly called and constituted, have full control and management of the business and affairs of the Association.
- 3.2. Its Board and Committees to whom it delegates authority shall conduct the affairs of the Association.
- 3.3. The Board Executive shall consist of the President, the immediate Past President, the 1st and 2nd Vice Presidents and the Treasurer. No BPAA Director/Manager/Proprietor shall be allowed to hold an Executive position on the Board. BPAA Director/Manager/Proprietor may be members of the Association.
- 3.4. The term of office for the Board Executive shall be as follows:

Immediate Past President	indefinite
President	2 years

1 st Vice President	2 years
2 nd Vice President	2 years
Treasurer	2 years

The rotation of the term in office shall be President and 2nd Vice President alternating years with 1st Vice President and Treasurer.

- 3.5. The balance of the Board shall consist of elected Committee Directors and optimally one (1) delegated Lane/House Representative(s) from each member-bowling centre. The last remaining position which shall be chosen will be the Secretary who shall be an honorary member with no vote.
- 3.6. All Board Members must be current C5PBA membership cardholders and be a minimum of eighteen (18) years of age as of December 31st of the previous year, with the exception of 2 Youth Board Members one female and one male between the ages of 14 to 17 from two (2) separate bowling centres to be Members at Large.
- 3.7. To qualify as a nominee for President or 1st Vice President, the nominee must have served on the E5PBA Board for two (2) of the last five (5) years or has been a Past President of the Association.
- 3.8. The election of the Board shall take place at the Annual General Meeting.
- 3.9. A quorum of the Board shall be 2/3 of the Board members. Any business transacted at a meeting without a quorum shall be ratified at the next duly called Regular Meeting. If business has not been ratified, it shall be considered null and void.
- 3.10. Should a Director resign, or be absent from two (2) consecutive Regular Meetings without notification or reasonable cause or be expelled from the Association, the Board shall consider the position vacant and shall fill the vacancy at a Regular Meeting. The successor shall hold the position until the next Annual General Meeting.
- 3.11. Any Board Member, upon a majority vote of all Board Members in good standing, may be removed from office for any cause the Association may deem reasonable. No Board Member shall be removed without notification and may appeal the Board's action(s).
- 3.12. The presiding Board Executive shall appoint a Nominating Committee from its Board. The Committee shall prepare a slate of nominees, which is to be presented to the Board prior to the Annual General Meeting.

4. DUTIES OF BOARD MEMBERS

4.1. President

- 4.1.1. Shall be the ex-officio member of all committees.
- 4.1.2. Shall preside at all meetings of the Executive and the Board.
- 4.1.3. Shall be one of the signing authorities in place for all contracts, leases, agreements, cheques and financial documents of the Association.
- 4.1.4. Shall coordinate the overall functioning of the Board and delegate duties accordingly.
- 4.1.5. Shall represent the Association at the Alberta 5 Pin Bowlers' Association meetings along with one (1) other Board Member as designated by the Directors or the Association.

4.2. Immediate Past President

- 4.2.1. Shall provide continuity for the Board, responsible for orientation and education of the newly elected Board members.

4.3. 1st Vice President

- 4.3.1. Shall act as President in the absence of the President.

- 4.3.2. Can be one of the signing authorities in place for all contracts, leases, agreements, cheques and financial documents of the Association.

4.4. 2nd Vice President

- 4.4.1. Shall act as the President in the absence of the President and the 1st Vice President.
- 4.4.2. Can be one of the signing authorities in place for all contracts, leases, agreements, cheques and financial documents of the Association.

4.5. Treasurer

- 4.5.1. Shall be responsible for all collections and deposits, disbursements and investment of the Association monies.
- 4.5.2. Shall properly tender and truly account for all the Associations monies.
- 4.5.3. Shall present, verbally and written, a report at the Regular Meetings.
- 4.5.4. Shall prepare a yearly financial report to be duly reviewed and presented at the Annual General Meeting.
- 4.5.5. Shall prepare and present to the Board for approval, an annual budget.
- 4.5.6. Shall be one of the signing authorities in place for all contracts, leases, agreements, cheques and financial documents of the Association.

4.6. Committee Directors

- 4.6.1. Shall conduct various tournaments.
- 4.6.2. Shall be responsible for various fundraising activities.
- 4.6.3. Shall administer award programs.
- 4.6.4. Shall prepare and forward an annual budget to the Treasurer for incorporation into the Association's Annual Budget.
- 4.6.5. These committees may be formed and dissolved as required by the Board.

4.7. Delegated Lane/House Representatives

- 4.7.1. The Lane/House Representatives from each member-bowling centre shall attend all Regular Meetings on behalf of the Proprietor/Manager of that centre and it's Association members.
- 4.7.2. Shall post, in their bowling centers, information of the Association including minutes, tournaments etc. as a means of informing the bowling membership.
- 4.7.3. Shall keep their Proprietor informed of Association business.
- 4.7.4. Shall help on committees of the Association.

4.8. Secretary

- 4.8.1. Shall attend and record minutes of all meetings of the Executive and the Board.
- 4.8.2. Shall take receipt of minutes of the Association Committees and document them for the record.
- 4.8.3. Shall produce copies of the minutes to hand out to Board members.
- 4.8.4. Shall have charge of all correspondence of the Association as directed by the President and/or the Board.
- 4.8.5. Shall prepare and distribute a list of all Board members, their positions held and contact information.

5. MEETINGS

5.1. Regular Meetings

- 5.1.1. The Board shall meet monthly starting in August and ending in May.
- 5.1.2. Voting privileges are reserved for Board Members.
- 5.1.3. Are deemed executive sessions.
- 5.1.4. The first 15 minutes of Regular Meetings are reserved for General Membership attendance and participation.

5.2. Executive Meetings

- 5.2.1. May be called by the President to deal with issues requiring immediate attention.
- 5.2.2. Any business transacted must be ratified at the next regular Meeting or it shall be considered null and void.

5.3. Special Meetings

- 5.3.1. Shall be called by the President upon written request of three (3) Board members or five (5) Association Members in good standing.
- 5.3.2. Shall be called within fifteen (15) days of receipt of request.
- 5.3.3. Shall deal only with the business stated in the request.
- 5.3.4. Quorum shall be 2/3 of the Board Members and if members are requesting the meeting; those members who requested the meeting.
- 5.3.5. Notice of the meeting shall be posted in member bowling centers ten (10) days prior to the meeting.
- 5.3.6. Any Member in good standing shall have the right to vote.

5.4. Annual General Meeting

- 5.4.1. Shall be held in the month of May.
- 5.4.2. The agenda shall be as follows:
 - Registration of the Board and Membership
 - Minutes read and accepted
 - Business arising
 - Financial report including duly reviewed annual report
 - Appointment of Reviewer
 - President report
 - Committee reports
 - Correspondence
 - Unfinished business
 - New business
 - Review of by-laws
 - Election of Executive
 - Adjournment
- 5.4.3. Notification of meeting shall be made through posting in member centers not less than thirty (30) days prior to the meeting date.
- 5.4.4. Quorum shall consist of ten (10) members in good standing. Should a General Meeting fail to be represented by a quorum the Association may call another General Meeting at which time those members present shall constitute a quorum.
- 5.4.5. Any member in good standing will have the right to vote at the Annual General Meeting. Voting shall be done in person, no voting by proxy.

6. BYLAWS

- 6.1.1. May be rescinded, replaced, altered or added to, by Special Resolution, at the Annual General Meeting or at a regular meeting of the Association by a two-thirds vote, provided that previous notice of the amendment was given to all members at least eight days in advance.
- 6.1.2. Submission of proposed change(s) to the By-Laws. By general membership, must be submitted in writing, not less than twenty-one (21) days prior to the Annual General Meeting and received a $\frac{3}{4}$ majority vote, at duly called Annual General Meeting, for approval.

7. STANDING RULES

- 7.1.1. Are the guide lines for the Association's day-to-day operation.
- 7.1.2. They establish the conduct and code of ethics for its membership.
- 7.1.3. May be rescinded, replaced, altered or added to at a Regular Meeting by majority vote.

8. AUDITING

- 8.1.1. A qualified Accountant shall review the books, accounts and records of the Treasurer once a year.
- 8.1.2. The Treasurer, at the Annual General Meeting, shall submit a complete and proper statement of the standing of the books, for the previous year.
- 8.1.3. The fiscal year end of the Association shall be August 1 to July 31.
- 8.1.4. The Books and records of the Association may be inspected by any Member in good standing, at the Annual General Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officer(s) having charge of same.
- 8.1.5. Each Board Member shall have access to books and records at all times.

9. REMUNERATION

- 9.1. Unless authorized at any meeting and after notice of it has been given, no Director or Member of the Association shall receive remuneration for his/her services.

10. BORROWING POWERS

- 10.1. For the purpose of carrying out its objectives, the Association may borrow or raise or secure payment of money in such a manner as it deems fit and in particular by the issuance of debentures, but this power shall be exercised only by authority of the Association and in no case shall debentures be issued without the sanction of a Special Resolution.

11. DISSOLUTION

- 11.1. Upon the dissolution of the Association and after payment of all debts and liabilities the remaining property of the Association shall be distributed to other eligible, not-for-profit, charitable organizations, as defined by the Alberta Gaming and Liquor Commission.

12. PARLIAMENTARY AUTHORITY

- 12.1. The rules contained in the current edition of Roberts Rules Of Order and Newly revised shall govern the Association in all cases to which they are applicable and in which they are not in consistent with the by-laws of the Association and these standing rules.