

# BOWLING FEDERATION OF ALBERTA BYLAWS

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## ARTICLE 1 – ORGANIZATION

### 1.01

This Association shall be named the “Bowling Federation of Alberta”, herein called the Federation.

### 1.02

The Office of the Federation shall be located at such address as determined by the Board of Directors.

### 1.03

The Provincial Bowling Disciplines forming the Federation shall be:

- Alberta 5-Pin Bowlers’ Association
- Master Bowlers Association of Alberta
- Youth Bowl Alberta<sup>1</sup>
- Alberta Club 55+<sup>1</sup>
- Alberta 10 Pin Association

### 1.04

The Bowling Federation of Alberta shall be the representative group for the purpose of Provincial Government funding application and disbursement.

### 1.05

Accounting for the disbursement of Grant Monies awarded by the Federation shall be the responsibility of each Discipline. The Federation will review each application for funding to ensure the proper criteria is met.

## ARTICLE 2 – MEMBERSHIP AND VOTING

### 2.01

Membership in the Bowling Federation of Alberta is automatic to all members of all approved Five Pin and Ten Pin Bowling Disciplines whose membership and programs are operation on a Provincial basis in Alberta. Bowling groups shall be approved by the membership as Disciplines and may be approved for funding providing:

- A. an application is made in writing and is accompanied by:
  - Proof of Society Registration under the Alberta Societies Act
  - Proof of continuous operation of a minimum of three (3) years
  - Copy of applicant discipline’s Bylaws
  - Names and addresses of discipline’s current Executive
  - Statement showing number of members in good standing
  - Statement showing where membership is located
  - Outline of bowling programs presently being conducted by the applicant, and
- B. The application is approved by a majority of not less than sixty percent (60%) of such members entitled to a vote as are present in person at the Annual General Meeting of the Federation.

### 2.02

If the representatives of the Federation, in their discretion, deem any applicant unsuitable for membership, they must state the reasons for such in writing to the applicant Discipline.

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<sup>1</sup> Branch Society of Bowl Alberta



**2.03**

Each Discipline accepted for membership shall be required to name two (2) members who will become the authorized representatives of their Discipline in the Federation.

**2.04**

Membership in the Federation and the Federation's fiscal year shall run from September 1<sup>st</sup> through August 31<sup>st</sup> of each year.

**2.05**

Each member Discipline may be expected to pay an annual membership fee as determined at the Annual General Meeting. Such fees shall be payable no later than October 31<sup>st</sup>.

**2.06**

All members of the Federation shall be entitled to one (1) vote when present or when represented by a named alternate at General Meetings of the Federation.

### **ARTICLE 3 – WITHDRAWAL, SUSPENSION, OR REINSTATEMENT OF MEMBERSHIP**

**3.01**

Any Discipline wishing to withdraw from membership may do so upon written notice to the Federation by their board. No refund of membership fees shall be made.

**3.02**

If any Discipline fails to comply with the By-Laws of the Federation, it shall be

- A. relegated to the classification of "Inactive Member", and the Federation will not accept submissions for funding. An Inactive Member shall not have voting privileges at any Federation Meetings, and
- B. suspended from membership if the Inactive Member status exceeds a period of one (1) year.

**3.03**

Any suspended Discipline may be reinstated upon application to the Federation and upon subsequent approval by sixty percent (60 %) of the members entitled to a vote as are present in person at the Annual General Meeting of the Federation.

### **ARTICLE 4 – DIRECTORS AND OFFICERS**

**4.01**

The authorized representatives for the various Disciplines shall comprise the Board of Directors of the Federation, and each shall be entitled to one (1) vote at all meetings of the Federation, providing they meet the previously stated membership requirements.

**4.02**

The Board of Directors shall, subject to the Bylaws or direction given it by a majority of sixty percent (60 %) vote at any meeting properly called, have full control and management of the business and affairs of the Federation through the elected Executive and any standing or special committees as the Board of Directors may deem necessary.



**4.03**

The membership, through the process of a democratic vote, shall elect an Executive from its current membership, comprised of a President, a Vice President and a Treasurer.

**4.04**

If a Board Member or Officer is accused of nonfeasance, malfeasance, or misfeasance, a special hearing shall be called within two (2) weeks following the date that such charges are filed with the Federation. Following the hearing, the Board of Directors may request the resignation of such Member or Officer upon a sixty percent (60 %) majority vote of the representatives.

**4.05**

While the President holds office, his or her Discipline's Board of Directors shall appoint an alternate representative to the Federation.

**4.06**

The most immediate Past President shall be a member of the Federation Board of Directors, however shall not have voting privileges at any meetings.

**4.07**

The Board of Directors may, at their discretion, appoint a Secretary.

## **ARTICLE 5 – EXECUTIVE DIRECTOR**

**5.01**

The Board of Directors may, at their discretion, retain the services of an Executive Director.

**5.02**

The duties of the Executive Director shall be at the discretion of the Board of Directors

**5.03**

The Executive Director may be awarded an Honorarium, the amount of which shall be determined by the Board of Directors.

**5.04**

The Executive Director, with the direction of the Board of Directors, may retain the services of additional professional personnel, providing such services cannot be provided by the general volunteer base.

## **ARTICLE 6 – DUTIES OF OFFICERS AND REPRESENTATIVES**

**6.01**

The President shall preside at all meetings of the Federation and shall perform such duties as may pertain to this office, including sitting as a member of all standing and special committees. The President shall vote only in the case of a tie, and in this case (as per Roberts Rules of Order), must vote against any motion.



**6.02**

The Vice President, in the absence of the President, shall assume the duties of that office.

**6.03**

The Executive Director or Secretary shall be responsible for keeping the minutes of all meetings. They shall maintain all correspondence and records as may be required by the Federation, Government, or other agencies. They shall arrange and notify all representatives of all meetings of the Federation.

**6.04**

The Treasurer shall be responsible for all monies received by the Federation depositing same into a chartered bank or trust company in the name of the Bowling Federation of Alberta. They shall make all expenditures by cheque and be responsible for keeping a true and accurate record of all receipts and disbursements. Signing authority for the Federation on expenditures of \$5000.00 or less (single occurrence), shall be vested in the Treasurer along with one (1) of the following Officers – President, Vice President, or Executive Director. Signing authority for the Federation on expenditures of greater than \$5000.00 (single occurrence), shall be vested in the Treasurer along with one (1) of either the President or Vice President.

**6.05**

Each representative shall endeavor to be present at all meetings of the Federation or have a suitable alternate attend in their place.

**6.06**

It is the responsibility of the representatives to expedite all matters of business entrusted to the Federation while having consideration for each of the bowling Disciplines represented by the Federation.

**6.07**

Each Discipline shall be responsible for:

- A. the submission of a brief requesting funding on behalf of their Discipline, and be knowledgeable concerning information and programs contained therein. Such brief must be submitted to the Federation at least thirty (30) days prior to the Provincial Government's deadline for receipt of such submissions, and
- B. submitting a reviewed financial statement to the Federation at least thirty (30) days prior to the Provincial Government's deadline for receipt of such statements.

**6.08**

Each representative shall be responsible for the communication of information between their Discipline and the Federation.

## **ARTICLE 7 – MEETINGS AND VOTING**

**7.01**

The Federation shall hold a minimum of one (1) Board meeting each year for the purpose of conducting the business of the Federation, as well as one (1) Annual General Meeting.



## **7.02**

Meetings other than the Annual General Meeting may be held by means of telephone, electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting, if the Federation makes available such a communication facility.

## **7.03**

Meetings of the Federation may be called at any time by the Executive Director, upon instructions of the President or the Board of Directors.

## **7.04**

Special meetings shall be called by the President or Executive Director upon receipt of them of a petition signed by any representative in good standing, setting forth the reasons for such a meeting being necessary.

## **7.05**

The Annual General Meeting of the Federation shall be held prior to October 31<sup>st</sup> each year. The election of the Federation's Executive for the ensuing year shall be held at the Annual General Meeting.

## **7.06**

Notice of all Special or General Meetings of the Federation shall be in writing, by mail, email or delivery, to the last known address of each representative at least twenty-one (21) days prior to the scheduled meeting date.

## **7.07**

A Quorum for meetings of the Federation shall be a minimum of seventy five percent (75%) of the authorized discipline representatives or their alternates, plus all those members in attendance (no minimum).

## **7.08**

All members shall be entitled to one (1) vote on all matters arising at all General Meetings of the Federation. Proxy votes will not be accepted. Any representative who is unable to attend any meetings may be represented by an authorized alternate who is a Board Member of the same bowling Discipline.

## **7.09**

The order of business at meetings of the Federation may be:

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|--|--|
| A. Call to order                             | G. Unfinished Business                           |
| B. Roll Call                                 | H. New Business                                  |
| C. Minutes of the Previous Meeting(s)        | I. Election of Officers (Annual General Meeting) |
| D. Reports of Officers                       | J. Adjournment                                   |
| E. Correspondence                            |  |
| F. Reports of Standing of Special Committees |  |

# **ARTICLE 8 – ELECTION OF OFFICERS**

## **8.01**

The Election of the Executive, consisting of a President, a Vice President, and a Treasurer, shall take place at the Annual General Meeting of the Federation. All elections shall be conducted by secret ballot.



## **8.02**

### **Election of the President**

In order to be eligible for election as President, the candidate must have served on the Board of Directors of the Federation for the year prior to their Presidential nomination.

## **8.03**

Should a vacancy occur on the Executive prior to a meeting, the President shall appoint another representative as a temporary Officer until the next election is held.

## **8.04**

### **Terms of Office**

President	Two (2) years
Vice President	One (1) year
Treasurer	One (1) year

## **ARTICLE 9 – FINANCIAL AUDIT**

### **9.01**

The Federation shall keep its books of account and shall have same audited annually by a three (3) member committee of non-Federation Board members, representing at least two (2) Disciplines. Said review shall take place prior to each Annual General Meeting.

### **9.02**

A complete and proper statement of the standing of the books for the previous year shall be submitted to the Federation at the Annual General Meeting or at any meeting when called upon to do so.

### **9.03**

The books and records of the Federation may be inspected by any member of the Federation at the Annual General Meeting, or at any time, upon giving thirty (30) days written notice and arranging a time satisfactory to the Officer or Officers have charge of same.

## **ARTICLE 10 – REMUNERATION**

### **10.01**

No member of the Board of Directors shall receive any remuneration for their services.

## **ARTICLE 11 – BORROWING POWERS**

### **11.01**

The Federation for the purpose of carrying out its By-Laws may exercise all borrowing powers granted to the Federation by the Alberta Societies Act, except:

- A. if such transactions are required by the Act to be sanctioned by special resolution of the Federation, or
- B. where such power is expressly prohibited by the Act.



## **ARTICLE 12 – CUSTODY AND USE OF SEAL**

### **12.01**

The Seal of the Federation shall be kept in the office of the Bowling Federation of Alberta.

### **12.02**

The Seal of the Federation shall be affixed to all documents requiring formal execution by the Federation, and shall be affixed over the signatures of the President, Executive Director, or Secretary.

## **ARTICLE 13 – AMENDMENT, ALTERATION OR RESCISSION OF THE BYLAWS**

### **13.01**

The Bylaws of the Federation shall not be Rescinded, Altered or Added To except by “special resolution” of the Federation.

### **13.02**

No Rescission or Alteration of, or Addition to a By-Law shall be effective until filed under the Alberta Societies Act.

### **13.03**

A “special resolution” means a resolution passed:

- A. at a General Meeting of which not less than twenty one (21) days’ notice specifying the intention to propose the resolution has been duly given, and
- B. by the vote of not less than seventy five percent (75%) of those members entitled to vote as are present in person.

## **ARTICLE 14 – LIABILITY OF MEMBERS**

### **14.01**

No member of the Bowling Federation of Alberta is, in his or her individual capacity, liable for a debt or liability of the Federation

## **ARTICLE 15 – DISSOLUTION**

### **15.01**

Should the Bowling Federation of Alberta be dissolved, all funds retained after the payment of all outstanding accounts shall be given to a registered Charitable Organization.