

SCHEDULE D

HOUSE (DECENTRALIZED ASSOCIATION) CONSTITUTION PRECEDENT

BEING THE CONSTITUTION REQUIRED OF EACH HOUSE (DECENTRALIZED ASSOCIATION)

The Constitution of (Name of House) 5 Pin Bowlers' Association, (referred to hereafter as the "House"), being a House and division of Zone , and of The Ontario 5 Pin Bowlers' Association.

1. **General**

- (a) The House, part of Zone , is a registered division of The Ontario 5 Pin Bowlers' Association, (hereinafter referred to as the "Corporation"), and as such acknowledges the rights and privileges granted it by the Corporation, and further acknowledges its responsibilities to the Corporation as a Member and agent thereof as delineated in the By-laws of the Corporation.
- (b) In addition to the objects of the Corporation as recorded in the Letters Patent, the House described herein, adopts and accepts as its stated objects in its jurisdiction to do the following:
 - (i) Encourage and foster among its Members and all bowlers in general, the spirit of good fellowship, and to promote and maintain an interest in the continued development and sport of 5 pin bowling.
 - (ii) Encourage, assist, develop and promote youth bowling and 5pin bowling for all genders, physically handicapped, senior citizens, indigenous people, and LGTBQ community bowlers.
 - (iii) Promote, advertise and seek continued recognition of 5 pin bowling and ensure representation at sport functions, celebrity dinners, municipal recognition functions, halls of fame, and other such events of 5 pin bowling Members.
 - (iv) Base all decisions and activities of the Association on the highest possible ethics and standards.
 - (v) Participate in the Corporation with propriety at all times and protect the interests of its Members by operating and utilizing its funds for the benefit of all Members of the Corporation.

2. **Jurisdiction**

- (a) The jurisdiction of the House will be the bowling centre known as _____ situate at _____.
- (b) The House acknowledges that its jurisdiction is within the jurisdictional area of the Zone , known as _____, and that the House is ex officio a Member of the Zone.

3. **Membership and Dues**

- (a) Any League in good standing at any bowling centre, listed in 2 above, is eligible to join the House by applying therefore, and House will accept such League upon receipt of the league membership dues as established by the Corporation.
- (b) The individuals in each League will be registered with the Corporation and as such become Registered Members of the Corporation acquiring those rights and responsibilities included in the By-laws of the Corporation.
- (c) Receipt of a Membership Card of the Corporation is attestation of the fact of membership of an individual, and same will be issued by the Corporation upon receipt of the appropriate membership dues.

4. **Zone or House Fees**

- (a) The House agrees to pay those fees so set or levied by the Corporation, and to the entity to which the Corporation directs such payment and at the times set by the Corporation.

- (b) The House will participate in all Corporation fundraising projects and events and will make all Corporation projects available to its Members.
- (c) On all Corporation projects the House will deduct those fees, as set by the Corporation, from the gross revenues generated by the project, and will forward such fees at the times specified by the Corporation to the Corporation or to whomever the Corporation directs.
- (d) The House may conduct fundraising projects or events other than those referred to in 4(b) above, provided same do not conflict with Corporation projects or events. In the event that the House does not participate in all of the Corporation fundraising projects, then from the net revenues generated by the project, the House will forward to the Corporation a report of the project and twenty-five (25) percent of the net proceeds from the project within thirty (30) days of the completion of the project.
- (e) The House may negotiate with the Corporation to vary the House project fee to the Corporation, provided an agreement is completed and documented in writing prior to the commencement of the project.

5. Board of Directors

- (a) There will be a House Board of Directors comprised of a minimum of six (6) elected or appointed Directors.
- (b)
 - (i) The House will conduct an election at the House annual general meeting, at which time a minimum of three (3) Directors in each year will be elected for a three (3) year term; Directors will also be elected to fill any position vacant among the remaining Directors if same has been filled by appointment.
 - (ii) At the first annual general meeting of the Zone, a minimum of six (6) Directors shall be elected, such that the number (as per table below) receiving the most votes get three (3) year terms, the next number (as per table below) receive two (2) year terms, and the rest receive one (1) year terms.

Example:

Directors	3 Year Term	2 Year Term	1 Year Term
9	3	3	3
8	3	3	2
7	3	2	2
6	2	2	2

Thereafter the elections as per (5)(b)(i) above shall be followed.

- (c) From among the Directors elected, by direct election for position, or by appointment by the elected Directors from among themselves, a President, Vice-President, Secretary and Treasurer will be appointed; every attempt will be made to ensure that the Secretary and Treasurer are not Directors retiring in the same year.
 - (d) The Proprietor of the bowling centre within the jurisdiction of the House or his representative will be "ex officio" a Member of the House Board of Directors, provided the Proprietor is a Member in good standing of Bowl Ontario.
 - (e) The House will negotiate with its Zone an agreement under which fees and assessments will be sent annually to ensure adequate funding of the operations of the Zone. Such agreement to be common to all Houses within the Zone and to provide, for example, as follows:
 - i. **Membership Fees**
For each Individual Member, the House shall pay the Zone \$ _____ from fees collected for each Membership Card.
 - ii. **Booster Club**
The House shall pay the Zone _____% (percent) of all net proceeds retained to its own use through operation of a local Association Booster Club Kit.
- Etc.

6. EXECUTIVE COMMITTEE

- (a) The Executive Committee will consist of the Principal Officers, namely the President, Vice-President, Secretary and Treasurer, as well as the Chair as appointed for the following Committees:

Membership	Record Scores
Awards	Fund-Raising
Tournaments	Publicity
Senior Citizens	Handicapped Bowlers

- (b) The Principal Officers should not hold any office other than the office of President, Vice-President, Secretary or Treasurer.
- (c) The immediate Past President will be Chair of the Advisory Committee.
- (d) Within the Executive Committee each Member will have one (1) vote, but only Principal Officers will vote on the Board of Directors, unless a Chair listed in 6(a) above is also an elected Director.
- (e) The President, with the Advisory Committee, may appoint all Chairs subject to ratification by the Board of Directors.
- (f) The President will be the delegate of the House to the Zone and the Corporation. In his absence, the Vice-President will act without further appointment required.

7. STANDING COMMITTEES

- (a) The Chairs appointed by the Board of Directors, as listed in 6(a) above, will be standing Committee Chairs.
- (b) All standing Committee Chairs are required to submit reports to the Corporation and will ensure that a report of all submissions to the Corporation are presented to the next House Board of Directors meeting.
- (c) The Advisory Committee, in addition to the immediate Past President, as Chair, will include any other active Member who is a Past President.
- (d) Any Chair absent from Executive Committee meetings, on three (3) consecutive occasions, may be retired and another appointment made.

8. DUTIES

- (a) In addition to the usual duties required of the Principal Officers of the House and, as delineated in the Corporation By-laws or Regulations, the following apply:
- (i) The Principal Officers will all be signatories for banking purposes and all disbursements from House accounts will require two (2) signatures.
- (ii) The Treasurer will be a signatory on all cheques if at all possible.
- (iii) All accounts of the House will be labelled with the House name and "a division of Ontario 5 Pin Bowlers' Association".
- (iv) The Secretary will be responsible for notice for all Board of Director and Member meetings.
- (v) The Treasurer will report all revenues, expenditures and bank balances at each Board of Directors meeting.
- (vi) Board of Directors meetings will be scheduled each month, save and except July and August, in which two (2) month period there will be at least one (1) meeting.
- (vii) At no time, will any document of the Zone be signed by two (2) people of the same family.

9. MEETINGS

- (a) The annual general meeting of the House will include fifteen (15) days' notice to all Members, and will require a quorum of ten (10) percent of the Members in attendance.
- (b) The quorum for any House meeting of the Board of Directors or Executive Committee will be one-half (1/2) of the Members entitled to attend; if the number of Members entitled to attend is an odd number, then the quorum will be one-half (1/2) of the number entitled to attend plus one (1).

10. ARBITRATION

- (a) In an instance wherein the Proprietor of the House bowling centre and the House cannot resolve an issue, same will be referred to the Zone for resolution by consensus of all parties.
- (b) If an issue involving a Proprietor cannot be resolved with the Zone assistance, the issue will be referred to an Arbitration Committee of the Corporation.
- (c) The Corporation Arbitration Committee (Ad Hoc) will be composed of two (2) appointees of the Corporation and two (2) appointees of the Bowl Ontario, and their decision will be final, binding and non-appealable.
- (d) In an instance wherein the House cannot agree on an issue, the matter will be referred to the Zone Board of Directors who will make a decision. If still unresolved, the matter will be referred to the Corporation Board of Directors who will make a decision, which will be final, binding and non-appealable.

11. AMENDMENTS

- (a) The House may resolve matters or make Regulations particular to its jurisdiction, provided that same are not redundant nor contradictory with the Corporation's By-laws, Regulations or Policies, and determination of whether a resolve or Regulation of a House is redundant or contradictory rests with the Corporation solely.
- (b) Amendments to this Constitution require approval by a two-thirds (2/3) majority of the Members of the House present at a meeting, duly called for the purpose, or at the annual general meeting of the House, and amendment will be approved by the Corporation before the amendment will have force and effect.

Signed, sealed, and certified as approved by the Members of the above cited House, this ___ day of _____, 20__.

President

Secretary

Print Name

Print Name
