

THE CONSTITUTION

*{Comprised of the Charter (Letters Patent),
By-laws and Regulations}*

OF

THE ONTARIO 5 PIN BOWLERS' ASSOCIATION

A COMPANY INCORPORATED

UNDER THE LAWS OF THE PROVINCE OF ONTARIO

BY STATUTE AUTHORITIES GRANTED

BY THE QUEEN AND SET OUT IN THE

*CORPORATIONS ACT, R.S.O. 1990, Chapter C.38, Part III,
as amended by 1992, C.32, Section 6, and amendments thereto.*

June 16, 2018

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PREFACE

HISTORICAL DEVELOPMENT & DEFINITIONS IN AND BY THE ONTARIO 5 PIN BOWLERS' ASSOCIATION

PF.1 Elements

The "Constitution" of any Association, Corporation or Society is comprised of various elements. The elements which comprise a Constitution, and that of The Ontario 5 Pin Bowlers' Association, are the Letters Patent, By-laws, and Regulations; set out herein as Schedules or Appendices.

PF.2 Letters Patent

Letters Patent is the legal name of the Charter of the Company. It includes the original application to the Crown for the Company, as for this type of Company, an application is made and the Minister decides whether or not to issue the Charter. The acceptance of the Company and allowing it to incorporate is a discretionary act of the Minister. The Company was originally incorporated as The Ontario Bowlers' Congress on the 11th day of July, 1967. The Letters Patent states the powers given to the Corporation, and the objects for which the Company or Corporation was incorporated. An amendment was made to the Letters Patent by Supplementary Letters Patent, changing the name "The Ontario Bowlers' Congress" to "The Ontario 5 Pin Bowlers' Association" on the 13th day of August, 1982.

PF.3 History

The Company was formed in 1958, becoming immediately active, but not incorporating until 1967. The Charter notes that the Company was incorporated as a non-share Corporation, Ontario Corporation number 204095, under the Act that was in force at the time of incorporation. That Act, the *Corporations Act, R.S.O. 1960, Chapter C.35*, was the Act under which the Minister granted the Charter.

PF.4 Legal History

The Act not only gives the Minister the right to grant a Charter on application for incorporation, but also outlines what powers the Corporation is given by the Charter; the specific matters the Corporation must include in its By-laws; and lists areas in which the Corporation may make By-laws, in order to properly operate, and achieve its objects. The Act, together with the By-laws which must be included, and those which are included by choice, governs or Rules the operations, management, and running of The Ontario 5 Pin Bowlers' Association.

The Act under which the Company was incorporated, was amended by the *Corporations Act, R.S.O. 1970, Chapter C.89*, and again by the *Corporations Amendment Act, 1971, Chapter C.25*. That Act again was amended by the *Corporations Act, R.S.O. 1980, Chapter C.95*, and has been amended recently by the *Corporations Act, R.S.O. 1990, Chapter C.38*. When amendments are made to the Act, it must be noted by the Corporation and appropriate amendments made in the By-laws of the Corporation. The Corporation does not have a choice in making amendments to By-laws if an amendment to the Act requires By-law amendment; the Corporation is deemed in law to have made the amendments in any event. This consolidation includes any such deemed amendments, to the date of publication.

PF.5 By-laws - History

The Corporation is obligated in law to follow its own Rules and procedures as set out in its By-laws, and properly approved by the Directors and by the Members. The Corporation has had various By-laws in effect, the original By-laws being adopted at the 10th annual general meeting and convention of the Association on June 26, 1976, at Elgin House in the Township of Muskoka Lakes, Ontario. There were further amendments to the By-laws as of November 14, 1976; June 26, 1977; June 25, 1978; November 12, 1978; November 9, 1980; November 8, 1981; June 27, 1982; November 6, 1982; and June 25, 1983. Due to the various changes in the By-laws, and also in the Act, all of the By-laws, with all amendments and revisions, were presented in written form during 1984.

PF.6 Consolidated By-laws

The By-laws produced in a consolidated manner were formulated and approved by the Board of Directors prior to the 1984 annual general meeting. The Members of the Corporation approved the By-laws in principle, as printed, June 22, 1984, at the annual general meeting. The By-laws were to be represented at the semi-annual general meeting after detailed study by the Members. Minor amendments were approved by the Directors and presented to the Members at the semi-annual general meeting, and the Members approved the By-laws as printed on the 11th day of November, 1984. That printing, being the first printing of the approved By-laws, is hereafter referred to as "The Constitution, 1984".

PF.7 Consolidated Constitution

Since 1984, there have been several minor amendments to the By-laws. "The Constitution, 1984" was an actual reprint of the approved and engrossed By-laws as in the Minute Book of the Corporation. Comment has been received from time to time that the Minute Book format makes it difficult for Members to ascertain the actual structure, organization, and entities within the Corporation. The Constitution Chair, in 1992, undertook to re-organize, and add several charts and tables such as the Table of Contents, Index, and structural presentation of the Corporation, to assist the Members as much as possible.

PF.8 Regulations

Regulations of the Board of Directors state the manner and procedure by which the Board wishes or directs that the By-laws be carried out by the Corporation and the Members. In effect the Regulations are the Rules under which everyone involved with the Corporation operate. The Board of Directors pass Regulations by resolutions of the Board. A resolution is the formal expression of the opinion or intent of the Board; a Regulation is a further expression wherein the Board sets a prescribed rule to achieve the opinion or intention. When approved by the Board, a new Regulation or procedure is given to the Members by memorandum, newsletter, or a similar type of communication. Therefore, although Regulations are included in this Constitution as the establishment of programs, Rules, etc. is an on-going process, not all Regulations are necessarily included. As of the date of publication, the majority of the Regulations are set out herein, but others may have been formulated since publication.

The Constitution Chair and/or President recommends to the Executive Committee which Board resolutions be made Regulations and printed as such. The Executive Committee determines which resolutions of the Board are deemed Regulations, or are ongoing Rules or procedures necessary to the continued operation of particular programs and activities of the Corporation. As such, Regulations may be amended by the Board of Directors at any time, and the Members need only be informed of such amendment.

PF.9 Amending Regulations

From the above outline of what makes up the Constitution, one can realize the significance of the various elements or components. That is, Regulations have the least effect within the Corporation as they can be changed by the Board of Directors at any meeting. This does not mean to say that they are not proper Rules; they must be followed by both the Members and the Corporation, but they are the most easily changed element in the Constitution.

PF.10 Amending By-laws

By-laws on the other hand, are more difficult to change since they must be approved by the Directors and the change has force and effect as soon as the Directors approve the amendment, unless the Directors say otherwise. But the amendment or change must be presented to the Members at the next Members' meeting, whether it is at an annual general meeting, semi-annual general meeting, or a member meeting called for the purpose of approving the By-law amendment. If the amendment is not approved or ratified by the Members, the amendment ceases to have force and effect forthwith.

PF.11 Amending Letters Patent

The Letters Patent themselves can be changed by Supplementary Letters Patent, but not only does this require approval of the Board of Directors, and ratification by special resolution of the Members, but the approval of the Minister of Consumer and Commercial Relations must be sought by application to the Minister to change the Letters Patent. Not only are there greater costs to change the Letters Patent, but the changes can really only be to change the objects of the Corporation, or the name of the Corporation.

PF.12 Office Consolidation

This edition of the Constitution 1999 is prepared for purposes of convenience only. For accurate reference, recourse should be had to the official Minute Book of the Corporation for which arrangements may be made by contacting the President or Secretary of the Corporation. In the event of discrepancy between the Constitution 1992 and the By-laws, the official By-laws of the Corporation, as signed by the President and the Secretary and kept in the Minute Book of the Corporation, prevail and govern, or the actual motion of amendment, as approved by the Members and included in the Minutes, shall prevail.

PF.13 Purpose

The major purpose of a Constitution is to explain and set out the Rules of the Corporation, which preserve the rights of the majority and, at the same time, protect minority rights. For any meeting of Members, be it at Provincial, Zone, House or League level, recourse should be had to the Constitution.

PF.14 Rules of Order

The general "Rules of Order" which are utilized by most Associations are *Roberts' Rules of Order*, and it must be noted that those Rules of Order are American, and as developed in the House of Representatives or Senate of the United States. In any actual situation of confrontation or Court determination as the Corporation is Canadian or Ontario, part of Canada, Rules of Order as determined by Parliament or under parliamentary procedures will be followed.

However, as any observer of the televised sessions of Parliament will soon realize, the Rules followed by Parliament are in many instances not only arcane but convoluted, difficult to apply to regular situations, and not designed to accomplish transactions in the most expeditious manner.

The Constitution Chair, in concert with the Solicitor of the Corporation, have examined the Rules of Order recognized through decisions of the Courts. Generally, those Rules show that a meeting cannot be forced to consider anything against the wishes of the majority; no resolution may be passed, or agreement entered into, or monies expended without the approval of the majority. The rights of the minority are protected by the quorum rule; the right to be heard; the right to enter into the discussion on any motion; and the right to make a motion. As well, every Member, even those absent, can expect that the Act; the By-laws; and Regulations will be followed, and applied equally for or against each Member of the Corporation.

The Rules of Order were generally developed over the 800 year history of the British Parliament, and as applied within Canada, as developed or amended for Canada during the last 130 years or so of the Canadian Parliament. Therefore, Canadian Rules of Order are not exactly the same as those that are followed in Great Britain, the United States, Australia, New Zealand or India, and other English-speaking countries. But all Rules of Order have the same basis. For example, at common law, Members are required to appear in person to voice their opinion, or to cast their vote. A Court, under Canadian Rules of Order, would say delegation is not possible. However the Court would then look to the Act in Ontario, which permits Members to appoint delegates; and then the Court would look to the Corporation By-laws to determine if the By-laws state delegates are permitted to attend meetings and vote on behalf of Members. Upon reading the By-laws, the Court would then determine delegation is proper in The Ontario 5 Pin Bowlers' Association.

The major stated purpose of a Constitution and use of Rules of Order is to expedite the business of meetings and to minimize dilatory action. To assist in this process, the Corporation has set out the only Rules of Order to be used in the jurisdiction of the Corporation at any level. Those Rules have been set so that any and all business can be transacted, without depriving a dissenting party from dissenting, but also with a view to ensure that necessary business gets done. Further, the Rules are simplified such that no Member can use the Rules to halt or delay business, or state that the Rules are so complex that the Member cannot understand the Rules. Decisions and the business of bowling should be made on information and/or consideration of bowling matters; not Rules developed in and for Parliament. Thus the Rules of Order for the Corporation are simplified and shall be followed in Corporation meetings to ensure business is completed.

PF.15 Definitions

As well, a Glossary or Definition section is included so that there should be no confusion between the words that are used throughout the By-laws of the Corporation, or throughout any explanation of those By-laws or other Regulations.

PF.16 Powers

The definitions included as Schedule A, should be the only definitions required. However, within the Corporation and through its own By-laws, in any situation where there is a problem of redundancy or contradiction, or definition of what is written, the Board of Directors of the Corporation will make the determination as to what the final Rule or procedure will be. In this manner, every Member will operate and follow the same Rules, even the Directors, and the Corporation itself. But this also illustrates the powers of the Board of Directors in the Corporation.

PF.17 Member Participation

For the reasons set out here, if you do not have great experience at meetings, remember everyone is operating under the same Rules. If you make your opinion known, the other Members at the meeting can consider your opinion together with others. It is the gradual build-up of such opinions which leads to new Rules, or changes in Rules, in a manner which ensures every Member knows of the change to the Rules, and everyone concerned continues operating under the same Rules.

PF.18 Format

The format of the By-laws set out herein is to number each Section or Sub-section, as well as name such Sections. The numbering used is the number of the By-law; followed by the number of the Section; and then the number of the Sub-section. Schedules and Appendices appear and follow in the order in which they are referred to in the By-laws.

BY-LAW NO. 1

A By-law relating generally to the transaction of the affairs and

GENERAL OPERATIONS of THE ONTARIO 5 PIN BOWLERS' ASSOCIATION

BE IT ENACTED as a By-law of "The Ontario 5 Pin Bowlers' Association", also known as O5PBA, hereinafter referred to as the "Corporation", as follows:

1.1.00 HEAD OFFICE

The Head Office of the Corporation shall be in the Municipality of Metropolitan Toronto, Province of Ontario, and at such place therein as the Directors may from time to time determine.

1.2.00 SEAL

The seal, an impression whereof is stamped in the margin hereof, shall be the corporate seal of the Corporation.

1.3.00 BOARD OF DIRECTORS

1.3.01 Number of Directors

The affairs of the Corporation shall be managed by a Board of twelve (12) Directors, each of whom at the time of their election or appointment or within ten (10) days thereafter, and throughout his or her term of office, shall be a Member of the Corporation.

1.3.02 Directors' Term of Office

Each Director shall be elected to hold office for a three (3) year term or portion thereof or until the third annual general meeting after he/she shall have been elected, or until his or her successor shall have been duly elected and qualified.

1.3.03 First Election of Directors

At the first election conducted under this By-law, Directors to the total number of Directors forming the Board of Directors shall be elected, and for this election only the elected Directors shall be listed in order of the votes received, highest to lowest. The three (3) Directors receiving the greatest number of votes shall be seated as a Director in those three (3) Director positions having a full three (3) year term as set out in Article 1.3.02 above; the next three (3) to a two (2) year term, and the next three (3) to a one (1) year term.

1.3.04 Subsequent Election of Directors

In each year thereafter, four (4) positions of Director shall be filled by election in the usual manner, for the full term of such office, namely three (3) years, and nominee Directors to the number required. Prior to each annual general meeting, four (4) positions of Director shall be declared vacated on convening of the annual general meeting and the appropriate Directors in such positions shall be retired at each annual general meeting, but shall be eligible for re-election if otherwise qualified.

1.3.05 Election of Directors

The election shall be by ballot, unless the number of nominees is less than or equal to the number of positions to be vacated at the annual general meeting, in which instance all the nominees shall be acclaimed and seated as Directors.

1.3.06 Removal of Director – Cause (as per Directors Handbook)

The voting Members of the Corporation may, by resolution passed by at least two-thirds (2/3) of the votes cast, (that is by special resolution), at any general meeting of which notice specifying the intention to pass such resolution has been given, remove any Director before the expiration of his/her term of office, and may, by a majority of the votes cast at that meeting, elect any person in his/her stead for the remainder of his/her term.

- 1.3.07 **Removal of Director - Non-attendance**
The Board of Directors, by special resolution of the Board at a meeting to which notice of intent as to presenting the motion has been given, may remove any Director for non-attendance at Board meetings. The notice shall be given after a Director has been absent from two (2) consecutively scheduled Board meetings, and if approved, the removal of the Director is deemed a resignation by the Director at the third (3rd) consecutive meeting not attended by the Director, and the Board may elect or appoint any qualified Member in the stead of the resigned Director until the next annual general meeting.

1.4.00 VACANCIES - BOARD OF DIRECTORS

Vacancies on the Board of Directors, however caused, may so long as a quorum of the Directors remain in office, be filled by the Directors from among the qualified Members of the Corporation, if they shall see fit to do so; otherwise such vacancy shall be filled at the next annual general meeting, but if there is not a quorum of Directors, the remaining Directors shall forthwith call a meeting of the Members to fill the vacancy or vacancies. If the number of Directors is increased between the terms, a vacancy or vacancies, to the number of the authorized increase, shall thereby be deemed to have occurred, which may be filled in the manner above provided.

1.5.00 QUORUM AND MEETINGS - BOARD

- 1.5.01 **Quorum of Directors**
A majority of the Directors shall form a quorum for the transaction of business and two-thirds (2/3) of the Directors is deemed a majority.
- 1.5.02 **Meetings of Directors**
Except as otherwise required by law, the Board may hold its meeting at such place or places as it may from time to time determine. No formal notice of any such meeting shall be necessary if all the Directors are present, or if those absent have signified their consent to the meeting being held in their absence. Meetings may be regularly scheduled and, for such meetings, notice is not required once such regular schedule is approved. Directors' meetings may be formally called by the President, or the Vice-President, or by the Secretary on direction of the President or Vice-President, or by the Secretary on direction in writing of two (2) Directors.
- 1.5.03 **Notice of Meeting of Directors**
Notice of such meetings shall be delivered, telephoned, or delivered by means of a facsimile telephone machine, telegraphed or e-mailed to each Director not less than forty-eight (48) hours before the meeting is to take place, or shall be mailed to each Director not less than two (2) days before the meeting is to take place. The statutory declaration of the Secretary or President that notice has been given, pursuant to this By-law, shall be sufficient and conclusive evidence of the giving of such notice. The Board may appoint a day or days in any month or months for regular meetings at an hour to be named, and of such regular meeting no notice need be sent.
- 1.5.04 **Caucus Meeting**
A Board meeting to be called and known as a caucus meeting may be held without notice during the annual general meeting of the Corporation, and a Board meeting may be called immediately following the annual general meeting of the Corporation, without further notice than that set out herein.
- 1.5.05 **Business Transacted**
The Directors may consider or transact any business, either special or general, at any meeting of the Board.
- 1.5.06 **Conference Meeting**
The Board of Directors may, on consent of a quorum of Directors, and notice to all Directors, conduct and hold a meeting by telephone conference, provided that each Director participating in the meeting may hear each other Director who is participating, and each Director participating may comment and be heard by each of the other Directors.
- 1.5.07 **Meeting in Writing**
Nothing stated herein shall be a prohibition against the Board of Directors voting on any matter when a proposal is circulated in writing or e-mailed and the Director may express his or her support of, or against the proposal.

1.6.00 ERRORS IN NOTICE - BOARD MEETING

No error or omission in giving such notice for a meeting of Directors shall invalidate such meeting, or invalidate, or make void any proceedings taken, or had at such meeting, and any Director may at any time waive notice of any such meeting and may ratify and approve of any or all proceedings taken or had thereat.

1.7.00 VOTING - BOARD MEETINGS**1.7.01 Majority - Various Resolutions**

Questions arising at any meeting of Directors shall be decided by a majority of votes present, save and except those matters as set out in the Act or in these By-laws which require a special resolution of the Directors in which instances a majority vote of two-thirds (2/3) is required, or in the event of the need for an extraordinary resolution being required, a majority vote of three-quarters (3/4).

1.7.02 Voting by Chair

The Chair shall not vote on any matter unless there is a tie in which situation, the Chair shall vote. In case of an equality of votes, the Chair, in addition to his or her original vote, shall have a second and/or casting vote, and the question need not be put or called a second time.

1.7.03 Manner of Voting

All votes at any such meeting shall be taken by ballot if so demanded by any Director present, but if no demand be made, the vote shall be taken in the usual way by assent or dissent.

1.7.04 Voting Result Declared

A declaration by the Chair that a resolution has been carried and an entry to that effect in the Minutes shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes recorded in favour of, or against, such resolution, and no poll shall be recorded.

1.7.05 Vote Recorded

The result of each and every resolution on which the Directors vote shall be recorded as being either "carried" or "defeated", and such result in either instance shall be recorded as unanimous.

1.7.06 Chair

In the absence of the President, his or her duties may be performed by a Vice-President or such other Director as the Board may from time to time appoint for the purpose.

1.8.00 POWERS - DIRECTORS**1.8.01 All Corporate Powers**

The Directors of the Corporation may administer the affairs of the Corporation in all things and make or cause to be made for the Corporation, in its name, any kind of contract which the Corporation may lawfully enter into and, save as hereinafter provided, generally, may exercise all such other powers and do all such other acts and things as the Corporation is by its charter or otherwise authorized to exercise and do.

1.8.02 Any Legal or Proper Act

Without in any way derogating from the foregoing, the Directors are expressly empowered, from time to time, to purchase, lease or otherwise acquire, alienate, sell, exchange or otherwise dispose of shares, stocks, rights, warrants, options and other securities, lands, buildings and other property, movable or immovable, real or personal, or any right or interest therein owned by the Corporation for such consideration and upon such terms and conditions as they may deem advisable.

1.9.00 REMUNERATION - DIRECTORS

The Directors shall receive no remuneration for acting as such, but such prohibition does not prevent reasonable remuneration for expenses of Directors expended on business matters of the Corporation as approved by the Board from time to time.

1.10.00 CORPORATION OFFICERS**1.10.01 Principal Officers**

There shall be a President, Vice-President, Secretary and Treasurer, and such other Officers as the Board of Directors may determine from time to time.

- 1.10.02 **Principal Officers - One Office**
One person may hold more than one (1) office except the offices of President, Vice-President, Secretary and Treasurer.
- 1.10.03 **Appointment of Principal Officers**
The President, Vice-President, Secretary and Treasurer shall be elected by the Directors from among the Directors at a caucus meeting of the Board after the annual election of such Board of Directors, provided that in default of such election the then incumbents, being Members of the Board, shall hold office until their successors are elected.
- 1.10.04 **Other Officers Appointed**
Other Officers of the Corporation need not be Directors and, in the absence of written agreement to the contrary, the employment and/or appointment of all Officers shall be settled from time to time by the Board of Directors.

1.11.00 DUTIES OF PRINCIPAL OFFICERS

- 1.11.01 **President**
The President shall, when present, preside at all meetings of the Members of the Corporation and of the Board of Directors. The President shall also be charged with the general management and supervision of the affairs and operations of the Corporation. The President with the Secretary or other Officer appointed by the Board for the purpose, shall sign all By-laws and membership certificates.
- 1.11.02 **Vice-President**
During the absence or inability of the President to act, his or her duties and powers may be exercised by the Vice-President, so far as principal Officers are concerned, and if an Officer is absent or unable to act, any such other Director as the Board of Directors may from time to time appoint for the purpose, and in the exercise of any such duty or power by other than the President and absent a motion or appointment by the President of another Officer to act as Chair in the meeting, the absence or inability of the President shall be presumed without further reference thereto.
- 1.11.03 **Secretary**
The Secretary shall be an ex officio clerk of the Board of Directors. He or she shall attend all meetings of the Board of Directors and shall cause to be recorded all facts and minutes of all proceedings in the books kept for that purpose. He or she shall give all notices required to be given to Members and to Directors. He or she shall be the custodian of the seal of the Corporation and of all books, papers, records, correspondence, contracts and other documents, belonging to the Corporation which he or she shall deliver up only when authorized by a resolution of the Board of Directors to so do, and to such person or persons as may be named in the resolution, and he or she shall perform such other duties as may from time to time be determined by the Board of Directors.
- 1.11.04 **Treasurer**
The Treasurer, or person performing the usual duties of a Treasurer, shall keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account, and shall deposit all moneys or other valuable effects in the name and to the credit of the Corporation in such bank or banks as may from time to time be designated by the Board of Directors. He or she shall disburse the funds of the Corporation under the direction of the Board of Directors, take proper vouchers therefore and shall render to the Board of Directors at regular meetings thereof or whenever required of him or her, an account of all his or her transactions as Treasurer, and of the financial position of the Corporation only. On a yearly basis, the Corporation budget will be prepared by the Treasurer and Financial Co-ordinator. He or she shall also perform such other duties as may from time to time be determined by the Board of Directors.
- 1.11.05 **Other Officers**
The duties of all other Officers of the Corporation shall be such as the terms of their engagement call for, or the Board of Directors requires of them.

1.12.00 EXECUTION OF DOCUMENTS

- 1.12.01 **Under Seal**
Deeds, transfers, licences, contracts, and engagements on behalf of the Corporation shall be signed by either the President, or by the Vice-President and Secretary, and the Secretary shall affix the seal of the Corporation to such instruments as require the same.

- 1.12.02 **Contracts**
Contracts, in the ordinary course of the Corporation's operations, may be entered into on behalf of the Corporation by the President, Secretary, or by any person properly authorized by the Board to so do.
- 1.12.03 **Board of Directors Authorize**
The President, Vice-President, Secretary or Treasurer, the Directors, or any one of them, or any person or persons from time to time designated by the Board of Directors may transfer any and all shares, bonds, or other securities from time to time standing in the name of the Corporation in its individual or any other capacity, or as trustee or otherwise, and may accept in the name and on behalf of the Corporation transfers of shares, bonds, or other securities from time to time transferred to the Corporation, and may affix the corporate seal to any such transfers or acceptances of transfers, and may make, execute and deliver under the corporate seal any and all instruments in writing, necessary or proper for such purposes, including the appointment of an attorney or attorneys to make or accept transfers or shares, bonds or other securities, on the books of any company or corporation.
- 1.12.04 **Authorization Unfettered**
Notwithstanding any provisions to the contrary contained in the By-laws of the Corporation, the Board of Directors may at any time by resolution direct the manner in which, and the person or persons by whom, any particular instrument, contract or obligation of the Corporation may or shall be executed.
- 1.13.00 BOOKS AND RECORDS**
- The Directors shall see that all necessary books and records of the Corporation required by the By-laws of the Corporation or by any applicable statute or law are regularly and properly kept.
- 1.14.00 MEMBERSHIP**
- 1.14.01 **Application to Board**
The membership shall consist of the applicants for incorporation of the Corporation and such other individuals and/or legal entities as are admitted as Members by the Board of Directors, and upon application for such membership.
- 1.14.02 **Membership Creates a Contract**
It is herein specifically stated that this Corporation is a contract-based entity, wherein any applicant for membership, by applying for such membership is offering to follow the By-laws, Regulations, Policies and Rules of the Corporation, as they exist from time to time, as evidenced by the submission of an application form and attendant dues and fees; the Board of Directors, and thereby the Corporation, completes the contract by accepting the applicant as a Member, as evidenced by acceptance of the dues and fees, and therein agrees to follow its own By-laws, Regulations, Policies and Rules, as they exist from time to time. In addition to the above-cited contractual obligation, the Corporation agrees as follows:
- (i) Each Member shall promptly be informed by the Secretary of his or her admission as a Member.
 - (ii) Each Member in good standing shall be entitled to one (1) vote on each question arising at any special or any annual general meeting of the Members, in the appropriate jurisdiction and forum as set out in the By-laws of the Corporation. A legal entity, or deemed entity may vote through a duly authorized representative or delegate, in the appropriate jurisdiction and forum as set out in the By-laws of the Corporation.
 - (iii) A Member may resign by submitting to the Board of Directors resignation in writing, and such resignation shall only be effective upon acceptance thereof by the Board of Directors.
 - (iv) In case of resignation, a Member shall remain liable for payment of any assessment or other sum due and owing the Corporation as at the date the resignation is accepted.

1.15.00 MEMBERSHIP CLASSES**1.15.01 Member Placed In Class**

Applicants for membership shall be designated a Member of a class of Member, and there shall be nine (9) classes of Members, such classes of Member including those individuals or entities as herein set out, namely, Registered, Associate, Affiliate, Zone (Zone Association), House (Decentralized Association) Travelling League, Honourary, Life, and Governor, and each class of Member, and the Members thereof, shall have the rights, responsibilities and obligations as herein set out, and as set out for more particularity in By-law No. 4, infra.

1.15.02 Member Release and Waiver

All applications for membership shall include or be deemed to include the Release and Waiver attached hereto as Schedule B, which Release and Waiver is a Regulation as to form and can be amended as to form by the Board of Directors of the Corporation, from time to time. In the event an applicant for membership is not of the age of majority, the parent or guardian shall complete the Form on behalf of such child.

1.16.00 LEAGUE DEFINITIONS**1.16.01 Sanctioned League**

A league will be registered and sanctioned providing that seventy-five percent (75%) of the participating bowlers purchase a Membership Card. Sanctioned Leagues shall be entitled to all services and benefits provided by the Corporation.

1.16.02 Affiliated League

A league will be affiliated providing that at least ten (10) bowlers from the league purchase a Membership Card. Included with those bowlers must be the President, Vice-President, Secretary and Treasurer of the league. Affiliated Leagues may have some restrictions as to the services and benefits provided by the Corporation.

1.16.03 Recognized League

A league will be recognized providing that the President, Vice-President, Secretary and Treasurer purchase a Membership Card. Recognized leagues may have some restrictions as to the services and benefits provided by the Corporation.

1.17.00 MEMBER DUES AND MEMBER FEES**1.17.01 Member Dues**

There shall be no dues payable by Members except such, if any, as shall from time to time, be fixed by special resolution of the Board of Directors, which resolution shall become effective only when confirmed by a vote of the Members at an annual general meeting or other general meeting.

1.17.02 Member Fees

There shall be fees payable by Members as set by the Board of Directors from time to time, and such fees may be varied as to class of member, or may be as set for particular competitions, activities or programs of the Corporation as determined by the Board of Directors.

1.17.03 Member in Good Standing

The Secretary shall notify the Members of the dues or fees at any time payable by them and, if any are not paid within thirty (30) days of the date of such notice, any Member in default shall thereupon automatically cease to be a Member of the Corporation, but any such Member may, on payment of all unpaid dues or fees, be reinstated by the Board of Directors. Any Member who has paid all dues and fees due and owing the Corporation may be called "a Member in good standing", unless the Board of Directors for some other reason or act has specifically sanctioned the said Member. Any Member not in good standing will be ineligible to participate in any competition and will cease to have any voting rights.

1.18.00 MEMBER MEETINGS**1.18.01 Annual General Meetings and Semi-annual General Meetings**

The annual general meeting (referred to as AGM) or the semi-annual general meeting (referred to as SAGM) and any other general meeting of the Members shall be held at the Head Office of the Corporation or elsewhere in Ontario as the Board of Directors may determine and on such day as the Board of Directors shall appoint.

- 1.18.02 **Annual General Meeting Business and Semi-annual General Meeting Business**
At every annual general meeting, in addition to any other business that may be transacted, the report of the Directors shall be presented and the appropriate Directors elected to the Board of Directors. At every semi-annual general meeting, in addition to any other business that may be transacted, the report of the Directors, the financial statement and the report of the auditors shall be presented and auditors appointed for the ensuing year and the remuneration of the auditors shall be fixed.
- 1.18.03 **Business of Meetings**
The Members may consider and transact any business either special or general without any notice thereof at any meeting of the Members, provided that no action or transaction by the Members shall have force and effect until approved by the Board of Directors. Any action or transaction of the Members shall be dealt with by the Board of Directors at the first scheduled meeting of the Board following the Member meeting.
- 1.18.04 **Call of Meetings**
The Board of Directors, or the President, Vice-President and Secretary shall have power to call, at any time, a meeting of the Members of the Corporation.
- 1.18.05 **Notice of Meetings**
No public notice nor advertisement of a Member meeting, annual or general, shall be required, but notice of the time and place of every such meeting shall be given to each Member by sending the notice by prepaid mail, telegraph, or e-mail ten (10) days before the time fixed for the holding of such meeting; provided that any meetings of Members may be held, at any time and place, without such notice if all the Members of the Corporation are present thereat or represented by duly appointed representative or delegate, and at such meeting any business may be transacted, which the Corporation at any annual or general meeting may transact. Member herein refers to a Member having a vote directly or by delegate, namely a Zone, House or Travelling League.
- 1.18.06 **Supplementary Notice**
Any official communications organ of the Corporation, circulated generally or specifically to the Members may be deemed by the Directors to constitute prepaid mail, provided all other provisions as to time are met when same is used for notice.
- 1.18.07 **Member Request for Member Meeting**
Any five (5) Zones may in writing request the President to call a Member meeting and in such instance, the President shall call a Member meeting. Notice for such meeting shall be sent within ten (10) days of receipt of the request, and the meeting shall be called for within thirty (30) days of such notice.
- 1.19.00 ERROR IN NOTICE - MEMBER MEETING**
- No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, of the Members of the Corporation shall invalidate such meeting or make void any proceedings taken thereat, and any Member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat. For the purpose of sending notice to any Member, Director, or Officer for any meeting or otherwise, the address of any Member, Director or Officer shall be his or her last address recorded on the books of the Corporation.
- 1.20.00 ADJOURNMENTS**
- Any meetings of the Corporation or of the Directors may be adjourned to any time and from time to time, and such business may be transacted at such adjourned meeting as might have been transacted at the original meeting from which such adjournment took place. No notice shall be required of any such adjournment. Such adjournment may be made notwithstanding that a quorum is not present.
- 1.21.00 QUORUM - MEMBER MEETING**
- A quorum for the transaction of business at any meeting of Members shall consist of not less than two-thirds (2/3) of the Members present in person or represented by delegate.

1.22.00 VOTING - MEMBER MEETINGS**1.22.01 Members Vote**

Subject to the provisions of Articles 1.14.00 and 1.15.00, each Member of the Corporation shall at all meetings of Members be entitled to one (1) vote and he or she may vote by delegate. Such delegate need be himself or herself a Member and, before voting, shall produce and deposit with the Secretary sufficient appointment in writing from his or her constituent or constituents. No Member shall be entitled, either in person or by delegate, to vote at meetings of the Corporation unless he or she has paid all dues or fees, if any, then payable by him or her, and is a Member in good standing.

1.22.02 Manner of Voting

At all meetings of Members every question shall be decided by a majority of the votes of the Members present in person or represented by delegate unless otherwise required by the By-laws of the Corporation, or by law. Every question shall be decided in the first instance by a show of hands unless a poll be demanded by any Member. Upon a show of hands, every Member having voting rights and in attendance shall have one vote, and unless a poll be demanded a declaration by the Chair that a resolution has been carried or not carried and an entry to that effect in the Minutes of the Corporation shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes accorded in favour of or against such resolution. The demand for a poll may be withdrawn, but if a poll be demanded and not withdrawn, the question shall be decided by a majority of votes given by the Members present in person or by delegate of such poll shall be deemed the decision of the Corporation in any general meeting upon the matter in question. In case of an equality of votes at any general meeting, whether upon a show of hands or at a poll, the Chair shall be entitled to a second and/or casting vote.

1.23.00 FISCAL YEAR

Unless otherwise ordered by the Board of Directors, the fiscal year, or financial year of the Corporation shall terminate on the July 31 of each year.

1.24.00 DEPOSITS**1.24.01 Receipt/Payment of Monies**

All cheques, bills of exchange or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such Officer or Officers, agent or agents of the Corporation, and in such manner as shall from time to time be determined by resolution of the Board of Directors, and any one of such Officers or agents may alone endorse notes and drafts for collection on account of the Corporation through its bankers, and endorse notes and cheques for deposit with the Corporation's bankers for the credit of the Corporation, or the same may be endorsed "for collection" or "for deposit" with the banks of the Corporation by using the Corporation's rubber stamp for the purpose. Any one of such Officers or agents so appointed may arrange, settle, balance and certify all books and accounts between the Corporation and the Corporation's bankers and may receive all paid cheques and vouchers and sign all the bank's forms or settlement of balances and release or verification slips.

1.24.02 Delegation of Powers

By-law No. 2 herein shall serve and delineate specific delegation of the Directors' powers under Article 1.23.01.

1.24.03 Corporation Banker

The securities of the Corporation shall be deposited for safekeeping with one or more bankers, trust companies or other financial institutions to be selected by the Board of Directors. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the Corporation, signed by such Officer or Officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors, and such authority may be general or confined to specific instances. The institutions, which may be so selected as custodians for the Board of Directors, shall be fully protected in acting in accordance with the directions of the Board of Directors and shall in no event be liable for the due application for securities withdrawn from deposit, or the proceeds thereof.

1.25.00 INDEMNIFICATION - DIRECTORS/MEMBERS**1.25.01 Waiver and Release**

Each and every Member of each and every class of the Corporation shall be notified on application to the Corporation for membership, and on acceptance of such application that as a contractual right and/or obligation the Waiver and Release set out in Schedule B hereof is deemed to have been signed, and will be signed such that as between any Member, Director, Officer and for or in relation to any corporate activity, act or action any and all rights to take any action against or for such Director, Officer or Member, except as specifically allowed or set out in the By-laws of the Corporation have been waived and such Director, Officer or Member released from any such action or right of action whether founded in negligence or otherwise. It is specifically noted that a personal action for breach of any law of Canada or the Province of Ontario on a personal basis is not exempted, waived nor released by such Waiver and Release.

1.25.02 Insurance

The Corporation may purchase and maintain such insurance for the benefit of its Directors and Officers or for matters as the Board may from time to time determine, and specifically matters identified in the Corporations Act, R.S.O. 1990, Chapter C.38, Section 80, save and except insurance for errors and omissions under the Corporations Act R.S.O. 1990, Chapter C.38, or contravention of Sections 331, 332 or 333 thereof.

1.26.00 NOTICE

Whenever under the provisions of the By-laws of the Corporation, notice is required to be given, such notice may be given either personally, or by courier, or by facsimile transmission, or telegraphed, or by e-mail, or posted by depositing same in a post office or a public letter-box, in a prepaid sealed wrapper addressed to the Director, Officer, Member, or Member at his or her or their address as the same appears on the books of the Corporation. Any notice or other document so sent by post shall be held to be sent at the time when the same was deposited in a post office or public letter-box as aforesaid, or telegraphed shall be held to be sent when the same was handed to the telegraph company or its messenger. In the event of personal delivery, delivery by courier, or facsimile transmission, or e-mail, delivery shall be held to be sent when so sent or delivered. For the purpose of sending any notice the address of any Member, Director or Officer shall be his or her last address as recorded on the books of the Corporation.

1.27.00 AMENDMENT OF BY-LAWS**1.27.01 Special Resolutions**

By-laws of the Corporation may be enacted and the By-laws repealed or amended by By-law or resolution enacted by special resolution of the Board of Directors. A repeal, amendment or re-enactment of a By-law, unless in the meantime confirmed at any general meeting of Members duly called for that purpose, is effective only until the next annual general meeting unless confirmed thereat, and, in default of confirmation by the Members thereat, ceases to have force and effect at, and from that time, and in that case no new By-law of the same or like substance has any effect until confirmed at any general meeting of the Members.

1.27.02 Confirmation/Rejection Effect

The Members may, at any general meeting or the annual general meeting, referred to in Section 1.27.01 above confirm, reject, amend or otherwise deal with any By-law passed by the Directors and submitted to the meeting for confirmation, but no act done, or right acquired under any such By-law is prejudicially affected by any such rejection, amendment or other dealing.

1.27.03 Procedure for Amendments

Any special resolution of the Directors, and prior to being proclaimed by the Directors, providing for the enactment, repeal or amendment of any By-law shall be submitted to the solicitors of the Corporation for opinion that the proposed enactment, amendment or repeal affects no redundancy nor contradiction within the existing By-law and to other By-laws of the Corporation, or if such enactment, amendment or repeal requires other enactments, amendments, or repeals, in the By-law or other By-laws, the Directors shall include such other changes as given by the solicitors' opinion so that redundancy or contradiction does not occur, and when such opinion is tendered or acted upon, then the enactment, amendment or repeal shall have immediate force and effect.

1.28.00 REGULATIONS

The Board of Directors may prescribe such Regulations not inconsistent with the By-laws relating to the management and operation of the Corporation as they deem expedient, provided that such Regulations shall have force and effect only until the next annual general meeting of the Corporation when they shall be confirmed, and in default of confirmation at such annual general meeting, shall from that time cease to have force and effect.

1.29.00 INTERPRETATION

1.29.01 General

In these By-laws and in all other By-laws of the Corporation hereafter passed unless the context otherwise requires, words importing the singular number shall include the plural number as the case may be, and vice versa, and references to persons shall include firms, Corporations, Zones, Houses, Leagues, individuals, and any other entity recognized by the Corporation as the context may require. Reference to "Member" shall be to the class and/or Member as the context requires, and reference to "Member" refers to a voting Member for election purposes, referring to Zones, Houses and/or Travelling Leagues.

1.29.02 Applicable

Unless specifically approved otherwise by the Board of Directors, this By-law, and all other By-laws, are applicable "mutatis mutandis" to the operation of each jurisdiction of the Corporation, and more specifically to the operations of Members of the Corporation.

1.29.03 Particular Definitions

Attached hereto as Schedule A, headed Definitions, which Schedule is deemed a Regulation and may be amended from time to time by the Board of Directors, are the definitions which shall be applicable to these By-laws, and all By-laws of the Corporation, and shall be applied throughout all of the jurisdiction of the Corporation, and in the instance wherein such definitions vary from those prescribed in the Act, then the definition set out in Schedule A shall have precedence, except in those instances where no definition appears in Schedule A for a definition in the Act, whereby the definition in the Act shall apply.

1.29.04 Schedules/Appendices

Any Schedule in the By-laws of the Corporation are and are deemed to be a Regulation, and as such may be amended from time to time by resolution of the Board of Directors only, but such amendment shall require a special resolution of the Directors. Any Appendix or Appendices in the By-laws of the Corporation are specific additions to provisions approved by the Members in conjunction with, or as part of, a provision of the By-laws of the Corporation and to amend or change an Appendix shall require resolution of the Board of Directors only.

ENACTED this 22nd day of June, 1984.

WITNESS THE SEAL OF THE ONTARIO 5 PIN BOWLERS' ASSOCIATION

**"Jack Hales"
President**

**"Evelyn Wood"
Secretary**

UNANIMOUSLY SANCTIONED AND CONFIRMED by the Members at a general meeting of the membership duly constituted after proper notice held on the 7th day of November, 1984.

**"Jack Hales"
President**

**"Evelyn Wood"
Secretary**

AMENDED this 22nd day of June, 1992.

WITNESS THE SEAL OF THE ONTARIO 5 PIN BOWLERS' ASSOCIATION

**"Thomas Cowan"
President**

**"Evelyn Wood"
Secretary**

UNANIMOUSLY SANCTIONED AND CONFIRMED AS AMENDED by the Members at the annual meeting of the membership duly constituted after proper notice held on the 24th day of June, 1992.

"Thomas Cowan"
President

"Evelyn Wood"
Secretary

AMENDED this 13th day of June, 1994.

WITNESS THE SEAL OF THE ONTARIO 5 PIN BOWLERS' ASSOCIATION

"Jennifer Guav"
President

"Nancy Taverna"
Secretary

UNANIMOUSLY SANCTIONED AND CONFIRMED AS AMENDED by the Members at the annual meeting of the membership duly constituted after proper notice held on the 14th day of June, 1994.

"Jennifer Guav"
President

"Nancy Taverna"
Secretary

AMENDED this 12th day of June, 2008.

WITNESS THE SEAL OF THE ONTARIO 5 PIN BOWLERS' ASSOCIATION

"Dave Post"
President

"Mike Wilson"
Secretary

UNANIMOUSLY SANCTIONED AND CONFIRMED AS AMENDED by the Members at the annual meeting of the membership duly constituted after proper notice held on the 12th day of June, 2008.

"Dave Post"
President

"Mike Wilson"
Secretary

AMENDED this 15th day of June, 2018.

WITNESS THE SEAL OF THE ONTARIO 5 PIN BOWLERS' ASSOCIATION

"John Cresswell"
President

"Mike Wilson"
Secretary

UNANIMOUSLY SANCTIONED AND CONFIRMED AS AMENDED by the Members at the annual meeting of the membership duly constituted after proper notice held on the 16th day of June, 2018.

"John Cresswell"
President

"Mike Wilson"
Secretary

BY-LAW NO. 2

A By-law relating to the particularities of

BANKING PROCEDURES

approved for the Corporation under powers accorded in By-law No. 1.

BE IT ENACTED and it is hereby enacted as By-law No. 2 of The Ontario 5 Pin Bowlers' Association, as follows:

2.1.00 BANKING POWERS

The Directors may from time to time:

- (a) borrow money on the Credit of the Corporation; or
- (b) issue, sell or pledge securities of the Corporation; or
- (c) charge, mortgage, hypothecate or pledge all or any of the real or personal property of the Corporation, including book debts, rights, powers, franchises and undertakings to secure any securities or any money borrowed, or other debts, or any other obligation or liability of the Corporation. From time to time, the Directors may authorize any Director, Officer or employee of the Corporation, or any other person to make arrangements with reference to the monies borrowed or to be borrowed as aforesaid and as to the securities to be given therefore, with power to vary or modify such arrangements, terms and conditions and to give such additional securities for any monies borrowed or remaining due by the Corporation as the Directors may authorize and generally to manage, transact and settle the borrowing of money by the Corporation.

2.2.00 DELEGATION OF SIGNATORY

2.2.01 Directors Delegate

The Directors may from time to time by resolution delegate to the President and the Secretary, or to any two (2) Officers of the Corporation (including the President or the Secretary), all or any of the powers conferred on the Directors by Article 2.1.00 of this By-law to the full extent thereof, or such lessor extent as the Directors may in any such resolution provide.

2.2.02 Supplementary Powers

The powers hereby conferred shall be deemed to be in supplement of and not in substitution for any power to borrow money for the purposes of the Corporation possessed by its Directors, Officers or Board of Directors, independently of a borrowing By-law.

2.2.03 Delegation to Position and Person

The powers hereby conferred shall pass to any President or Secretary upon election or appointment as said Officer; any Officer, other than President or Secretary (except wherein the Secretary is synonymous with Treasurer), must be named upon election or appointment as having such power conferred, or same shall not pass ex officio.

2.3.00 DELEGATION POWER

2.3.01 By-laws Authorize

This By-law shall be treated and construed as a specific delegation of powers of Articles 1.23.00 of By-law No.1 of the Corporation.

2.4.00 BANKING RESOLUTIONS

The Officers set out or named in Section 2.2.02 above, or any Officers named by special resolution under this By-law, are authorized to complete and execute under seal, any corporate documents necessary to provide appropriate bank accounts or other bank documents to carry on the business of the Corporation; such documents being supplied by the Corporation's bank or the Corporation Solicitors under a corporate directive; said documents being for any bank recognized under the Bank Act of Canada and for any branch of any such bank, or for any trust company or credit union recognized by the Province of Ontario.

ENACTED this 22nd day of June, 1984.

WITNESS THE SEAL OF THE ONTARIO 5 PIN BOWLERS' ASSOCIATION

"Jack Hales"
President

"Evelyn Wood"
Secretary

UNANIMOUSLY SANCTIONED AND CONFIRMED by the Members at a general meeting of the membership duly constituted after proper notice held on the 7th day of November, 1984.

"Jack Hales"
President

"Evelyn Wood"
Secretary

AMENDED this 23rd day of June, 1992.

WITNESS THE SEAL OF THE ONTARIO 5 PIN BOWLERS' ASSOCIATION

"Thomas Cowan"
President

"Evelyn Wood"
Secretary

UNANIMOUSLY SANCTIONED AND CONFIRMED AS AMENDED by the Members at the annual meeting of the membership duly constituted after proper notice held on the 24th day of June, 1992.

"Thomas Cowan"
President

"Evelyn Wood"
Secretary

AMENDED this 13th day of June, 1994.

WITNESS THE SEAL OF THE ONTARIO 5 PIN BOWLERS' ASSOCIATION

"Jennifer Guay"
President

"Nancy Taverna"
Secretary

UNANIMOUSLY SANCTIONED AND CONFIRMED AS AMENDED by the Members at the annual meeting of the membership duly constituted after proper notice held on the 14th day of June, 1994.

"Jennifer Guay"
President

"Nancy Taverna"
Secretary

AMENDED this 15th day of June, 2018.

WITNESS THE SEAL OF THE ONTARIO 5 PIN BOWLERS' ASSOCIATION

"John Cresswell"
President

"Mike Wilson"
Secretary

UNANIMOUSLY SANCTIONED AND CONFIRMED AS AMENDED by the Members at the annual meeting of the membership duly constituted after proper notice held on the 14th day of June, 1994.

"John Cresswell"
President

"Mike Wilson"
Secretary

BY-LAW NO. 3

A By-law relating to the particularities of the

DIRECTORS AND OFFICERS

BE IT ENACTED as a By-law of The Ontario 5 Pin Bowlers' Association as authorized under the Act and Section 1.8.00 of By-law No. 1, and supplemental to the provisions of the said By-law No. 1, as follows:

3.1.00 NOMINATING COMMITTEE

3.1.01 Appointment of Nominating Committee

The Board of Directors shall appoint a Nominating Committee at least thirty (30) days prior to the annual general meeting, the announcement of which Committee shall be included with notice of the annual general meeting.

3.1.02 Nominating Committee Composition

Said Committee shall consist of three (3) Members, none of whom may be a sitting Director.

3.1.03 Nominating Committee Responsibility

The Nominating Committee shall submit a slate of candidates to the annual general meeting by mailing or distributing such slate of candidates for the Board of Directors in writing at least ten (10) days before the annual general meeting to each delegate entitled to vote for the election of such Directors.

3.1.04 Nominees Required

The slate of candidates for Board of Directors shall include as a minimum, nominees equal to the number of positions to be filled.

3.1.05 Nominee Qualifications - Director

Any Registered Member, or any person who would be qualified otherwise to become a Registered Member, provided they are a full eighteen (18) years of age, may be nominated to become a Director of a League, House, Zone, or the Corporation, provided other qualifications as set out below have been met for the appropriate level for the nomination:

- A Registered Member to be nominated to be a Director of the Corporation shall have been a Director of a House, Zone or Provincial Board for at least one (1) elected term within the immediately previous three (3) year period.
- A Registered Member to be nominated a Director of a Zone or House shall have been a Director of a League for some period during the immediately preceding three (3) year period.
- Other qualifications and/or criteria for serving as a Director or Officer of a League, House or Zone are set out in the "Constitutions" of such entities, attached hereto as Schedules C and D.

3.1.06 Nominating Committee May Nominate

The Committee may approach any Registered Member it considers qualified (as described in Section 3.1.05 above), and may nominate any such Member the Committee deems suitable.

3.1.07 Nominees by Other Members

The Committee must include any nominee on the slate, who has been nominated by any two (2) Registered Members in writing at least fifteen (15) days prior to the annual general meeting, provided the nominee so nominated meets the standard of experience set out in Section 3.1.05.

3.1.08 Nominee Consent

The Committee must have the consent in writing of any nominee to be so nominated, prior to the annual general meeting.

3.2.00 ELECTION PROCEDURE – ANNUAL GENERAL MEETING

3.2.01 Scrutineers Appointed

Two (2) Members of the Nominating Committee shall be appointed scrutineers and the third (3rd) Member shall serve as Chair pro tem for the election of Directors at the annual general meeting. Said scrutineers under the direction of the Chair pro tem shall ensure that only Members having voting rights for election of Directors are present and vote, which Members shall only be the delegates of the Zones and Houses.

- 3.2.02 **Additional Scrutineers**
The Chair pro tem may propose to the meeting through the Chair of the meeting the appointment of additional scrutineers if it is considered necessary by the Chair pro tem.
- 3.2.03 **Chair Pro Tem**
The Chair pro tem for election of Directors shall inform all voting Members to indicate their choice(s) for Director(s) on the ballot by entering the name(s) in the indicated space. A delegate may cast a vote from one (1) to all available to the said delegate on any ballot.
- 3.2.04 **Scrutineers Record Votes**
The scrutineers shall record votes received in ascending cumulative fashion. That is, the votes received by each candidate shall be recorded, but for reporting purposes, the scrutineers shall list the candidates in the order of votes received, greater to lesser, and then shall only include on the list presented to the Chair pro tem, the elected candidates.
- 3.2.05 **Announcement of Results**
The Chair pro tem shall announce the results of each ballot by indicating the elected Directors or tied Directors or nominees in alphabetical order until the full number of Directors required are elected to the Board of Directors.
- 3.2.06 **Directors Elected**
The Chair pro tem shall ask if there is any challenge to the ballot results and, in the absence of same, shall present the elected Directors in alphabetical order to the Chair, and with no votes recorded, and direct the scrutineers to destroy all ballots.
- 3.2.07 **Challenge of Results**
The only challenge which may be accepted by the Chair pro tem shall be one based on a non-voting Member or unqualified Member voting, and in such instance the scrutineers and Chair pro tem shall determine the validity of the challenge, and their decision is final and binding. If the validity of a claim cannot distinguish validity of a ballot or ballots, a new vote shall be cast, with a roll call and new ballots distributed.
- 3.2.08 **Proper Challenge**
If a challenge is successful the ballot wrongfully cast shall be disallowed and the Chair pro tem shall not include any disallowed votes in his final determination of elected Directors, and shall present the elected Directors to the Chair and proceed as per 3.2.04 and 3.2.05 infra.
- 3.2.09 **Results Recorded**
The results presented to the Chair shall be signed by the Chair pro tem and include total votes cast and total votes disallowed.
- 3.2.10 **Directors Caucus**
The Chair shall recess the annual general meeting for the purposes of a caucus meeting of all of the elected Directors, and shall reconvene the annual general meeting upon their return.
- 3.3.00 ELECTION OF DIRECTORS**
- 3.3.01 **Director Positions Elected**
From any slate of candidates, the nominees receiving the highest cumulative number of votes shall be ranked according to the votes received, and from such ranking the positions of Director required to be filled shall be filled and the nominees so elected shall be deemed elected as Directors to the Board of Directors for the ensuing year, or the term of office appropriate, that term being four (4) years for the first three (3) elected Directors, and the unexpired portion of the term of office for the remaining Directors-at-large elected.
- 3.3.02 **Votes Tied**
In the event of a tie in the number of cumulative votes, wherein there is a dispute because of the tie as to who is the higher ranked candidate, there shall be a second ballot circulated to all Members voting on the first ballot only, which second ballot shall include only the names of candidates tied and where ranking is in dispute as a result of the first ballot.
- 3.3.03 **Procedure if Tied Vote**
The procedures shall then continue as set out in Sections 3.2.03 and 3.2.04 supra.

3.4.00 OFFICERS

- 3.4.01 **Caucus Election of Officers**
The caucus meeting of elected Directors shall meet only for the appointment of Officers by the Directors from among themselves, and the setting of a time of the next meeting of the Board of Directors.
- 3.4.02 **Recording of Caucus**
The Chair of the annual general meeting shall sign the Minutes of said meeting together with the new Chair so appointed, and their signatures shall deem all election results and appointment of Officers conclusive, and if the Chair set out above are the same Director, two (2) other Directors shall sign the said Minutes.
- 3.4.03 **Principal Officers Only**
The Officers herein referred to are as set out in Section 1.10.00 only, and not to other Officers or Chair.
- 3.4.04 **Eligibility**
Employees of the Provincial or National 5 Pin Corporation, Proprietors (anyone owing any percentage of a bowling establishment) and Managers of 5 pin bowling centres, shall not be allowed to serve as an Executive Officer or as a Member of the Executive Committee.

3.5.00 DIRECTORS

- 3.5.01 **Re-Appointment of Zone or House Officer/Director**
In the event a sitting Director is elected a principal Officer of the Corporation, and is an Officer of a Zone or House, then the Director is obliged to declare a conflict of interest on any items pertaining to matters associated with their Zone or House.
- 3.5.02 **Replacement Director**
Any replacement Director or Officer so elected or appointed by the Zone or House shall be appointed as delegate, Director, or otherwise as was the Director required to resign an Officer's position in the Zone or House, or another Director of the Zone or House may be appointed to replace the said Director, and the Corporation shall accept such re-appointments provided all other qualifications are met by the replacement Director.

ENACTED this 22nd day of June, 1984.

WITNESS THE SEAL OF THE ONTARIO 5 PIN BOWLERS' ASSOCIATION

"Jack Hales"
President

"Evelyn Wood"
Secretary

UNANIMOUSLY SANCTIONED AND CONFIRMED by the Members at a general meeting of the membership duly constituted after proper notice held on the 7th day of November, 1984.

"Jack Hales"
President

"Evelyn Wood"
Secretary

AMENDED this 22nd day of June, 1992.

WITNESS THE SEAL OF THE ONTARIO 5 PIN BOWLERS' ASSOCIATION

"Thomas Cowan"
President

"Evelyn Wood"
Secretary

UNANIMOUSLY SANCTIONED AND CONFIRMED AS AMENDED by the Members at the annual meeting of the membership duly constituted after proper notice held on the 24th day of June, 1992.

"Thomas Cowan"
President

"Evelyn Wood"
Secretary

AMENDED this 13th day of June, 1994.

WITNESS THE SEAL OF THE ONTARIO 5 PIN BOWLERS' ASSOCIATION

"Jennifer Guay"
President

"Nancy Taverna"
Secretary

UNANIMOUSLY SANCTIONED AND CONFIRMED AS AMENDED by the Members at the annual meeting of the membership duly constituted after proper notice held on the 14th day of June, 1994.

"Jennifer Guay"
President

"Nancy Taverna"
Secretary

AMENDED this 15th day of June, 2018.

WITNESS THE SEAL OF THE ONTARIO 5 PIN BOWLERS' ASSOCIATION

"John Cresswell"
President

"Mike Wilson"
Secretary

UNANIMOUSLY SANCTIONED AND CONFIRMED AS AMENDED by the Members at the annual meeting of the membership duly constituted after proper notice held on the 16th day of June, 2018.

"John Cresswell"
President

"John Cresswell"
Secretary

BY-LAW NO. 4

A By-law relating to the particularities of

MEMBERSHIP RIGHTS AND VOTING

BE IT ENACTED and it is hereby enacted as a By-law of The Ontario 5 Pin Bowlers' Association, as follows:

4.1.00 MEMBERSHIP CLASS DESCRIPTIONS

4.1.01 Registered Member

A Registered Member is any person, a Member of any entity or organization registered or recognized by the Corporation through a Zone, House, or Travelling League as a "bowler", who is deemed to have applied to be a Registered Member of the Corporation, and upon submission of the appropriate dues and upon issuance of a Membership Card to such person, the Board of Directors is deemed to have accepted such application and made the applicant person a Registered Member of the Corporation.

4.1.02 Associate Member

An Associate Member is any group, entity or organization interested and associated with the Corporation in the promotion and advancement of the Corporation, and accepted and appointed as an Associate Member by the Board of Directors.

4.1.03 Affiliate Member

An Affiliate Member is any entity or organization, and thereby any Member of such entity or organization, accepted as an Affiliate Member by the Board of Directors, and the terms of acceptance may include restrictions or terms and conditions of such affiliate membership.

4.1.04 Zone Association (Zone)

A Zone, formally called a Zone Association, is a grouping of Registered Members in a geographical area of the Province of Ontario, such area and the Registered Members therein recognized by the Corporation as a Zone and made an agent of the Corporation for the geographical area. For the purpose of finance, House Members are not considered duplicates in their respective Zone Association and, therefore, are subject to payment of appropriate dues as set out by the Corporation.

4.1.05 Decentralized Association (House)

A House, formally called a Decentralized Association, is a grouping of Registered Members within one (1) location or bowling centre, or more than one (1) location or bowling centre, if related by common ownership, and who apply to the geographical agent (Zone) for their area, to be recognized as a Decentralized Association or House, and are accepted as such by the Corporation upon recommendation of its geographic agent (Zone).

4.1.06 Travelling League

A Travelling League is an entity recognized by the Corporation as a league only, in which all Members of the league are Registered Members of the Corporation, but which league bowls at various bowling centres or more than one (1) House, and/or more than one (1) Zone, and which league applies for membership as a Travelling League and which is accepted as such by the Board of Directors.

4.1.07 Honourary Member

An Honourary Member is an individual appointed as an Honourary Member by the Board of Directors, and such membership shall have no dues or fees or voting rights, but shall have the right to notice of Member meetings and may attend such Member meetings. The Board of Directors may set varied terms of such membership status.

4.1.08 Life Member

A Life Member is previously a Registered Member of the Corporation, although such Registered Member status need not be for consecutive terms of such membership, but which Member or previous Member is appointed a Life Member of the Corporation for services rendered in bowling, and who shall have all the rights of any Registered Member including voting rights as they may occur, but such Members shall have their dues and or fees for membership waived upon attendance at any member Meeting or function of the Corporation.

- 4.1.09 **Governor**
A Governor is a Member or previous Member who has specific and special expertise in a bowling matter, or who has been an Officer of the Corporation or an Associate Member or Affiliate Member, and who is recognized and appointed a Governor by the Board of Directors of the Corporation upon confirmation of same by the Members at an annual general meeting of Members. The term of such membership may be included with the appointment and all other matters affecting such Members may be included in their appointment either at the time of appointment or thereafter.
- 4.2.00 MEMBER VOTING**
- 4.2.01 **Individual Right**
Each individual when duly a Registered Member in good standing within a League in either of a Travelling League, House and/or Zone gains the right to one vote within the League, and the Registered Member must be in attendance to exercise the right to vote at any League meeting.
- 4.2.02 **Proof of Membership**
Upon attendance at any forum wherein a Member wishes to exercise his or her voting right, the Member may be required to file proof of membership by Membership Card or the Member's signature may be required.
- 4.2.03 **Annual League Meeting Agenda**
a) At the annual league meeting, the Members of the League shall be given opportunity to elect three (3) Directors, one of which shall be the President of the League; one (1) the Secretary of the League; and one (1) the Treasurer of the League, and a Member must be present to vote in such election, and the League shall determine the nomenclature for the minimum number of Directors herein. Nothing herein prevents a League from electing more than three (3) Directors.

b) At the annual league meeting the financial position of the League shall be set out in writing showing revenues and expenditures for the previous year; current balance in the League bank account; and same shall be received by the Members in attendance.

c) At the annual league meeting the Directors of the League shall present the proposed fees and dues for the subsequent year to the Members for ratification.
- 4.2.04 **League President**
Upon election, the League President is deemed to carry all votes of the League whether the Registered Member was in attendance or not, and until the next annual league meeting, such League President shall be the League delegate to any House or Zone meeting.

In each League, teams shall be represented by the team Captain, or League Chair at league meetings and shall be deemed to be the delegate of the team and/or sub-league and shall carry one (1) vote for such team. At the annual league meeting Registered Members may not be represented by delegate.
- 4.3.00 VOTING BY DELEGATE**
- 4.3.01 **Delegate - House Member Meeting**
At any House meeting of Members, the League President, or designate shall carry one (1) vote for the League.
- 4.3.02 **Delegate - Zone Member Meeting**
At any Zone meeting of Members, the House President, or the League President, or designate for those Leagues registered directly with the Zone and not part of a House, shall carry one (1) vote for the House or League as the case may be, and is deemed to carry all votes of all Registered Members in the House or League, but shall have only one (1) vote.
- 4.3.03 **Member Attending House or Zone Meeting**
Members are encouraged to attend a House and/or Zone meeting of Members, and have the right to attend such meetings. A Member on attendance at such Member meeting may address the meeting or speak to any matter of the meeting only at the pleasure of the Chair of the meeting. A Member attending such meeting has no right to vote.

4.4.00 DELEGATE SELECTION

4.4.01 League Delegate

a) There shall be at least one (1) League Member meeting annually and the League shall designate the date and time of such meeting and advise all League Members by notice at the bowling centre or individual notices distributed by hand.

b) At the said League meeting the matters set out in Section 4.2.03 shall be considered by the Registered Members.

c) The President or Chair elected at the annual meeting of the League shall be the delegate of the League, and in the absence of the President or Chair, the Secretary shall act as such, and such alternate shall also be the alternate delegate.

d) A League may, or the President or Chair may, in writing advise the House and/or Zone of an alternate delegate other than the Secretary, and in the absence of the President or Chair of the League the alternate named in writing shall be the delegate for the League.

4.4.02 House and/or Zone Delegates

The Member elected President of the House or Zone shall be the head delegate of the House or Zone as the case may be, and the head delegate shall appoint delegates to vote for the House or Zone at a Zone Member meeting or Corporation Member meeting, and the President and appointed delegates of the Zone shall cast the votes for the Zone at any Corporation Member meeting.

4.4.03 Delegate Votes

Only duly qualified delegates may vote at Corporation Member meetings. The number of voting delegates per Zone or House will be one (1) for every one hundred (100) Members and every part thereof, based on the prior year's membership. If a Zone or House has less than 100 Members, it will be allowed one (1) voting delegate.

4.5.00 BOARD TO ASSURE EQUALITY IN VOTING

4.5.01 Equal Opportunity

The Board of Directors of the Corporation may designate from time to time the manner and method by which the above Articles are implemented provided all Members are accorded the opportunity to vote and elect Directors at an appropriate level, such Director(s) being the Member's delegate thereafter, and provided such opportunity is equal to all Members.

4.5.02 Board May Convene Meeting

Upon notice or evidence that any recognized entity of the Corporation has or is abrogating the rights or intent of this By-law or any other By-law, the Board of Directors may call or conduct a meeting of the entity, in a manner they deem fit and proper under the By-laws and regulations of the Corporation.

4.6.00 DIRECTORS MAY VOTE

A sitting Director shall have the right to exercise his/her vote on attendance at any meeting at the level for which he/she is a Director only, and may not delegate his/her vote.

4.7.00 CORPORATIONS' MEMBERSHIP

The Corporation shall affiliate in a manner determined by the Board of Directors with the Canadian 5 Pin Bowlers' Association.

4.8.00 BOWL ONTARIO

4.8.01 Bowl Ontario Considered for Associate Membership

The Corporation shall consider in each year the granting of Associate Member status to Bowl Ontario and may determine the terms and conditions of such membership which may vary from year to year, or from time to time.

- 4.8.02 **Bowl Ontario Ex Officio Appointments**
Any member of Bowl Ontario, provided Bowl Ontario has been accorded Associate Member status by the Corporation in the current year, and which Member of Bowl Ontario is certified by Bowl Ontario as being a Member in good standing, may become a Registered Member of the Corporation, whether or not such Member of Bowl Ontario is a bowler, and such membership may be deemed as ex officio.
- 4.8.03 **Bowl Ontario Member May Hold League Office**
Such Registered Member may be appointed a Director of a League ex officio, voting, being the owner or manager of the bowling facility in which the League is situate.
- 4.8.04 **Bowl Ontario Member May Hold Other Offices**
At the House or Zone and/or Corporation level a properly certified delegate, who is a Registered Member ex officio because of being a Member of Bowl Ontario, may be elected a Director and all conditions attaching to that position shall be as though the Director was only a Member of the Corporation, provided the conditions delineated in Section 4.8.02 have been satisfied.

4.9.00 ZONE ASSOCIATION PROVISIONS

- 4.9.01 **Zone Jurisdictions**
The jurisdiction of the Corporation shall be divided into geographic regions called Zones. The geographic divisions shall be organized as Zone Associations, and be administrative agents of the Corporation in the delineated jurisdiction.
- 4.9.02 **Zone Boundaries**
Each Zone boundary shall be described geographically by recognized political boundaries of the Province of Ontario, namely Counties, Townships, or Municipal boundaries, lines or roads, and the jurisdiction of the Zone Association shall be the area inside of the cited boundaries.
- 4.9.03 **Zones Registered Corporate Divisions**
The Zone Associations shall be registered divisions of the Corporation, and as such the name of each Zone shall be approved by the Board of Directors, and in all instances the approved name shall be followed by ". . . 5 Pin Bowlers' Association."

ENACTED this 22nd day of June, 1984.

WITNESS THE SEAL OF THE ONTARIO 5 PIN BOWLERS' ASSOCIATION

"Jack Hales"
President

"Evelyn Wood"
Secretary

UNANIMOUSLY SANCTIONED AND CONFIRMED by the Members at a general meeting of the membership duly constituted after proper notice held on the 7th day of November, 1984.

"Jack Hales"
President

"Evelyn Wood"
Secretary

AMENDED this 22nd day of June, 1992.

WITNESS THE SEAL OF THE ONTARIO 5 PIN BOWLERS' ASSOCIATION

"Thomas Cowan"
President

"Evelyn Wood"
Secretary

UNANIMOUSLY SANCTIONED AND CONFIRMED AS AMENDED by the Members at the annual meeting of the membership duly constituted after proper notice held on the 24th day of June, 1992.

"Thomas Cowan"
President

"Evelyn Wood"
Secretary

AMENDED this 13th day of June, 1994.

WITNESS THE SEAL OF THE ONTARIO 5 PIN BOWLERS' ASSOCIATION

"Jennifer Guay"
President

"Nancy Taverna"
Secretary

UNANIMOUSLY SANCTIONED AND CONFIRMED AS AMENDED by the Members at the annual meeting of the membership duly constituted after proper notice held on the 14th day of June, 1994.

"Jennifer Guay"
President

"Nancy Taverna"
Secretary

AMENDED this 12th day of June, 2008.

WITNESS THE SEAL OF THE ONTARIO 5 PIN BOWLERS' ASSOCIATION

"Dave Post"
President

"Mike Wilson"
Secretary

UNANIMOUSLY SANCTIONED AND CONFIRMED AS AMENDED by the Members at the annual meeting of the membership duly constituted after proper notice held on the 12th day of June, 2008.

"Dave Post"
President

"Mike Wilson"
Secretary

AMENDED this 15th day of June, 2018.

WITNESS THE SEAL OF THE ONTARIO 5 PIN BOWLERS' ASSOCIATION

"John Cresswell"
President

"Mike Wilson"
Secretary

UNANIMOUSLY SANCTIONED AND CONFIRMED AS AMENDED by the Members at the annual meeting of the membership duly constituted after proper notice held on the 16th day of June, 2018.

"John Cresswell"
President

"Mike Wilson"
Secretary

BY-LAW NO. 5

A By-law relating to the particularities of

COMMITTEES

BE IT ENACTED as a by-law of The Ontario 5 Pin Bowlers' Association, as follows:

5.1.00 GENERAL COMMITTEE PROCEDURES

5.1.01 Composition and Appointment

A Standing Committee shall consist of a Chair and two (2) Members minimally. The Chair shall be appointed by the President upon ratification by the Board of Directors. The Chair shall in turn appoint Committee Members to the number necessary or required upon ratification by the Executive Committee and/or Board of said nominees.

5.1.02 Responsibilities of Chair

The Chair of a Standing Committee shall present a program of carrying out the Committee responsibilities prior to July 1 of each year. The Chair is responsible for ensuring that a Committee Member is prepared to assume Chair duties in his or her absence.

5.1.03 Resignations

The Board of Directors may request the resignation of a Chair of a Committee at any time in the event the Board of Directors is of the opinion the Chair is not carrying out the responsibilities of the Committee as required of a Chair, and in the event a resignation is not received the Board of Directors may terminate a Chair by the appointment of another Chair. A Chair may request the resignation of any Committee Member, but such request shall not have force or effect until ratified by the Executive Committee.

5.1.04 Committee May Recommend Chair

A Committee has the right to recommend with its Annual Report, various candidates as Chair for the subsequent year with said recommendations directed to the President.

5.1.05 Committee Procedures

The By-laws and Rules of the Corporation apply "mutatis mutandis" to any and all Committee operations; in the event a poll is requested on any motion, and only in that event, a Committee Member may file a minority report.

5.2.00 STANDING COMMITTEES

5.2.01 Responsible to Board

All Standing Committees are responsible directly to the Board of Directors, through the President, or his or her delegate, and the Executive Committee shall file all Committee Reports with the Board of Directors, and may make any recommendations to the Board of Directors on any Committee Report.

5.2.02 Present Standing Committees

The Standing Committees of the Corporation shall be as follows:

(i) Executive

(a) The Executive Committee shall consist of the President, Vice-President, Secretary and Treasurer, and the staff of the Corporation as required and/or requested, including but not limited to the Program Co-ordinator.

(b) The Executive Committee is charged with the day to day operation of the Corporation and shall co-ordinate all activities of the Corporation Members and the Committees. The Executive Committee may direct that any Committee Member report to it for purposes of reporting to the Board of Directors.

(ii) Management

(a) The Management Committee shall be comprised of the Executive Committee and the Chair (or the delegate of a Chair) of all Standing Committees and may include any or all Ad Hoc Committee Chair (or the delegate thereof).

(b) The Management Committee is charged with co-ordinating the programs of the Corporation in the financial, administrative and technical sense, and further, shall present concise and coherent program alternatives to the Board of Directors through the Executive Committee for policy decisions.

- (iii) Membership - See Appendix B
- (iv) Fundraising - See Appendix B
- (v) Record Scores - See Appendix B
- (vi) Tournaments - See Appendix B
- (vii) Awards - See Appendix B
- (viii) Publicity - See Appendix B
- (ix) Senior Citizens/Handicapped Bowlers - See Appendix B
- (x) Human Resources - See Appendix B

5.2.03 Standing Committee Responsibilities
The responsibilities of each Standing Committee, set out in Section 5.2.02, shall be as set out in Appendix C attached hereto, and such Schedule is a Regulation and may be amended by the Board of Directors at any time.

5.3.00 COMMITTEES

5.3.01 Committees Appointed
The Board of Directors through the Executive Committee may establish any Committee, either through the procedures set out in this By-law, or by and with exception to the Sections herein, and any such Committee shall be Ad Hoc, unless specifically named in this By-law or any other By-law of the Corporation.

5.3.02 Ad Hoc Committees
An Ad Hoc Committee shall be a Committee appointed for a specific task or specific time. Any and all Committees or Sub-committee(s) not a Standing Committee of either the Board or a Standing Committee shall be deemed an Ad Hoc Committee.

5.3.03 Ad Hoc Becomes Standing Committee
No committee shall be made a Standing Committee and included in this By-law unless and until such Committee has been in existence and reported to two (2) annual general meetings of the Corporation.

5.4.00 EX OFFICIO COMMITTEE MEMBERS

5.4.01 Executive Committee
The Executive Committee, and any Member thereof is a Member of any and all Corporation Committee(s) ex officio and upon attendance at any meeting shall have all the rights and prerogatives of any other Member of the meeting.

5.4.02 Corporation Staff Members
The professional staff of the Corporation, as it may exist from time to time, or any Member thereof, is a Member of any and all Corporation Committee(s) ex officio, non-voting, and may attend any meeting of the Corporation Committees as requested or directed, or as they desire.

5.5.00 CORPORATION ASSET

5.5.01 Copyright, Ownership, Etc.
Any material or program, conceptual or otherwise, provided or developed by any Member of the Corporation, for the Corporation, whether said production or development is required, directed, or otherwise, is and shall be the property of the Corporation, and may be utilized, published, or otherwise used by the Corporation in any manner the Corporation directs.

5.5.02 Remuneration for Programs
A Member may be reimbursed for any such material or program and upon request shall execute any documentation required to assert and verify the Corporation's rights.

5.5.03 Contracted Programs
Notwithstanding the Corporation's rights, the Corporation may, in its sole discretion, enter into any contractual relationship with any person, Member or otherwise, to develop materials or programs related to or being part of the sport of bowling or within the mandate of the Corporation.

ENACTED this 22nd day of June, 1984.

WITNESS THE SEAL OF THE ONTARIO 5 PIN BOWLERS' ASSOCIATION

"Jack Hales"
President

"Evelyn Wood"
Secretary

UNANIMOUSLY SANCTIONED AND CONFIRMED by the Members at a general meeting of the membership duly constituted after proper notice held on the 7th day of November, 1984.

"Jack Hales"
President

"Evelyn Wood"
Secretary

AMENDED this 22nd day of June, 1992.

WITNESS THE SEAL OF THE ONTARIO 5 PIN BOWLERS' ASSOCIATION

"Thomas Cowan"
President

"Evelyn Wood"
Secretary

UNANIMOUSLY SANCTIONED AND CONFIRMED AS AMENDED by the Members at the annual meeting of the membership duly constituted after proper notice held on the 24th day of June, 1992.

"Thomas Cowan"
President

"Evelyn Wood"
Secretary

AMENDED this 13th day of June, 1994.

WITNESS THE SEAL OF THE ONTARIO 5 PIN BOWLERS' ASSOCIATION

"Jennifer Guav"
President

"Nancy Taverna"
Secretary

UNANIMOUSLY SANCTIONED AND CONFIRMED AS AMENDED by the Members at the annual meeting of the membership duly constituted after proper notice held on the 14th day of June, 1994.

"Jennifer Guav"
President

"Nancy Taverna"
Secretary

AMENDED this 15th day of June, 2018.

WITNESS THE SEAL OF THE ONTARIO 5 PIN BOWLERS' ASSOCIATION

"John Cresswell"
President

"Mike Wilson"
Secretary

UNANIMOUSLY SANCTIONED AND CONFIRMED AS AMENDED by the Members at the annual meeting of the membership duly constituted after proper notice held on the 16th day of June, 2018.

"John Cresswell"
President

"Mike Wilson"
Secretary

BY-LAW NO. 6

A by-law relating to the particularities of

SANCTIONS AND APPEALS

BE IT ENACTED as a by-law of The Ontario 5 Pin Bowlers' Association, as follows:

6.1.00 SANCTIONS

6.1.01 Authority and Jurisdiction

The Corporation may sanction any activity or action, direct or indirect, related to 5 pin bowling within its jurisdiction.

6.1.02 Sanction Defined

Sanction shall be authorization of any activity or action included in Section 6.1.01 hereof and shall thereby include the right to intervene in such activity or action if same is not authorized under the approved Rules of the sport or the By-laws and Regulations of the Corporation.

6.1.03 Intervention by Corporation

Intervention may be by penalty or punishment which penalty or punishment may include fine, suspension of rights, cancellation of rights, or any combination of penalty or punishment.

6.1.04 Application

Sanction or intervention may be applied on any class of Member or the entities or individuals of said class. Sanction or intervention may be applied at any level within the Corporation be it at the Board of Directors or a Committee level, and the level shall be determined by the jurisdiction of the entity within the Corporation applying a sanction or intervention in the first instance.

6.2.00 APPEAL RIGHT

6.2.01 Recognized Entity or Member

Any individual or entity of the Corporation against which a sanction or intervention has been applied may appeal the sanction or intervention to the Secretary of the Corporation at the Head Office of the Corporation as it may be from time to time.

6.2.02 Appeal Action

The Executive Committee of the Corporation shall appoint a Tribunal in the first instance to review and hear the matter appealed.

6.3.00 APPEAL PROCEDURE

6.3.01 Appointments and Procedures

The Tribunal shall be established under the procedures set out in Schedule G attached hereto. The Tribunal shall conduct a hearing under the Rules delineated in Schedule H attached hereto.

6.3.02 Tribunal Responsibility

The facts of the matter under appeal shall be established by the Tribunal and from said facts there shall be no appeal. The Tribunal shall make a decision based on the facts of the matter under appeal, and said decision with the reasons therefore shall be rendered to the parties directly involved in the appeal, and filed with the Secretary of the Corporation.

6.3.03 Appeal of Tribunal by Leave Only

Either party to an appeal determined by a Tribunal may apply for leave to appeal the decision within five (5) days of the date of the Tribunal decision on grounds of improper penalty or punishment or improper application of Corporate Policy, or Rules and Regulations of the Corporation only. Application for leave to appeal under this Section shall be made to the Secretary of the Corporation, and shall be in letter form stating the grounds and reasons why leave to appeal should be granted.

6.3.04 Executive Committee Determines Leave
The Executive Committee of the Corporation shall determine within three (3) days of receipt of application for leave to appeal, whether the said leave to appeal will or will not be allowed, and their decision is final and binding. If leave to appeal is not allowed the decision of the Tribunal is confirmed and shall have force and effect forthwith. If leave to appeal is granted the Executive Committee shall appoint an Appeal Board forthwith and set a date within fifteen (15) days next for the Appeal Board to sit.

6.4.00 APPEAL BOARD

6.4.01 Appointment and Purpose
The Appeal Board shall be appointed as set out in Schedule G. An Appeal Board may make a determination on any matter included in the written submissions for leave to appeal with or without a hearing.

6.4.02 Appeal Board Powers
The Appeal Board may convene a hearing and both parties to the appeal shall be given opportunity to be heard if a hearing is convened. The Appeal Board may call any Member of the Corporation to attend to give evidence, or may call any witness, or may demand any corporate documents to determine or assist in determining the matter appealed. The Appeal Board shall convene a hearing if the Appeal Board calls any member or witness to give evidence.

6.4.03 Appeal Board Decisions
The decision of the Appeal Board shall be in writing with reasons therefore to the parties and the decision shall be filed with the Secretary of the Corporation. The decision of the Appeal Board hearing of any matter is final and binding unless appealed to the Canadian 5 Pin Bowlers' Association and, the Corporation shall ensure the carrying out of the Appeal Board's decision.

6.5.00 SCHEDULES

6.5.01 Schedules are Regulations
Schedules G and H attached hereto are deemed to be Regulations for implementing purposes only and not part of the By-law and as such may be amended from time to time by the Board of Directors by majority vote only.

ENACTED this 22nd day of June, 1984.

WITNESS THE SEAL OF THE ONTARIO 5 PIN BOWLERS' ASSOCIATION

"Jack Hales"
President

"Evelyn Wood"
Secretary

UNANIMOUSLY SANCTIONED AND CONFIRMED by the Members at a general meeting of the membership duly constituted after proper notice held on the 7th day of November, 1984.

"Jack Hales"
President

"Evelyn Wood"
Secretary

AMENDED this 22nd day of June, 1992.

WITNESS THE SEAL OF THE ONTARIO 5 PIN BOWLERS' ASSOCIATION

"Thomas Cowan"
President

"Evelyn Wood"
Secretary

UNANIMOUSLY SANCTIONED AND CONFIRMED AS AMENDED by the Members at the annual meeting of the membership duly constituted after proper notice held on the 24th day of June, 1992.

"Thomas Cowan"
President

"Evelyn Wood"
Secretary

AMENDED this 13th day of June, 1994.

WITNESS THE SEAL OF THE ONTARIO 5 PIN BOWLERS' ASSOCIATION

"Jennifer Guay"
President

"Nancy Taverna"
Secretary

UNANIMOUSLY SANCTIONED AND CONFIRMED AS AMENDED by the Members at the annual meeting of the membership duly constituted after proper notice held on the 14th day of June, 1994.

"Jennifer Guay"
President

"Nancy Taverna"
Secretary

AMENDED this 15th day of June, 2018.

WITNESS THE SEAL OF THE ONTARIO 5 PIN BOWLERS' ASSOCIATION

"John Cresswell"
President

"Mike Wilson"
Secretary

UNANIMOUSLY SANCTIONED AND CONFIRMED AS AMENDED by the Members at the annual meeting of the membership duly constituted after proper notice held on the 16th day of June, 2018.

"John Cresswell"
President

"Mike Wilson"
Secretary

BY-LAW NO. 7

A By-law relating generally with to the

PROCEDURES & STANDARDS FOR OFFICERS

BE IT ENACTED as a By-law of The Ontario 5 Pin Bowlers' Association, as follows:

7.1.00 OFFICE/OFFICERS

7.1.01 Definition

An Officer is a person or Member appointed by the Board of Directors, or by the Members, to any office for any task or responsibility in or for the Corporation and includes, but is not limited to, a person or Member appointed to a Committee of the Corporation; to any office referred to in the By-laws of the Corporation; or to any position wherein the person or member represents the Corporation.

7.2.00 INTEREST

7.2.01 Definition

It is the duty of any person or Member holding an office or being an Officer of the Corporation to disclose any information, which an ordinary person or member could rationally regard as affecting the impartiality of the officer in acting as such officer, and such information shall be called an interest.

7.3.00 APPOINTMENT OF OFFICERS

7.3.01 Corporate Requirement

The Corporation shall so much as is possible, when appointing persons or Members to any official position ensure that the appointee has no pre-set attitude nor apparent interest in the result of fulfilling the official position in a proper manner.

7.3.02 Additional Requirements

In any situation wherein the Corporation appoints an Officer to an official position wherein the rights of a Member may be reviewed and/or sanctioned, in addition to the matters set out in Section 7.3.01, the Corporation shall so much as is possible, ensure that no association exists between the Officer and the Member, either actual or apparent, and that the Officer has not been involved in any preliminary stage of the matter under review and/or sanction.

7.4.00 DECLARATION OF INTEREST

7.4.01 Disclosure - At Meeting

The person or Member required to disclose an interest, whether such interest is direct or indirect, shall declare the interest at the meeting appointing such person or Member an Officer.

7.4.02 Disclosure - Member Absent

If the person or Member is not at the meeting wherein the appointment is made, or at the date of that meeting is not under obligation to declare an interest, at the next meeting of the entity appointing that person or Member held after the interest arises, the person or Member shall disclose or declare the interest.

7.4.03 Disclosure - Written or Verbal

A declaration of interest may be in writing or may be made verbally.

7.4.04 Procedure on Disclosure

Upon declaration of an interest, the declarant thereafter shall not participate, nor vote, in relation to the matter giving rise to the interest, or if the declarant has voted such vote shall be discounted.

7.4.05 Declaration Indemnifies

Any Officer, person or Member who has made a declaration of interest under this By-law and has not voted in respect to any matter giving rise to the interest contrary to Section 7.4.03, shall not be accountable nor liable to the Corporation or any of its Members by reason only of the office held, or the fiduciary relationship thereby established.

7.5.00 DIRECTORS

- 7.5.01 Referral to Advisory Committee
In any situation arising wherein a Director is of the opinion a conflict of interest exists either as to the Director, another Director, or any corporate act, the Director may ask for a referral to the Advisory Committee of the Corporation for a ruling, and such referral shall occur forthwith, or as soon as feasibly possible.
- 7.5.02 Advisory Committee Recommends
The Advisory Committee shall make recommendation, and is not obligated to give the basis or other reasons for its recommendation, but its recommendation shall be followed.
- 7.5.03 Advisory Committee Powers
The Advisory Committee shall have recourse to any other information it requires, or to any other consultant or advisor to the Corporation, without further authority required.
- 7.5.04 Advisory Committee Recommends Procedure
The Advisory Committee, in its recommendation, shall cite whether the person or Member is in conflict, if such conflict is established, should impart information to the meeting; participate in a limited way in the meeting; or be absent from the meeting while the matter causing a conflict of interest is on the floor of the meeting.
- 7.5.05 All Committees and Officers
Any Committee or Officer of the Corporation shall have recourse to this procedure at any time, save and except when the situation of possible conflict arises in other than a Directors' meeting, the Advisory Committee may request information in writing, and forthwith or as soon as feasibly possible as cited in Section 7.5.01 above shall mean "as soon as is reasonable".

ENACTED this 13th day of June, 1994.

WITNESS THE SEAL OF THE ONTARIO 5 PIN BOWLERS' ASSOCIATION

**"Jennifer Guay"
President**

**"Nancy Taverna"
Secretary**

UNANIMOUSLY SANCTIONED AND CONFIRMED AS AMENDED by the Members at the annual meeting of the membership duly constituted after proper notice held on the 14th day of June, 1994.

**"Jennifer Guay"
President**

**"Nancy Taverna"
Secretary**

AMENDED this 15th day of June, 2018.

WITNESS THE SEAL OF THE ONTARIO 5 PIN BOWLERS' ASSOCIATION

**"John Cresswell"
President**

**"Mike Wilson"
Secretary**

UNANIMOUSLY SANCTIONED AND CONFIRMED AS AMENDED by the Members at the annual meeting of the membership duly constituted after proper notice held on the 16th day of June, 2018.

**"John Cresswell"
President**

**"Mike Wilson"
Secretary**

SCHEDULE A

DEFINITIONS

The definitions herein apply to all By-laws and Regulations of the Corporation

*** Any definition included in the Act, supersedes a definition herein ***

**** The Board of Directors will rule and determine the definition to be used in any situation requiring interpretation, and recourse by the Board will first be to the meaning set out in The Concise Oxford Dictionary, Seventh Edition, (1982), or later editions. ****

"advisory committee"..... an Ad Hoc Committee, containing past Presidents and former Board of Directors if still currently active Members of the Corporation.

"agent" one who acts for another in a manner which legally binds the principal for whom one acts.

"appendix" (appendices).... an addition to something.

"by-law" a permanent Rule made by the Corporation under authority and procedures granted under the Corporations Act, R.S.O. 1990, Chapter C.38, and which can only be amended by specific procedures set out in the Act and the By-laws.

"casting vote"..... one vote cast by a designated Member, (usually the Chair), to determine the final outcome without all previous voters, voting again. The word is usually linked to "second", as the designated Member never votes in the first instance of voting, if that Member has a "second or casting" vote.

"charter" the written grant by the Crown, through the Minister of Consumer and Commercial Relations, Province of Ontario, under authority granted by the Corporations Act, R.S.O. 1990, Chapter C.38, allowing the Minister to incorporate a company.

"company" a body of persons assembled for a common purpose and/or object.

"constitution" the body of fundamental principles according to which an organization is governed, and therefore consists of the Charter, By-laws and Regulations.

"contradict" to deny a statement or act contrary to the intent or meaning of a statement.

"corporation"..... a company which has been granted or given legal status by grant of Charter, such process being called incorporation.

"delegate" to "send another as a representative".

"delineate" to set out in detail or show by description.

"derogate" detract, or take away part of something, or to deviate.

"dilatory" tending to, or designed to cause delay.

"division" one of several larger parts in which an organization is divided; in a Corporation, a division may be described in two ways: the division is "operating as" (o/a); or "carrying on business as" (c.o.b.) the division.

"dues" the sum payable for membership, and being a fixed definite charge for all Members of one class.

"entity" a thing that has a real existence; therefore a legal entity is a thing which is recognized in law to be in existence.

"extraordinary resolution" is a motion approved by three quarters (3/4) of the voters voting.

"fees" the charge fixed for services, privileges, involvements or compensation for a particular act or service not necessarily applicable to all Members in the same class.

"house" Decentralized Association as set out under By-law No. 4, Membership Rights and Voting.

- "hypothecate"** To pledge (property) as security or collateral for a debt without transfer of title or possession.
- "individual"** a single Member, or human being, of a class.
- "jurisdiction"** legal authority over a territory, or legal authority to administer a geographical territory.
- "legislature"** refers to a body which is empowered to make laws or rules; in the instance of a Corporation this refers to the Board of Directors.
- "objects"** a thing aimed at, or the end purpose.
- "party"** each of two (2) or more persons.
- "otherwise"** in another manner or way, under other circumstances.
- "recommendation"** to speak, write, suggest or advise a course of action, or treatment of a situation.
- "redundant"** excessive as to being something that can be omitted without loss of meaning or significance.
- "registered"** to set down a name, fact, etc., formally in writing to record same.
- "regulation"** a prescribed Rule approved by the Board to carry out an administrative function under a By-law.
- "repugnant"** contradictory to, incompatible with, or offering resistance to, something.
- "resign"** to relinquish, surrender, hand over, or give up office by choice or otherwise before the normal time is completed.
- "resolution"** a motion or proposal has been approved by the majority of voters, and is now a corporate resolve or a formal expression of opinion or intention of the Board.
- "retires"** to withdraw, or cease acting, on completion of the normal time of serving.
- "sanction"** a "reward for obedience", or a "penalty for disobedience" when attached to any Law, By-law, Rule, Regulation, or consideration of a standard of conduct of the Corporation herein.
- "schedule"** is an approved list of intended events or times as planned or as required.
- "special resolution"** is a motion approved by two thirds (2/3) of the voters voting.
- "zone"** an Association as set out under By-law No. 4, Membership Rights and Voting.

SCHEDULE B

RELEASE AND WAIVER

In consideration of acceptance of the applicant as a Member in the Corporation (The Ontario 5 Pin Bowlers' Association) and payment of membership dues, the applicant (and/or parent and/or guardian) agrees to save harmless and keep indemnified the Corporation, its Officers, Directors and Members, and their respective agents, officials, servants, and representatives from and against all claims, actions, or causes of action, costs, expenses, and demands including costs attendant thereto on a solicitor and his or her own client basis, howsoever caused, arising out of or relating to any activity of the applicant taking part or being connected to any activity of the Corporation, whether caused by any negligence of any of the parties hereto, or their respective agents, officials, servants or representatives; and it is understood and agreed that this agreement is to be binding on the applicant, his or her heirs, executors and assigns, and further that this release and waiver is not subrogated to any right included in any insurance policy held by, or for the undersigned.

Date: _____

Applicant's Signature

Applicant's Name (please print)

If Applicable Parent or Guardian For (please print)

Witness' Signature

Witness' Name (please print)

SCHEDULE C

ZONE CONSTITUTION PRECEDENT

BEING THE CONSTITUTION REQUIRED OF EACH ASSOCIATION ZONE.

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

1. General

- (a) The Zone, known as 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 to 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 Association 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 5 pin bowling for all genders, physically handicapped, senior citizens, indigenous, 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 Zone will be that delineated in Appendix A of the Corporation thereof known as (Name of Zone) and includes the following bowling centres:

	Bowling Centre	Location
(i)	_____	_____
(ii)	_____	_____
(iii)	_____	_____
Etc.		

- (b) The Zone acknowledges that its jurisdiction is within the jurisdiction of the Corporation and that the Zone is ex officio a Member of the Corporation.

- (c) In addition to the above listed bowling centres the following Houses (Decentralized Associations) and their location(s) as listed are Members of the Zone.

	House	Location
(i)	_____	_____
(ii)	_____	_____
(iii)	_____	_____
Etc.		

3. Membership and Dues

- (a) Any League in good standing at any bowling centre, listed in 2 above, is eligible to join the Zone by applying therefore, and the Zone 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 the Corporation upon receipt of the appropriate membership dues will issue it.

4. Zone Fees

- (a) The Zone 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 Zone 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 Zone 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 Zone 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 Zone does not fully participate in all of the Corporation fundraising projects, then from the net revenues generated by the project, the Zone 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 Zone may negotiate with the Corporation to vary the Zone 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 Zone Board of Directors comprised of a minimum of six (6) elected Directors.
- (b)
 - (i) The Zone will conduct an election at the Zone 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 they had 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 term.

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(s) within the jurisdiction of the Zone or his representatives will be "ex officio" a Member of the Zone Board of Directors, provided the Proprietor is a Member in good standing of Bowl Ontario.

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 Chairs as appointed for the following Committees:

Membership	Record Scores
Awards	Fundraising
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 (a) above is also an elected Director.
- (e) The President, with the Advisory Committee, will appoint all Chairs subject to ratification by the Board of Directors.
- (f) The President will be a delegate of the Zone to 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) 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 Zone 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 Zone 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 Zone 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 Zone will be labelled with the Zone 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 Zone annual general meeting 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 Zone 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 odd, 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(s) of Zone bowling centres and the Zone cannot resolve an issue, same will be referred to an Arbitration Committee of the Corporation.
- (b) The Corporation Arbitration Committee (Ad Hoc) will be composed of two (2) appointees of the Corporation and two (2) appointees of Bowl Ontario, and their decision will be final, binding and non-appealable.
- (c) In an instance wherein the Zone cannot agree on an issue, 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 Zone 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 Zone 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 Zone present at a meeting duly called for the purpose, or at the annual general meeting of the Zone. Amendments 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 Zone, this ___ day of _____, 20__.

President

Secretary

Print Name

Print Name

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

SCHEDULE F

NOMINATION OF DELEGATE

We, (League, House, Zone or Corporation) hereby nominate (Name of Member), to be our delegate and therefore be, ex officio, a Director of (League, House, Zone or Corporation), and the consent of the said nominee to serve as Director can be assumed by this our nomination.

Date: _____

Officers: _____

President

Print Name of President

Secretary

Print Name of Secretary

SCHEDULE G**APPOINTMENT: TRIBUNAL OR APPEAL BOARD**

1. The Members of a Tribunal shall be appointed by the Board of Directors of the Corporation. A Tribunal shall consist of three (3) persons, and all persons need not be Members of the Corporation.
2. On appointment of a Tribunal the Board of Directors shall ensure the following:
 - (a) That no association exists between a party of appeal and a Tribunal Member, either actual or apparent.
 - (b) That no Tribunal Member has been involved in any preliminary stage of the decision or matter under appeal.
 - (c) That no Tribunal Member has a pre-set attitude or apparent interests in the result of the appeal.
 - (d) "Apparent" herein is defined as "in appearance" or "reasonable likelihood".
3. An Appeal Board, if appointed, shall be appointed in like fashion as delineated above save and except "Tribunal" shall read "Appeal Board".

SCHEDULE H

TRIBUNAL OR APPEAL BOARD PROCEDURES

1. Any notice for request for appeal shall be given in writing to the Secretary of The Ontario 5 Pin Bowlers' Association and shall include the grounds and/or reasons for appeal.
2. Any notice for request for appeal shall be made within five (5) days of the sanction or intervention or decision being appealed, and notice shall mean date of postmark if mailed by registered mail or receipt of notice if delivered otherwise, and all notices shall be to the Head Office of the Corporation, and addressed on the envelope as follows:

"Appeal"
c/o Secretary
The Ontario 5 Pin Bowlers' Association
3 Concorde Gate
Suite 209
North York, Ontario
M3C 3N7
3. Within ten (10) days of receipt of notice for request for appeal a Tribunal shall be appointed; a date shall be set for a hearing, which date shall be within fifteen (15) days of appointment of the Tribunal; and notice to all parties of such date of hearing by the Tribunal shall be telephoned and confirmed by registered mail.
4. The Tribunal hearing shall proceed as scheduled unless both parties to the appeal consent to an extension. The extension may not be for more than ten (10) days past the original date set for a Tribunal hearing.
5.
 - (i) The parties to an appeal shall be the Member appealing, and the Corporation represented by the Member making the original sanction or intervention being appealed.
 - (ii) The grounds and/or reasons for appeal referred to in Article 6.2.01 shall be of sufficient particularity that the opposite party may respond in writing.
6.
 - (i) The Tribunal shall ensure that the appealing party has a response and that the responding party has the grounds of appeal at least three (3) days before the scheduled hearing.
 - (ii) In the absence of a response in writing the Tribunal may allow the appeal or may extend the date of hearing up to ten (10) days.
 - (iii) In the continued absence of a response in writing, such that the appealing party does not have the response three (3) clear days prior to the hearing, the appeal shall be granted.
 - (iv) If the Tribunal determines that the grounds of appeal are not of sufficient particularity of grounds of appeal and may extend the date of hearing up to ten (10) days.
 - (v) In the continued absence of particularity of grounds of appeal such that the responding party cannot respond to the appealing party three (3) clear days prior to the hearing, the appeal shall be refused.
7. At the Tribunal hearing either party may present information, witnesses, documents and/or personal statements and either party may cross-examine or request any information of either party or any witness or any member of the Corporation.
8.
 - (i) The Tribunal shall decide on the basis of materials presented during the hearing the facts of the alleged misconduct being appealed, and shall file same in writing as part of the Tribunal decision.
 - (ii) The Tribunal shall make a decision in relation to the appeal with reasons therefore and in writing.
 - (iii) The Tribunal shall deliver to each party and the Corporation its written decision within ten (10) days of the Tribunal hearing.
 - (iv) Notwithstanding Sub-articles (ii) to (iii) of this Article, a Tribunal may render a verbal decision forthwith at hearing provided Sub-articles (i) to (iii) of this Article are properly completed thereafter.

- (v) The date on which the Tribunal shall be deemed to have rendered its decision shall be the date on which such decision is posted by registered mail to the parties, notwithstanding a Tribunal action under Sub-article (i) hereof.
- (vi) An Appeal Board may make a determination on any matter included in the written submissions for leave to appeal with or without a hearing.

APPENDIX A

ZONE JURISDICTIONS

Western Ontario

Zone -	A
Colours -	Plum - White
Boundaries -	<p>South - Shoreline of Lake Erie from Regional Road #5 (Dunborough Road) to Detroit River</p> <p>West - Shoreline of Detroit River from Lake Erie to Lake St. Clair</p> <p>North - Shoreline of Lake St. Clair from Detroit River to St. Clair River Shoreline of St. Clair River from Lake St. Clair to Lake Huron Shoreline of Lake Huron from St. Clair River to Port Franks Road</p> <p>East - Port Franks Road from Lake Huron to Lakeshore Road Lakeshore Road from Port Franks Road to Regional Road #79 Regional Road #79 from Lakeshore Road to Regional Road #80 Regional Road #80 from Regional Road #79 to Regional Road #2 Regional Road #2 from Regional Road #80 to Regional Road #45 Regional Road #45 (Simpson Road) from Regional Road #2 to Regional Road #5 Regional Road #5 (Dunborough Road) from Regional Road #45 to Lake Erie</p>

Middlesex Elgin

Zone -	B
Colours -	White - Teal/Black
Boundaries -	<p>South - Shoreline of Lake Erie from Regional Road #36 (Quaker Road) to Regional Road #5 (Dunborough Road)</p> <p>West - Regional Road #5 from Lake Erie to Regional Road #45 (Simpson Road) Regional Road #45 from Regional Road #5 to Regional Road #2 (Longwoods Road) Regional Road #2 from Regional Road #45 to Regional Road #80 (Dundonald Road) Regional Road #80 from Regional Road #2 to Regional Road #79 (Nauvoo Road) Regional Road #79 from Regional Road #80 to Regional Road #22 (Egremont Road) Regional Road #22 from Regional Road #79 to Regional Road #79 continued (Arkona Road) Regional Road #79 continued from Regional Road #22 to Highway #21 (Lakeshore Road) Highway #21 from Regional Road #79 to Port Franks Road Port Franks Road from Highway #21 to Lake Huron</p> <p>North - Shoreline of Lake Huron from Port Franks Road to Regional Road #6 (Queen Street)</p> <p>East - Regional Road #6 from shoreline of Lake Huron to Regional Road #1 (Bruce Road #1) Regional Road #1 from Regional Road #6 to Regional Road #86 (Bruce Road #86) Regional Road #86 from Regional Road #1 to Regional Road #12 (Brussels Line) Regional Road #12 from Regional Road #86 to Regional Road #25 (Blyth Road) Regional Road #25 from Regional Road #12 to Regional Road #180/14 Regional Road #180/14 from Regional Road #25 to Highway #8 (Huron Road) Highway #8 from Regional Road #180/14 to Highway #23 (164 Road) Highway #23 from Highway #8 to Whalen Line Road Whalen Line Road from Highway #23 to Highway #7 Highway #7 from Whalen Line Road to Cobble Hills Road Cobble Hills Road from Highway #7 to Regional Road #2 (Dundas Street West) Regional Road #2 from Cobble Hills Road to Hunt Road Hunt Road from Regional Road #2 to Catherine Street (60 Road) Catherine Street from Hunt Road to Regional Road #30 (Putnam Road) Regional Road #30 from Catherine Street to Regional Road #9/29 (Hamilton Road) Regional Road #9/29 from Regional Road #30 to Robinson Road Robinson Road from Regional Road #9/29 to Pigram Road Pigram Road from Robinson Road to Regional Road #37 (Avon Drive/Caesar Road) Regional Road #37 from Pigram Road to Regional Road #74 (Belmont Road) Regional Road #74 from Regional Road #37 to Highway #3 (Talbot Line) Highway #3 from Regional Road #74 to Regional Road #36 (Quaker Road) Regional Road #36 from Highway #3 to Lake Erie</p>

Niagara

Zone -	D
Colours -	Royal Blue - White
Boundaries -	<p>South - Shoreline of Lake Erie from Niagara River to Regional Road #53</p> <p>West - Regional Road #53 from Lake Erie to Highway #3 Highway #3 from Regional Road #53 to Regional Road #14 Regional Road #14 from Highway #3 to Regional Road #2 Regional Road #2 from Regional Road #14 to Regional Road #9 Regional Road #9 from Regional Road #2 to Westbrook Road Westbrook Road from Regional Road #9 to Regional Road #20 Regional Road #20 from Westbrook Road to 11th Street 11th Street from Westbrook Road to Regional Road #450 Regional Road #450 from 11th Street to Queen Elizabeth Highway (QEW) extending to Lake Ontario via Fifty Road</p> <p>North - Shoreline of Lake Ontario from Fifty Road to Niagara River</p> <p>East - Shoreline of Niagara River from Lake Ontario to Lake Erie</p>

Hamilton

Zone -	E
Colours -	Black - Yellow/White
Boundaries -	<p>South - Regional Road #20 from Cayuga Road to Highway #3 Highway #3 from Regional Road #53 to Regional Road #14 Regional Road #14 from Highway #3 to Regional Road #2</p> <p>West - Cayuga Road/Townline Road from Regional Road #20 to Sawmill Road Sawmill Road from Townline Road to Ferguson Road Ferguson Road from Sawmill Road to Regional Road #253 Regional Road #253 from Ferguson Road to Sunnyridge Road Sunnyridge Road from Regional Road #253 to Jerseyville Road Jerseyville Road from Sunnyridge Road to Misener Road Misener Road/Weir Road from Jerseyville Road to 4th Concession West 4th Concession West from Weir Road to Sheffield Road Sheffield Road from 4th Concession West to 6th Concession 6th Concession/6th Concession West from Sheffield Road to Kirkwall Road Kirkwall Road from 6th Concession West to Regional Road #97 Regional Road #97 from Kirkwall Road to Regional Road #52 Regional Road #52 from Regional Road #97 to Gore Road</p> <p>North - Gore Road from Regional Road #52 to Highway #6 Campbellville Road from Highway #6 to Guelph Line Guelph Line from Campbellville Road to Highway #401 Highway #401 from Guelph Line to Regional Road #22 Regional Road #22/Burloak Drive from Highway #401 to Lake Ontario</p> <p>East - Regional Road #2 from Regional Road #14 to Regional Road #9 Regional Road #9 from Regional Road #2 to Westbrook Road Westbrook Road from Regional Road #9 to Regional Road #20 Regional Road #20 from Westbrook Road to 11th Street 11th Street from Westbrook Road to Regional Road #450 Regional Road #450 from 11th Street to Queen Elizabeth Highway (QEW) extending to Lake Ontario via Fifty Road</p>

Central Ontario

Zone -	F
Colours -	Green - White/Gold

Boundaries -	South -	Lake Ontario from Highway #427 to Burloak Drive
	West -	Third Line from Regional Road #109 to Regional Road #44 continuing on 4th line to Guelph Line to Highway #401 Highway #401 from Guelph Line to Regional Road #22 Regional Road #22 from Highway #401 to Lake Ontario continuing on Burloak Drive
North -		Highway #9 from Regional Road #18 to Mount Wolfe Road
		Regional Road #18 from Highway #89 to Highway #9
		Highway #89 from Regional Road #18 to Regional Road #25 Regional Road #25 from Highway #89 to Regional Road #109 Regional Road #109 from Regional Road #25 to Third Line
East -		Highway #427 from Lake Ontario to Steeles Avenue
		Steeles Avenue from Regional Road #50 to Highway #427
		Regional Road #50 from Caledon-King Townline to Steeles Avenue
		Caledon-King Townline from Mount Wolfe Road to Regional Road #50 Mount Wolfe Road from Hwy #9 to Caledon-King Townline

York Simcoe

Zone -	G	
Colours -	Delft Blue - White/Black	
Boundaries -	South -	Highway #401 from Rouge River to Highway #427
	West -	Regional Road #18 from Highway #89 to Highway #9 Highway #9 from Regional Road #18 to Mount Wolfe Road Mount Wolfe Road from Highway #9 to Caledon-King Townline Caledon-King Townline from Mount Wolfe Road to Regional Road #50 Regional Road #50 from Caledon-King Townline to Steeles Avenue Steeles Avenue from Regional Road #50 to Highway #427 Highway #427 from Steeles Avenue to Highway #401
North -		Talbot River from Trans-Canada Highway #12 Lake Simcoe
		Lake Simcoe South Shore from Talbot River to Regional Road #3
		Regional Road #3 from Lake Simcoe to Highway #89 Highway #89 from Regional Road #3 to Regional Road #18 (Airport Road)
East -		Regional Road #13 from Trans-Canada Highway #12 to Regional Road #23
		Regional Road #23 from Regional Road #13 to Uxbridge/Pickering Townline
		Uxbridge/Pickering Townline from Regional Road #23 to Regional Road #30
		Regional Road #30 from Uxbridge/Pickering Townline to Rouge River Rouge River from Regional Road #30 to Hwy #401

Huron

Zone -	H	
Colours -	Navy Blue - Gold/Red/White	
Boundaries -	South -	Talbot River from Trans-Canada Highway #12 to Lake Simcoe Lake Simcoe North Shore from Talbot River to Regional Road #3 Regional Road #3 from Lake Simcoe to Highway #89 Highway #89 from Regional Road #3 to Regional Road #14 (Grey Road #14)
	West -	Regional Road #14 from Highway #89 to Regional Road #4 (Grey Road #4) Regional Road #4 from Regional Road #14 to Regional Road #10 (Grey Road #10) Regional Road #10 from Regional Road #4 to Regional Road #8 (Bruce Road #8) Regional Road #8 from Regional Road #10 to shore of Lake Huron (Sauble Beach)
North -		Shoreline of Lake Huron from Regional Road #3 (Sauble Beach) to Parry Sound/Muskoka Municipal Boundary
		Parry Sound/Muskoka Municipal Boundary from Georgian Bay to Algonquin Provincial Park/Muskoka Boundary
		Algonquin Provincial Park/Muskoka Boundary to Muskoka Victoria Municipal Boundary
East -	Muskoka/Victoria Boundary to Simcoe Victoria Boundary Simcoe/Victoria Boundary to Simcoe/Durham Boundary	

Ontario Durham

Zone -	J
Colours -	White - Black/Red
Boundaries -	<p>South - Shore of Lake Ontario from Rouge River to Regional Road #25 extended to the Lakeshore</p> <p>West - Regional Road #23 from Regional Road #13 to Uxbridge/Pickering Townline Uxbridge/Pickering Townline from Regional Road #23 to Regional Road #30 Regional Road #30 from Uxbridge/Pickering Townline to Rouge River Rouge River from Regional Road #30 to Lake Ontario</p> <p>North - Regional Road #29 from Regional Road #25 to Regional Road #45 Regional Road #9 from Regional Road #45 to Cold Springs Road Cold Springs Road from Regional Road #9 to Boundary Road Boundary Road from Cold Springs Road (Glamorgan Road) to Scugog Manvers Townline Scugog Manvers Townline from Boundary Road to Lake Scugog Lake Scugog North Shore from Scugog/Manvers Townline to Scugog Line 12 Scugog Line 12 from Lake Scugog South Shore to Regional Road #2 (Simcoe Street) Regional Road #2 from Scugog Line 12 to Regional Road #13 Regional Road #13 from Regional Road #2 to Regional Road #23</p> <p>East - Regional Road #25 from Regional Road #29 to Lake Ontario</p>

Bay Of Quinte

Zone -	K
Colours -	Black – White
Boundaries -	<p>South - Lake Ontario from Regional Road #25 to Regional Road #3</p> <p>West - Elephant Lake Road from Algonquin Provincial Park to Regional Road #648 Regional Road #648 from Elephant Lake Road to Dyno Road Dyno Road from Regional Road #648 to Highway #28 Highway #28 from Dyno Road to Eels Creek Eels Creek from Highway #28 to Stony Lake Stony Lake Shoreline from Eels Creek to Crow's Landing Road Crow's Landing Road from Stony Lake to Regional Road #40 (9th Line Road) Regional Road #40 from Crow's Landing Road to Trans Canada Hwy #7 Trans-Canada Highway #7 from Regional Road #40 to Cameron Line/Birdsall Line Road Cameron Line/Birdsall Line Road from Trans-Canada Highway #7 to Regional Road #33 Regional Road #33 from Cameron Line/Birdsall Line to Regional Road #45 Regional Road #45 from Regional Road #33 to Regional Road #9 and #29 Regional Road #29 from Regional Road #45 to Regional Road #25 Regional Road #25 from Regional Road #29 to Lake Ontario</p> <p>North - Algonquin Provincial Park from Opeongo River, west around the edge of Park to the Elephant Lake Road</p> <p>East - Regional Road #3 from St. Lawrence River to Regional Road #33 Regional Road #33 from Regional Road #3 to Regional Road #42 Regional Road #42 from Regional Road #33 to Regional Road #36 Regional Road #36 from Regional Road #42 to Regional Highway #509 Regional Road #509 from Regional Road 36 to Buckshot Lake Road in Plevna Buckshot Lake Road from Regional Road #509 to Highway #41 Highway #41 from Buckshot Lake Road to Highway #28 Highway #28 from Highway #41 to Regional Road #514 Regional Road #514 from Highway #28 to Regional Road #515 Regional Road #515 from Regional Road #514 to Regional Road #62 Regional Road #62 from Regional Road #515 to Highway #60 Highway #60 from Regional Road #62 to Opeongo River</p>

Kawartha Lakes

Zone -	L
Colours -	Beige – Black - Orange

Boundaries -	South -	Regional Road #9 from Regional Road #45 to Cold Springs Road Cold Springs Road from Regional Road #9 to Boundary Road Boundary Road from Cold Springs Road (Glamorgan Road) to Scugog Manvers Townline Scugog Manvers Townline from Boundary Road to Lake Scugog Lake Scugog South North from Scugog/Manvers Townline to Scugog Line 12 Scugog Line 12 from Lake Scugog South Shore to Regional Road #2 (Simcoe Street) Regional Road #2 from Scugog Line 12 to Regional Road #13
	West -	Regional Road #13 from Regional Road #2 to Trans-Canada Highway #12 Trans-Canada Highway #12 from Regional Road #13 to Talbot River Talbot River from Trans-Canada Highway County of Victoria Municipal Boundary County of Victoria/Simcoe Boundary to County of Victoria/Muskoka Boundary County of Victoria/Muskoka Boundary to County of Haliburton/Muskoka Boundary County of Haliburton/Muskoka Boundary to Algonquin Provincial Park
	North -	Algonquin Provincial Park from Elephant Lake Road west around the edge of Park to County of Haliburton/Muskoka Boundary.
	East -	Elephant Lake Road from Algonquin Provincial Park to Regional Road #648 Regional Road #648 from Elephant Lake Road to Dyno Road Dyno Road from Regional Road #648 to Highway #28 Highway #28 from Dyno Road to Eels Creek Eels Creek from Highway #28 to Stony Lake Stony Lake Shoreline from Eels Creek to Crow's Landing Road Crow's Landing Road from Stony Lake to Regional Road #40 (9th Line Road) Regional Road #40 from Crow's Landing Road to Trans-Canada Highway #7 Trans-Canada Highway #7 from Regional Road #40 to Cameron Line/Birdsall Line Road Cameron Line/Birdsall Line Road from Trans-Canada Highway #7 to Regional Road #33 Regional Road #33 from Cameron Line/Birdsall Line to Regional Road #45 Regional Road #45 from Regional Road #33 to Regional Road #9

Metro Toronto

Zone -	P
Colours -	Navy - White/Red
Boundaries -	South - Lake Ontario from Highway #427 to Rouge River West - Highway #427 from Highway 401 to Lake Ontario North - Highway #401 from Rouge River to Highway #427 East - Rouge River from Lake Ontario to Highway #401

Grand River

Zone -	S
Colours -	Red – Black
Boundaries -	South - Highway #401 from Guelph Line to Regional Road #32 (Wellington Road 32) Regional Road #32 from Highway #401 to Regional Road #31 (Kossuth Road) Regional Road #31 from Regional Road #32 to Fountain Street North Fountain Street North from Regional Road #31 to the Grand River Grand River from Fountain Street North to King Street East King Street East from Grand River to Highway #401 Highway #401 from Highway #8 (Exit #278A) to Alps Road Alps Road West from Highway #401 to Trussler Road Trussler Road from Alps Road West to Bridge Street Bridge Street from Trussler Road to Regional Road #5 Regional Road #5 from Bridge Street to Perth-Oxford Road Perth-Oxford Road/Wildwood Road from Regional Road #5 to intersection of Regional Road #119 and Highway #7 Highway #7 from Regional Road #119 (19 th Line) to Whalen Line Whalen Line from Highway #7 to Highway #23 (164 Road) West - Highway #23 from Whalen Line Townline Road to Highway #8 (Huron Road) Highway #8 from Highway #23 to Regional Road #180/14 Regional Road #180/14 from Hwy #8 to Regional Road #25 (Blyth Road)

Regional Road #25 (Blyth Road) from Regional Road #180/14 to Regional Road # 12 (Brussels Line)
 Regional Road #12 from Regional Road #25 to Regional Road # 86 (Bruce Road #86)
 Regional Road #86 from Regional Road #12 to Regional Road #1 (Bruce Road #1)
 Regional Road #1 from Regional Road #86 to Regional Road #6 (Queen Street)
 Regional Road #6 from Regional Road #1 to Shoreline of Lake Huron
 North - Shoreline of Lake Huron from Regional Road #6 to Regional Road #8 (Sauble Beach)
 East - Regional Road #8 (Bruce Road #8) from shore of Lake Huron (Sauble Beach) to Regional Road #10
 Regional Road #10 (Grey Road #10) from Regional Road #8 to Regional Road #4
 Regional Road #4 (Grey Road #4) from Regional Road #10 to Regional Road #14
 Regional Road #14 (Grey Road #14) from Regional Road #4 to Highway #89
 Highway #89 from Regional Road #14 to Regional Road #25
 Regional Road #25 from Highway #89 to Wellington Road #109
 Wellington Road #109 from Regional Road #25 to Regional Road #16 (Wellington Road #16)
 Regional Road #16/Wellington Road #27 from Wellington Road #109 to Campbellville Road
 Campbellville Road from Regional Road #16/Wellington Road #27 to Guelph Line
 Guelph Line from Campbellville Road to Hwy #401

Ottawa Valley

Zone - X

Colours - White - Red/Black

Boundaries - North - Algonquin Provincial Park from Highway #60, East around the edge of park to the provincial border between Ontario and Quebec
 West - Regional Road #3 from St. Lawrence River to Regional Road #33
 Regional Road #33 from Regional Road #3 to Regional Road #42
 Regional Road #42 from Regional Road #33 to Regional Road #36
 Regional Road #36 from Regional Road #42 to Regional Highway #509
 Regional Road #509 from Regional Road 36 to Buckshot Lake Road in Plevna
 Buckshot Lake Road from Regional Road #509 to Highway #41
 Highway #41 from Buckshot Lake Road to Highway # 28
 Highway #28 from Highway #41 to Regional Road #514
 Regional Road #514 from Highway # 28 to Regional Road #515
 Regional Road #515 from Regional Road #514 to Regional Road #62
 Regional Road #62 from Regional Road #515 to Highway #60
 Highway #60 from Regional Road #62 west to Opeongo River
 Opeongo River from Highway #60 to Algonquin Provincial Park
 South - Provincial border between Ontario and USA
 East - Provincial border between Ontario and Quebec

Tri County

Zone - Z

Colours - White- Burgundy/Gold

Boundaries - South - Shoreline of Lake Erie from Regional Road #53 to Regional Road #36 (Quaker Road)
 West - Regional Road #36 from Lake Erie to Highway #3
 Highway #3 from Regional Road #36 to Regional Road #74 (Belmont Road)
 Regional Road #74 from Highway #3 to Regional Road #37 (Caesar Avon Drive)
 Regional Road #37 from Regional Road #74 to Pigram Road
 Pigram Road from Regional Road #37 to Clarke Road
 Clarke Road from Pigram Road to Regional Road #9 (Hamilton Road)
 Regional Road #9 from Clarke Road to Regional Road #30 (Putnam Road)
 Regional Road #30 from Regional Road #9 to Catherine Road
 Catherine Road from Regional Road #30 to Hunt Road
 Hunt Road from Catherine Road to Regional Road #2 (Dundas St.)
 Regional Road #2 from Hunt Road to Cobble Hills Road
 Cobble Hills Road from Regional Road #2 to Highway #7
 North - 6th Concession/Lockie Road/Brant Waterloo Road from Sheffield Road to Trussler Road
 Trussler Road from Brant-Waterloo Road to Oxford-Waterloo Road

Oxford-Waterloo Road from Trussler Road to Regional Road #5
Regional Road #5 from Oxford-Waterloo Road to Perth-Oxford Road
Perth-Oxford Road/Wildwood Road/Elginfield Road from Regional Road #5 to Cobble Hills
Road

East - Regional Road #53 from Lake Erie to Highway #3
Highway #3 from Regional Road #53 to Regional Road #20
Regional Road #20 from Highway #3 to Cayuga Road
Cayuga Road/Townline Road from Regional Road #20 to Sawmill Road
Sawmill Road from Townline Road to Ferguson Road
Ferguson Road from Sawmill Road to Regional Road #253
Regional Road #253 from Ferguson Road to Sunnyridge Road
Sunnyridge Road from Regional Road #253 to Jerseyville Road
Jerseyville Road from Sunnyridge Road to Misener Road
Misener Road/Weir Road from Jerseyville Road to 4th Concession West
4th Concession West from Weir Road to Sheffield Road
Sheffield Road from 4th Concession West to 6th Concession

APPENDIX B

O5PBA STANDING COMMITTEES

Awards

The Awards Committee shall consist of the Chair, the Administrative Co-ordinator and Members of the Board of Directors, the Staff and field volunteers, as may be necessary.

The purpose of the Awards Committee shall be:

- To administer, monitor and review the Canadian 5 Pin Bowlers' Association's Awards Program in Ontario.
- To make recommendation regarding changes to the Canadian 5 Pin Bowlers' Association's Awards Program.
- To develop and recommend the implementation of supplementary awards.

Fundraising

The Fundraising Committee shall consist of the Chair, Financial Co-ordinator and additional members of the Board of Directors and field volunteers, as deemed necessary.

The purpose of the Fundraising Committee shall be:

- To monitor and recommend change existing fundraising programs of the corporation.
- To develop and recommend new fundraising initiatives.
- To provide training to volunteers within the corporation in the field of fundraising.
- To assist in developing marketing strategies for potential corporate sponsorship.

Human Resources

The Human Resources Committee shall consist of the Chair, and the Executive Committee.

The purpose of the Human Resources Committee shall be to monitor, review and recommend change in the corporation in the following areas:

Staff: Job descriptions, salaries, benefits, evaluation and training.

Volunteers: Identification, recruitment, job descriptions, evaluation and training.

Membership

The Membership Committee shall be composed of the Chair, the Member of the Provincial Office Staff responsible for processing Membership, two (2) Members of the Board of Directors and may include volunteers from the field.

The purpose of the Membership Committee shall be:

- To review and make recommendations regarding solicitation of Members.
- To review and make recommendations regarding the membership status and requirements of Zones and Houses.
- To review the activities of new House during the probationary period and make recommendations regarding their status.
- To develop and present to the Corporation effective methods of recruiting Members.

Publicity

The Publicity Committee shall consist of the Chair, and Members of the Board, Staff and field who have a demonstrated knowledge of publicity.

The purpose of the Publicity Committee shall be:

- To assist the Board of Directors in the creation and maintenance of a positive public image of the sport.
- To promote, through the various media: print, radio and television, the sport of 5 pin bowling and the achievements of members of the Corporation.
- To assist House Publicity Chairs in promotion of the sport in the local community.

Record Scores

The Record Scores Committee shall consist of the Chair and the Program Coordinator.

The purpose of the Record Scores Committee shall be:

- To administer the Record Scores Program of the Canadian 5 Pin Bowlers' Association in Ontario.
- To prepare an annual report, based on submission from the Zones and publish same at the semi-annual general meeting.
- To maintain, update and publish all-time Record Scores.
- To develop, maintain and revise methods for recognition of Record Scores.

Senior Citizens/SOO/Blind (Visually Impaired)

The Senior Citizens/ SOO/Blind Committee shall consist of the Chair, and other Members of the Board and Staff at the discretion of the Chair.

The purpose of the Senior Citizens/ SOO/Blind Committee shall be:

- To encourage and support participation by senior citizens and disabled.
- To develop and recommend methods to remove barriers to participation.
- To develop and recommend additional programs for special needs groups and individuals.

Tournament Committee

The Tournament Committee shall consist of the Tournament Director, the Assistant Tournament Director, the Event Co-ordinator, the Program Co-ordinator, and additional Members of the Board of Directors, Provincial Staff and field volunteers.

The purpose of the Tournament Committee shall be:

- To review all tournament events and recommend changes.
- To review all rules pertaining to tournament events and recommend changes.
- To develop new tournaments as may be necessary.
- To establish a working Committee for each Provincial Championship.

APPENDIX C

RULES OF ORDER

General Motions

The Rules of Order in this section relate only to what can or must be done to “motions”:

A “motion” is a proposed action and may be made verbally by any party having the right to vote at the meeting. The party making the proposal is called the “mover” of the motion. Once a motion is made it requires another party to “second” the motion or proposal before the motion or proposal may be discussed by the meeting.

A “second” is another party having the right to vote who agrees the proposal should be discussed, and therefore “seconds the motion”.

- A “second” need not be in favour of the proposal; only that it should be discussed.
- If a motion does not receive a “second”, the motion falls, and may not be discussed.

“Amend the motion” changes the motion on the floor and may be made by any voter. The motion must be seconded. The Chair must ensure that an “amendment” to a motion only changes a part of the original motion, and does not reverse or contradict the original motion. If an “amendment” to a motion is seconded, the Chair will call a vote on the “amendment” first, and then call the vote on the original motion.

“Withdraw the motion” takes the motion being discussed out of the discussion, or lifts the motion from discussion. Such motion may only be made by the original “mover” of the motion, and must be seconded by the original “second”.

“Approved” or “carried” indicates that a motion has received by vote, approval of the majority of the voters at the meeting. The Chair announces that a motion is “approved” or “carried”, after determining the votes in favour or the votes opposed to the motion.

“Defeated” or “lost” indicates that a motion has not received approval of the majority of votes cast. A vote which ends in a tie, and if the Chair does not have the right to vote, is “lost” (In the Corporation, the Chair has a casting vote in the event of a tie). A motion, which is defeated, may not be proposed at the same meeting again, even if in a differently worded motion, unless every voter present agrees to reconsider the original motion.

“Call” or “put” the question, is a motion from a voter requesting the Chair to “call” or hold the vote on the motion under discussion, immediately. This motion stops discussion and, although the Chair is required to “call” or “put” the motion, if a voter disagrees, the voter may demand that the Chair take an immediate vote to decide if the original motion should be voted on forthwith. If the majority decides to uphold the Chair and proceed to vote on the original motion, even if a voter has more to say, or wishes to address a particular motion again, discussion is closed and the motion is voted on immediately.

“State the question” is a request of the Chair to have the motion being discussed, repeated as moved and seconded, prior to having the vote called. In most circumstances, the Chair should “state the question” immediately prior to the vote in any event, but in some instances the motion or question needs to be repeated so the voters can clarify or consider an amendment to the motion.

Motions for Procedure and/or Order at a Meeting

“Adjourn” is a motion which does not require a “second”, and requires the chair to call a vote forthwith, and without any discussion. The motion stops a meeting if approved.

“Approve the agenda” is a motion requesting the meeting to approve an order of business, and is usually called by the Chair immediately after the meeting commences. If the Chair does not “call the motion”, any voter may request that the order of business be set, requiring the Chair to call or state the order of business.

“Committee of the whole” is a request of the meeting to discuss a report, or recommendations from a Committee, or some other body, with that Committee or body. That is, if a Committee makes a report, only the recommendations of the Committee are discussed. A voter wishing to discuss how the Committee arrived at the recommendation, or what business was discussed by the Committee to arrive at the recommendation, may request a meeting to move into “Committee of the whole” and thereby act as the Committee. When a meeting has been in “Committee of the whole” before adjourning “Committee of the whole”, a recommendation to the original meeting should be agreed upon.

“Postpone” is a motion, requiring a “seconded”, asking that a matter scheduled for discussion or a motion moved and seconded and about to be discussed, be put off to another time. The motion should state the specific time or meeting to which a matter is to be postponed.

“Receive” is a motion requiring a “seconded”, made to acknowledge that a report or recommendation has been presented to a meeting. It does not approve the report or information, but records in the Minutes that the meeting “received” the report or information. This motion is usually made when a lengthy report is presented, and the voters have not had time to review the information. In such instance, after the report is “received”, it is usually scheduled for consideration at a certain time in the agenda, or to a specific meeting.

“Refer” is a motion requiring a “seconded”, which sends a report or information to a specific Committee or body to consider and make recommendation(s). It is also used in many instances, when a Committee presents a report, which the voters feel is incomplete. In such instance this motion is to “refer” back to the Committee or body presenting the report in the first place.

“Table” is a motion made to delay or postpone a matter or motion until some other action occurs. That is, a report may be presented, and a voter has indicated great interest in the matter; the report may be “tabled” until that voter is present. This motion is probably the most misused motion in any Rules of Order, as it is used to delay discussion or action indefinitely. To be properly used, the motion should state specifically what should occur before the matter is discussed, and upon the action or other matter happening, the motion requires the report or matter “tabled” to be brought before the meeting for action.

Questions of Privilege

These motions are special motions which do not require a “seconded”. In effect, they are motions requiring the Chair, or the meeting, to do some act immediately.

“Appeal the Chair” is a motion which can be made by any voter, when the Chair has made and announced a decision with which the voter does not agree. When the motion is made, what is being appealed must be stated, and the Chair is required to immediately have all the voters vote on whether the Chair was right, or proper, or carrying out the wishes of the majority of the voters.

“Request for a ballot” is a motion made by any voter, and which the Chair must accede, and request a ballot vote be held on the motion being voted on.

“Appoint a Chair” is a motion made in the occasional event when the scheduled Chair, or alternate Chair is unavoidably detained or absent, and the majority, and therefore a quorum of voters, is at the scheduled meeting location at the specified time. All voters present select, from among themselves, a Chair to conduct the meeting, and proceed with the business of the meeting. Upon the scheduled Chair arriving, it is usual for the temporary Chair to relinquish the Chair to the scheduled Chair.

“Point of order” is a preemptory motion made to draw the attention of the Chair or the meeting, to a matter or situation in relation to the order or procedures of business being incorrect. For example, if a motion has had a “mover” and “seconded” to amend the motion, and the original motion is called before the amended motion, then any voter on a “point of order” may call the attention of the Chair or meeting to the incorrect procedure and have it corrected.

“Point of Privilege” is used by any voter for special circumstances to allow the regular business to be interrupted or changed. It is often used to correct conditions in a meeting room; that is, when outside noise intrudes and a voter wishes a door closed, or if a speaker cannot be heard, the motion can be made to either have the speaker speak up, etc. In other situations, a voter may have to leave a meeting at a certain time and wishes to address a matter on the agenda, but scheduled much later. In that circumstance, the motion is made to the Chair, who may allow the voter to address the question out of order prior to leaving, or may allow the person requesting the privilege to address the meeting out of order. Similarly, it requires a “point of privilege” to let a party, who is not a voter, address or speak at a meeting.

“Poll” is a request to have the voters indicate their vote, other than by simply stating yes or no. Usually the request results in the Chair requiring voters to raise their hand to indicate their vote. However, any voter may require the “poll” and does so by requesting the Poll be held.
