

**OPERATING  
BYLAWS**

**SASKATCHEWAN  
5-PIN BOWLERS'  
ASSOCIATION INC.**

**REVISED  
JUNE 7, 2008**

OPERATING BYLAWS  
SASKATCHEWAN 5-PIN BOWLERS' ASSOCIATION INC.

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**ARTICLE I**

**NAME AND CORPORATE SEAL**

- 1.01 The Association shall be known as the Saskatchewan 5-Pin Bowlers' Association Inc. (S5PBA Inc.) and hereafter in the bylaws be referred to as the Association.
- 1.02 The seal, an impression whereof is stamped to the side shall be the seal of the Saskatchewan 5-Pin Bowlers' Association Inc.

**ARTICLE II**

**MEMBERSHIP**

- 2.01 The Association shall be the governing body for 5-pin bowling in Saskatchewan. It shall be a representative, legislative and executive body.
- 2.02 Membership in the Association shall be through a recognized Local 5-Pin Bowlers' Association, as set out by the Association.
- 2.03 Membership purchased by an individual, at the Local Association level, ensures membership provincially and nationally.
- 2.04 Membership can only be accepted from communities that have a duly accredited local governing body, only one membership may be accepted from each community, and in the event of more than one application being received from the same community, decision as to acceptance shall rest with the Executive Committee.
- 2.05 The Province shall consist of ten (10) zones as follows:  
Zone 1 South Sask  
Zone 2 Moose Jaw  
Zone 3 Regina  
Zone 4 East Sask  
Zone 5 Prairie North  
Zone 6 Saskatoon  
Zone 7 North Sask  
Zone 8 Prince Albert  
Zone 9 West Sask  
Zone 10 Red Coat

**ARTICLE III**

**PROCEDURE FOR APPLICATION OF MEMBERSHIP**

- 3.01 Bowling centre must be a member of the Bowling Proprietors Association of Saskatchewan (B.P.A.S)
- 3.02 Request for application may be in writing to the S5PBA Provincial Office for a Pre-membership package and the Application forms.
- 3.03 The applicant requesting membership should hold a meeting of all bowlers in the centre and a member of the S5PBA Inc. Executive or Executive Committee should be in attendance.
- 3.04 Discuss the contents of the pre-membership package.
- 3.05 Then if the majority of the group wishes to become members of the Saskatchewan 5-Pin Bowlers' Association Inc. they continue the meeting and elect an Executive and form a Local 5-Pin Bowlers' Association.
- 3.06 Once the local Executive has been elected, they must complete the application form for membership and return it by mail to the S.5 P.B.A. Inc. Provincial office.
- 3.07 Application for membership must be approved at the Annual General Meeting, which is held yearly in the month of June.
- 3.08 If an application is received after the Annual General Meeting and before October 1st, it may be accepted on a conditional basis by the Executive Committee.  
The local Association will be:
  - A. Allowed to participate in the High Low Doubles
  - B. Eligible to participate in all Provincial events provided the applicant meets all Zone Association conditions.

**ARTICLE IV**

**APPLICATION FOR MEMBERSHIP**

- 4.01 All applications for Local Association membership in the Association, shall be made in writing, to the office of the Association, not less than sixty (60) days prior to the Annual General Meeting of the Association.
- 4.02 The Board of Directors shall examine the application and either accept or reject said application by a simple majority.

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- 4.03 If the Board of Directors accepts the application then the new member shall be entitled to all the rights, privileges and responsibilities of membership in the Association.
- 4.04 If the board rejects the application a letter with reasons for the rejection will be sent to the community. It may re-apply as noted in Article 4.01.

**ARTICLE V**

**DUES**

- 5.01 A. A fee for memberships will be paid to the Provincial Association through a recognized local Association.  
  
B. The amount of the above fees shall be determined at an Annual General Meeting of the Association.
- 5.02 No local Association shall receive their membership cards until the Association office has received either full payment or three (3) post-dated cheques. Post-dated cheques are to be dated November 1, December 1 and January 1.
- 5.03 Local Associations whose membership account is not paid promptly (as specified) shall be referred to the Executive Committee (such notification shall be limited solely to the Executive Committee and shall be strictly confidential). Serious delinquent accounts may result in suspension of voting privileges and/or participation in provincial events.
- 5.04 Membership cards that are being returned must be received by the Provincial Office no later than the first day of March of the current bowling season. Cards returned after this date will be included as cards sold when calculating the assessment for the following bowling season. All cards returned must have all coupons attached.

**ARTICLE VI**

**GENERAL MEETING**

- 6.01 An Annual General Meeting of the Association shall be held at least once in every year and not more than thirteen (13) months after the last preceding Annual General Meeting, at such time and place as determined by the Board of Directors.
- 6.02 The President may call a special meeting in cases of emergency or upon written request from at least fifty percent (50%) of the recognized local Associations.

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- 6.03 The Secretary or Executive Director shall notify all local Presidents and delegates of all Annual or Special Meetings, giving a minimum of thirty (30) days written notice and specifying the day, hour and place of each meeting.
- 6.04 Irregularities in the notice given of any meeting, or in the giving thereof, or the accidental omission to give notice of any meeting, or the non-receipt of such notice by any member or members, shall not invalidate any resolution passed or any proceedings taken at any meeting, or shall not prevent the holding of such meeting.
- 6.05 A quorum of transaction of business at any Annual or Special Meeting shall be a minimum of fifty-one percent (51%) of the total Board of Directors of the Association.
- 6.06 The regular order of business at all General Meetings shall be as follows:
- A. Call to order
  - B. Roll Call and approval of Executive Officers, Directors and Alternates
  - C. Reading and Adoption of minutes of previous meeting.
  - D. Business arising out of the minutes.
  - E. Executive Committee Reports
    - President
    - 1st Vice-President
    - 2nd Vice-President
    - Secretary
    - Recording Secretary
    - Executive Director
    - Technical Director
    - Master Bowlers' of Saskatchewan
  - F. Zone Director's and Local Association Reports either in writing or verbal if they have something special to report.
  - G. Reports of Standing Committees.
  - H. Reports of Special Committees.
  - I. Financial Report.
  - J. Correspondence
  - K. Old and Unfinished business
  - L. New Business
  - M. Election of Officers - Annual General Meeting Only
  - N. Adjournment

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- 6.07 Should the President, First Vice-President and Second Vice-President not be in attendance at any meeting within fifteen (15) minutes after the appointed time, the members present may choose another Director to take the chair.

**ARTICLE VII**

**VOTING PROCEDURE**

- 7.01 All votes taken at a meeting shall be open votes (show of hands), except in the case of election of officers or on any question where the Board of Directors agree by majority vote, that voting shall be by secret ballot.
- 7.02 Each recognized Local Association with one (1) to five hundred (500) affiliated members are allowed one (1) vote. Local Associations with more than five hundred (500) affiliated members are allowed two (2) votes. Delegates must be present to cast a vote.
- 7.03 One (1) vote to each Executive Officer, except the Secretary.
- 7.04 One (1) vote to each Zone Director.
- 7.05 One (1) vote allowed to the President with second vote allowed only if required to break a tie.
- 7.06 One (1) vote allowed to one (1) MBAS representative.
- 7.07 Members appointed by the Executive Officers/Committee do not have a vote.

**ARTICLE VIII**

**BOARD OF DIRECTORS**

- 8.01 The affairs of the Association shall be managed by a Board of Directors composed of the Executive Committee, one (1) delegate from each Local Association that has one (1) to five hundred (500) members and two (2) from each Local Association that has more than five hundred (500) members and one (1) representative from the M.B.A.S.
- 8.02 The Delegate from each Local Association must be that Association's elected or appointed Delegate(s).
- 8.03 All respective Local Associations shall have the right to remove or replace their delegate(s) to the Board of Directors, provided that such action is in accordance with their bylaws.

**ARTICLE IX**

**BOARD OF DIRECTORS - DUTIES**

- 9.01 To determine all matters of policy and procedure relating to the Association and it's member Associations.
- 9.02 To carry out those powers and duties on behalf of the Association, not specifically assigned to the Association Executive Committee.
- 9.03 The Board of Directors may, from time to time, establish special committees for specific purposes, or standing committees for ongoing purposes. The President shall be empowered to appoint the Chairperson and the members of such committees who shall serve in such capacity until completion of the work of the committee. Any committee so formed shall, in the exercise of its power, conform to all regulations or limitations that may be imposed upon them by the Bylaws or the Board of Directors.
- 9.04 The Board of Directors may, at any time, change or eliminate such committees or appointments to committees, by simple majority vote.
- 9.05 To determine, in their absolute discretion, any honorariums to be paid or donated to committees and/or directors or executive officers of the Association.
- 9.06 The Board of Directors shall have the power to annul or cancel any sanctions issued for holding any tournaments upon such proof of violation of any of the terms or conditions of such sanction.
- 9.07 The Board of Directors and Executive Committee with the Executive Director shall provide ways and means of defraying the expenses of the Association and form action thereon.
- 9.08 The Board of Directors shall appoint an Official Auditor who shall be empowered to conduct an Annual Audit of all monies collected and dispersed by the Association.
- 9.09 The minutes of the Annual Meeting, Semi-Annual and Special Meetings should be made available to the General Membership upon request through their Zone Director and Local Associations. A copy of all the minutes are to be sent to the Board of Directors.

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- 9.10 No communication, news release or statement shall be made by any member of the Board of Directors, Executive Committee or Employee of the Association about any matter discussed at a Board Meeting of the Association, or about any matter discussed during the operation of the Association, without approval of the Executive Officers.

**ARTICLE X**

**EXECUTIVE OFFICERS**

- 10.01 The Executive Officers of the Association will be the President, First Vice-President, Second Vice-President, Secretary, Treasurer, Recording Secretary and immediate Past President.
- 10.02 Wherever an Executive Officer post is filled by a local Association delegate, said delegate shall be replaced by another from that Association.
- 10.03 The Executive Officers must be elected by the Board of Directors at the Annual General Meeting, except the immediate Past President, the Secretary shall be appointed by the President. However any person who is presently an Executive Officer, or is now on the Board of Directors, is eligible for re-election.
- 10.04 A. Employees of a Local or Provincial 5-Pin Bowlers' Association will not be allowed to serve as a S5PBA Inc. Executive Officer.
- B. The Proprietor or Manager of a bowling center may not hold an Executive Officer's position on the Provincial Association.
- 10.05 During the time when the Board of Directors is not in session, the Executive Officers shall have and exercise all the power granted the Association by the Bylaws, except that if shall have no power to alter, adopt, rescind or nullify any part or provision of the Bylaws of the Association.
- 10.06 Every officer of the Association, his/her heirs, executors and administrators shall from time to time and at all times be indemnified and saved harmless out of the funds of the Association from and against the following:
- A. All costs, charges and expenses whatsoever, which said Director sustains or incurs in or about any action, suit or preceding which is brought, commenced or prosecuted against him/her in or about the execution of his/her duties as an officer of the Association.

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- B. All other costs, charges and expenses which he/she sustains or incurs in or about or in relation to the affairs of the Association.

**ARTICLE XI**

**EXECUTIVE OFFICERS - TERM OF OFFICE**

- 11.01 The President shall be elected for a two (2) year term in odd numbered years, with all voting privileges.  
Note: In 2004 the President shall be elected for a one (1) year term to set the rotation correctly.
- 11.02 The First and Second Vice-Presidents shall be elected for a two (2) year term in alternate years to the President.  
Both Vice-Presidents shall have full voting privileges.
- 11.03 The Secretary shall be appointed by the President for the period of his/her term, with no voting privileges.
- 11.04 The Treasurer shall be elected for a two (2) year term the same year as the President, with all voting privileges.
- 11.05 The Recording Secretary shall be elected for a two (2) year term the same year as the President, with all voting privileges.
- 11.06 The Immediate Past-President shall serve as long as he/she is considered that, with all voting privileges.
- 11.07 A. The President or First Vice-President or Second Vice-President in that order, has the authority to temporarily appoint a member of the Board of Directors into a resigned Executive Officer position
- B. Notwithstanding Article 11.07A no person shall be allowed to hold more than one Executive Officer position at any given time.
- C. Should a current Executive Officer accept another position on the Executive they must immediately resign their present position.

**ARTICLE XII**

**EXECUTIVE OFFICERS - DUTIES**

- 12.01 The Executive Officers shall have full power to hear and determine all protests and violations of the rules and regulations of the Association and shall have the power to suspend, expel or otherwise discipline any bowler, league or organization affiliated with the Association. For the purpose of determining all such matters, the Executive Officers may, through its Secretary/Executive Director, issue to the several parties and witnesses, its citation to appear at the hearing with records and papers involved in the case. Failure to attend the meeting may result in automatic suspension until attendance at a subsequent meeting.
- 12.02 Meetings of the Executive Officers may be held at any time and place to be determined by the Executive Officers, provided that seven (7) calendar days notice of such meeting shall be sent in writing to each Executive Officers. There shall be at least one (1) meeting per year of the Executive Officers.
- 12.03 The Executive Officers may, from time to time, establish special committees for ongoing purposes, or standing committees for ongoing purposes. The Executive Officers shall be empowered to appoint the Chairperson and the members of such committees who shall serve in such capacity until the completion of the work of the committee. Any Committee so formed shall in the exercise of its power conform to all regulations and limitations that may be imposed upon them by the Bylaws of the Association or the Executive Officers.
- 12.04 The Executive Officers may, at any time, change or eliminate such committees or appointments to committees, by majority vote.
- 12.05 The Executive Officers shall appoint an Executive Director at a salary to be determined by the Executive Officers. Such Executive Director shall not have a vote at any meetings of the Association.
- 12.06 The Executive Officers may appoint or delegate the appointment of such agents, and engage such employees as it shall deem necessary, from time to time, and such persons shall have such authority and shall perform such duties as shall be prescribed by the Executive Officers at the time of such appointment.
- 12.07 The Executive Officers shall take such steps as they may deem requisite to enable the Association to acquire, solicit or receive legacies, gifts, grants, settlements, bequests, endowments and donations of any kind whatsoever for the purpose of furthering the objects of the Association.

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- 12.08 The Executive Officers shall have the power to authorize expenditures on behalf of the Association in accordance with Article XX from time to time and may delegate by resolution to an officer or officers the right to employ and pay salaries to employees. The Executive Officers shall have the power to make expenditures in accordance with Article XX for the purpose of furthering the objects of the Association. The Executive Officers shall have the power to enter into a trust arrangements with trust company for the purpose of creating a trust fund in which the capital and interest may be made available for the benefit of promoting the interest of the Association in accordance with such terms as the Executive Officers may prescribe.

**ARTICLE XIII**

**EXECUTIVE OFFICERS - OFFICIAL DUTIES**

- 13.01 Duties of the Immediate Past President
- A. The Immediate Past President shall be an officer of the Association, with full voting privileges.
  - B. The Immediate Past President shall serve as nominating Chairperson for all elections of Officers.
  - C. All Past Presidents shall become members of an Advisory Committee. They shall be free to attend any and all Annual and Semi-Annual Meetings at their own expense.
- 13.02 Duties of the President
- A. Shall preside at all meetings and perform usual duties of the President's office.
  - B. Shall be the delegate to all C5PBA National meetings.
  - C. Shall be the manager of the Provincial Open and Youth Challenge teams at their National events.
  - D. Shall be the delegate to the Bowling Federation of Saskatchewan meetings.
  - E. The President shall be charged with the general management and supervision of the affairs and operation of the Association.
  - F. The President shall perform other such duties as pertain to his/her office and shall make a written report with his/her recommendations at each Annual General Meeting of the Association.
  - G. The President, together with the Secretary/Executive Director shall sign all Bylaws and the Constitution.
  - H. The President shall be an Ex-Officio member of all committees of the Association.
  - I. During elections the President shall exercise his/her vote.

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- 13.03 Duties of the First Vice-President
- A. In the absence of the President, shall perform the duties of the President's Office.
  - B. Shall be the delegate to C5PBA National Meetings.
  - C. Shall be the Manager of High Low Doubles Provincial Champions at the National Event.
  - D. Shall be the Team Manager for the Open National Team and/or the National Youth Challenge if the President is unable to attend.
  - E. Shall be the delegate to the Bowling Federation of Saskatchewan meetings.
  - F. Shall be the Chairperson of the Bylaws Committee.
- 13.04 Duties of the Second Vice-President
- A. Shall perform the duties of the President or First Vice-President in their absence.
  - B. Shall be the delegate to C5PBA National meetings if the President or First Vice-President is unable to attend.
  - C. Shall be the alternate Manager of the High Low Doubles Provincial champions at the National Event.
  - D. Shall be alternate delegate to the Bowling Federation of Saskatchewan meetings if the President or First Vice-President is unable to attend.
  - E. Shall be the Chairperson of the Membership Committee and the Life Member Committee.
- 13.05 Duties of the Secretary
- A. Shall perform the usual duties of a Secretary.
  - B. The Secretary may be an Ex-Officio member of all committees.
  - D. The Secretary shall keep the minutes of all meetings of the members and of the Executive Officers, Executive Committee and the Board of Directors, in a book or books to be kept for that purpose.
  - E. The Secretary shall keep and have charge of the records and books as the Association may require and direct.
  - F. The Secretary shall forward copies of all minutes to the Executive Officers, Executive Committee and the Board of Directors within thirty (30) days of any meeting.
- 13.06 Duties of the Treasurer
- A. Shall perform the usual duties of Treasurer.
  - B. The Treasurer shall keep a full and accurate account of all receipts and disbursements of the Association in proper books of account.

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- C. The Treasurer shall render to the Board of Directors whenever directed, an account of the financial condition of the Association.
- D. The Treasurer shall submit to the Board of Directors as soon as possible after the end of the fiscal year, an audited financial statement of the financial condition of the Association.
- E. The Treasurer shall supply a copy of the audited financial statement to each recognized Local Association.
- F. The Treasurer shall present an annual statement to the Annual General Meeting of the Association.
- G. The Treasurer shall ensure that a suitable bond is purchased to cover the Executive Officers of the Association.

13.07 Duties of the Recording Secretary

- A. Establish and maintain permanent records of Record Scores and high averages bowled in all affiliated Associations.
- B. Receive and distribute all record score awards.

**ARTICLE XIV**

**EXECUTIVE COMMITTEE**

- 14.01 The Executive Committee of the Association will be the President, First Vice-President, Second Vice-President, Secretary, Treasurer, Recording Secretary, Zone Directors, Immediate Past President, MBAS Delegate and the following appointed members - Tournament Director, Technical Director and Historian.
- 14.02 Employees of a Local or Provincial 5-Pin Bowlers' Association will not be allowed to serve on the Association Executive Committee.
- 14.03 The Executive Committee shall have the power to annul or cancel any sanctions issued for holding any tournaments upon proof of violation of any of the terms or conditions of such sanction.
- 14.04 The Executive Committee shall supervise, manage, conduct and control all tournaments held by the Association or by its direction and shall have the power to change the location of such tournament and to annul and cancel any grant or privilege for conducting any such tournament, if at any time the city, person or Association to whom such sanction, grant or privilege was given shall default in any of the terms, conditions, or provisions of such sanctions, grant or privilege.

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- 14.05 Every Executive Committee Member of the Association, his/her heirs, executors and administrators shall from time to time at all times be indemnified and saved harmless out of the funds of the Association from and against the following:
- A. All costs, charges and expenses whatsoever, which said member sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him/her for, or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him/her in or about the execution of his/her duties as a member of the Executive Committee of the Association.
  - B. All other costs, charges and expenses which he/she sustains or incurs in or about or in relation to the affairs of the Association.

**ARTICLE XV**

**EXECUTIVE COMMITTEE - DUTIES**

- 15.01 The Executive Committee shall have full power to hear and determine all protests and violations of the rules and regulations of the Association and shall have the power to suspend, expel or otherwise discipline any bowler, league or organization affiliated with the Association. For the purpose of determining all such matters, the Executive Committee may, through its Secretary/Executive Director, issue to the several parties and witnesses, its citation to appear at the hearing with records and papers involved in the case. Failure to attend the meeting may result in automatic suspension until attendance at a subsequent meeting.
- 15.02 Meetings of the members of the Executive Committee may be held at any time and place to be determined by the Executive Committee; provided that seven (7) calendar days notice of such meeting shall be sent in writing to each Executive Committee Member; provided there shall be at least one (1) meeting per year of the Executive Committee.
- 15.03 The Executive Committee may, from time to time, establish special committees for specific purposes, or standing committees for ongoing purposes. The Executive Committee shall be empowered to appoint the Chairperson and the members of such committees who shall serve in such capacity until the completion of the work of the committee. Any Committee so formed shall in the exercise of its power conform to all regulations and limitations that may be imposed upon them by the Bylaws of the Association or the Executive Committee.

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- 15.04 The Executive Committee may, at any time, change or eliminate such committees or appointments to committees, by majority vote.
- 15.05 The Executive Committee may appoint or delegate the appointment of such agents, and engage such employees as it shall deem necessary from time to time, and such person shall have such authority and shall perform such duties as shall be prescribed by the Executive Committee at the time of such appointment.
- 15.06 The Executive Committee shall take such steps as they may deem requisite to enable the Association to acquire, solicit or receive legacies, gifts, grants, settlements, bequest, endowments and donations of any kind whatsoever for the purpose of furthering the objects of the Association.
- 15.07 The Executive Committee shall have power to authorize expenditures on behalf of the Association in accordance with Article XXII, from time to time and may delegate by resolution to an officer the right to employ and pay salaries to employees. The Executive Committee shall have the power to make expenditures in accordance with Article XXII for the purpose of furthering the objects of the Association. The Executive Committee shall have the power to enter into a Trust arrangement with a Trust Company for the purpose of creating a Trust Fund in which the capital and interest may be available for the benefit of promoting the interest of the Association in accordance with such terms as the Executive Committee may prescribe.

**ARTICLE XVI**

**EXECUTIVE COMMITTEE - OFFICIAL DUTIES**

Duties of the Committee Members other than the Executive Officers.

- 16.01 Duties of the Zone Director
- A. Shall be the representative of the zone association that has elected them to do so.
  - B. Shall attend all Executive Committee, Semi-Annual and Annual Meetings of the Association while holding the office of Zone Director. If he/she is unable to attend a meeting, the he/she shall inform the provincial office of an alternate delegate to represent their zone.
  - C. Shall keep all Local Associations in his/her zone aware of all the business arising from the meetings, and be familiar with all events run by the Association, so as to be able to supply answers to problems.

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- D. Shall visit each Local Association in his/her zone at least once during the bowling season.
- E. Shall be available to attend, AGM/SAGM and Executive meetings of each Local Association at the request of such Association, in his/her zone.

16.02 Duties of the Tournament Director

- A. To supply the Hosting Committee with an up-to-date copy of the Association's Hosting Manual
- B. To supply the Hosting Committee with all rules and regulations pertaining to events.
- C. To send copies of hosting questionnaire to Hosting Committees asking for the return of the completed copy.
- D. To send copies of the hosting agreement for the bowling centres asking for the return of the designated completed copies.
- E. To obtain from hosting committee - two (2) copies of proposed budget - one (1) copy for the Association Treasurer.
- F. Ask that copies of committee meeting minutes and all agreements entered into with anyone (hotels, suppliers, banquet, etc) be available upon request.
- G. Prepare draws for all events.
- H. Be available to answer all questions, either by correspondence or in person at committee meetings.
- I. Obtain all information from committee when it is completed and prepare information for distribution. This information will be forwarded to the Associations, Zones and the Executive Committee by the Tournament Director - with all replies to be returned to the contact person of the hosting committee.
- J. Supply forms for office manager of the event to record scores bowled.
- K. Supply progress reports to the Executive Committee to ensure satisfactory events.
- L. The role of the Tournament Director is to assist the hosting committee will all necessary information required and to obtain reports as to the progress. It is entirely up to the hosting committee to run the event as they decide providing they meet with the guidelines as set by the Executive Committee.
- M. Other than any grants, which will be handled by the Provincial Treasurer, the hosting committee will be responsible to conduct the event to be financially successful.

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16.03 Duties of the Technical Director

- A. To carry out duties as assigned by the Board of Directors, Executive Committee, and Technical Committees.
- B. To assist Technical Committees in development, implementation and administration of all technical programs of the Association.
- C. To work with the Executive Director to ensure integration of all S5PBA/C5PBA programs and activities.
- D. To liaise with National Association Technical Director regarding technical programs.
- E. Serve as co-ordinator for officiating and other programs of the S5PBA/C5PBA.
- F. Assists Local Associations in delivery or implementation of technical programs, when required.
- G. Continually communicates up-to-date technical information to committees and membership.
- H. Assumes responsibility for technical certification of all facilities and personnel to be used in S5PBA/C5PBA sanctioned competitions, as required. This would include co-ordinating clinics and/or lane certification by qualified agents throughout the province so as to be most cost effective.
- I. Oversees any technical research projects approved by the Association.
- J. Liaises with technical services organizations to ensure two-way flow of information relevant to technical programs.
- K. Assists in evaluation of Provincial/National technical programs and recommends changes to proper committees.
- L. Performs, as required, other related duties of a similar nature in order to perform the above functions.

16.04 Duties of the Historian

- A. To research the history of bowling in Saskatchewan and to compile records of such.
- B. To record present day achievements.
- C. To present a progress report at the Annual General Meeting of the Association.

16.05 Duties of the MBAS Representative

- A. To act as a liaison between the Master Bowlers' Association of Saskatchewan and the Association to advise the Associations of ongoing coaching programs.

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- 16.06 Duties of the Executive Director
- A. The Executive Director shall be directed by the Executive Committee to co-ordinate all affairs of the Association.
  - B. He/she may be authorized and directed to take over and carryout such duties herein before delegated to any officer of the Association, at the discretion of the Executive Committee.
  - C. He/she shall hire all office staff upon approval of the Executive Committee. All salaries to be set up by a Committee comprised of the Executive Officers and the Executive Director.
  - D. The Executive Director shall not have a vote on an Association motion.
  - E. He/she shall keep true account, between the Association and its members, of any records and books as may be determined by the Board of Directors.
  - F. He/she shall make such reports and statements to the President, Treasurer, Board of Directors and Voting Delegates, as may from time to time be required by him/her.
  - G. He/she shall perform such other duties as may from time to time be required by the President or the Board of Directors.
  - H. At the Annual General Meeting he/she shall make a written report of the past season with his/her recommendations to the Association.
  - J. The Executive Director, as an officer of the Association, shall be an Ex-Officio of all committees of the Association.
  - K. The Executive Director shall keep custody of the Association seal and certify documents issued by the Association.
  - L. The Executive Director shall be bonded.

**ARTICLE XVII**

**NOMINATING COMMITTEE**

- 17.01 The Nominating Committee will be formed each year, at the Semi-Annual General Meeting of the Association.
- 17.02 The Committee shall consist of three (3) members:  
The Chairperson shall be the immediate Past President  
One (1) member from the Zone Directors (appointed by the President)  
One (1) member from the Board of Directors (appointed by the President)  
If the Past President is absent then one (1) non-voting member of the Executive Committee , as elected by the Executive Committee, becomes the Chairperson.

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- 17.03 The duties of the Nominating Committee will be to approach suitable candidates and to receive nominations from interested candidates to let their name stand for the vacant position(s) up for election to the Executive Officer's position(s).
- 17.04 The Committee will be dissolved after the election of Officer(s).

**ARTICLE XVIII**

**NOMINATING PROCEDURE**

- 18.01 Names of candidates for the position(s) may be put forth by a recognized Local Association or by the Executive Committee members.
- 18.02 For new members, the candidates name, address, telephone number, the position he/she desires, plus a written resume of the candidate's experience and qualifications, must be in the hands of the Nominating Committee not later than sixty (60) days prior to the Annual General Meeting of the Association.
- 18.03 In turn, a copy of each candidate's resume will be forwarded to each Local Association and each Executive Committee member not later than thirty (30) days prior to the Annual General Meeting of the Association. Additional nominations may be taken from the floor.
- 18.04 A board indicating the list of nominees and position(s) desired, as received by the nominating committee, will be set up to be visible throughout the Annual General Meeting.
- 18.05 A. Three (3) calls for nominations will be made:
  1. First Call - right after voting delegates confirmed at start of meeting and further nominations will added to list.
  2. Second Call - before lunch break or at mid point of meeting and further nominations will be added to list.
  3. Third and Final Call - prior to the election for that position and further nominations will be added to the list.

B. Motions for nominations to cease to be asked for prior to the election.
- 18.06 An Executive Officer wishing to run for election to another office, must first resign his/her present office.

## **ARTICLE XIX**

## **ELECTION OF EXECUTIVE OFFICERS**

- 19.01 Election of officer(s) to be conducted by secret ballot, majority to prevail.
- 19.02 The President will cast his/her vote along with all others eligible to vote.
- 19.03 If there is no majority, a short break will be taken after which time the nominating and election procedure will be followed until an officer(s) is elected.
- 19.04 In the event of a resignation of the President of the S5PBA Inc., the First Vice-President will assume the Office until the Annual Meeting, where an election will be held.
- 19.05 In the event that all Executive Officers resign, the Immediate Past President or Past President in descending order will become Temporary President. He/she will have the authority to appoint his/her temporary officers from the Executive Committee until an election can be called, no later than sixty (60) days after the resignation.

## **ARTICLE XX**

## **EXPENDITURES**

- 20.01 All expenditures of the Association must be approved by the Executive Committee before payment may be made by the Association, with the following exceptions:
- \* All C5PBA invoices
  - \* Executive Officers expenses
  - \* Travel expenses (Airline tickets/Mileage)
  - \* Saskatchewan telephone bill
  - \* Freight/postage
  - \* Office expenses
  - \* All Bowling Federation invoices
  - \* Financial statement audit invoice
  - \* Invoices for medals, pins and other awards
  - \* Costs associated with National Tournaments (shirts, lineage, travel, etc.)
  - \* Payments to local Associations, Zones and athletes for grants, other funding
  - \* Payment for costs associated with lane certification
  - \* Rebate payments made to local Associations for Great Western receipts
  - \* Payments for costs associated with fundraising

The above expenses, although payment has already been made, are subject to discussion and approval at the next meeting of the Executive Committee.

OPERATING BYLAWS  
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- 20.02 All requests for approval of payment, must be accompanied by the invoice or a copy thereof.

**ARTICLE XXI**

**HONORARIUMS**

- 21.01 Recipients of honorariums and the amounts to be decided by the Executive Committee and approved by the Board of Directors at the Annual General Meeting.

**ARTICLE XXII**

**FISCAL YEAR**

- 22.01 The Fiscal Year of the Association shall commence June 1st each year and terminate on May 31st of the succeeding year.

**ARTICLE XXIII**

**SIGNING AUTHORITY**

- 23.01 The signing authority of the Association shall be any two (2) of the following:
- \* President
  - \* First Vice-President
  - \* Second Vice-President
  - \* Treasurer
  - \* Executive Director
- 23.02 Withdrawals from that account shall be made only with the joint signatures of at least two (2) authorized officers of the Association, who are not related in any manner whatsoever.
- 23.03 In the event of the resignation of all elected Executive Officers with signing authority, the Executive Director MUST be one of the two signatures for ANY withdrawal from the account. The other signing authority must be a member of the temporary executive.

**ARTICLE XXIV**

**DEEDS - DOCUMENTS**

24.01 All deeds, documents, transfers, contracts, engagements, bonds, debentures and other instruments requiring execution by the Association, shall be signed by two of the five members with signing authority, as authorized by the Board of Directors. Any such authorization may be general or confined to specific instances, save as aforesaid or as otherwise provided in the Bylaws of the Association by any contract or engagement or to pledge its credit.

**ARTICLE XXV**

**LIFE MEMBERS**

25.01 All applications for life members shall be submitted prior to April 1st each year. The Life Member Committee will receive and review all applications.

25.02 One life member only may be elected to the Association in each year of the the Association, unless the Board of Directors vote for an additional life member(s) under extenuating circumstances.  
Based on the committee's report it may be deemed that there were no suitable applications, and no life member would be selected for that year.

25.03 Life members should be recommended on the basis of valuable contributions to the sport of 5-Pin bowling in Saskatchewan. Petitions for life membership should include why you feel this person is a valid candidate and their years of service in all applicable areas.

Priority would be given in this order:

- \* Provincial                      Executive positions held  
    Tournament Chair/Official  
    Bowler - Coach - Manager
- \* Participation
  - Local                      Executive  
                                    Tournament Chair/Official  
                                    Bowler - Coach - Manager
  - National                      Executive  
                                    Tournament Chair/Official  
                                    Bowler - Coach - Manager
- \* Course Conductor  
    Judge of Play - Scorekeeper  
    Level I and II Technical  
    Lane Certification
- \* Other Activities  
    Bowling School - YBC - Masters

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- 25.04 The nominee may still be actively involved at whatever level of this sport.
- 25.05 The Executive Committee shall have the power to make the final selection of all life members.
- 25.06 Life membership certificates shall be presented to life members.
- 25.07 In order to benefit from the experience and counsel of life members, they are automatically members of the Advisory Committee to the Executive Committee, but they shall not have a vote.
- 25.08 Any "retired" life member attending an Association meeting, shall attend at their own expense.
- 25.09 If a life member is invited to attend any provincial meeting or event which has a wind-up banquet, he/she shall receive two (2) complimentary tickets.

**ARTICLE XXVI**

**AMENDMENTS TO BYLAWS**

- 26.01 The Bylaws of the Association may be repealed or amended by the By-Law enacted by a majority of directors, at a meeting of the Board of Directors and sanctioned by an affirmative vote of at least two thirds (2/3) of the board members at a meeting duly called for the purpose of considering the said By-Law.

**ARTICLE XXVII**

**BOOKS AND RECORDS**

- 27.01 The Board of Directors and Executive Officers shall see that all necessary books and records of the Association required by the Bylaws of the Association or by any applicable statute or law are regularly and properly kept.

**ARTICLE XXVIII**

**RULES AND REGULATIONS**

- 28.01 The Board of Directors and Executive Officers may prescribe such rules and regulations not inconsistent with these Bylaws relating to the management and operation of the Association as they deem expedient, provided that such rules and regulations shall have force and effect only until the next Annual General Meeting of the Association when they shall be confirmed, and failing such confirmation at such Annual General Meeting of members shall at and from that time cease to have any force and effect.

**ARTICLE XXIX**

**ORGANIZATION CHART**

29.01 Organization chart as attached.

**ARTICLE XXX**

**INTERPRETATION**

30.01 In these Bylaws and in all other Bylaws of the Association hereafter passed unless the context otherwise requires, words importing singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.

In witness whereof we have here unto set our hands at the

City of \_\_\_\_\_, in the province of \_\_\_\_\_

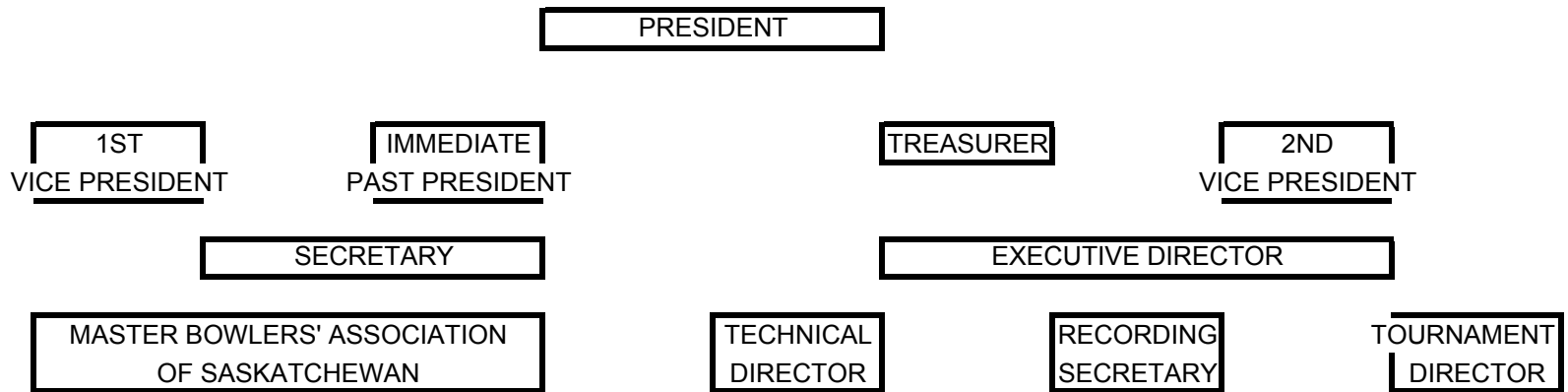
on the \_\_\_\_\_ day of \_\_\_\_\_ A.D. \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

The original signed copies of these Bylaws are kept in trust at the Federation Office located at:

Bowling Federation of Saskatchewan  
#100 1805 - 8th Avenue  
Regina, Saskatchewan  
S4R 1E8

ORGANIZATION CHART  
SASKATCHEWAN 5-PIN BOWLERS' ASSOCIATION INC.



GENERAL OPERATING ZONES									
ZONE ONE DIRECTOR	ZONE TWO DIRECTOR	ZONE THREE DIRECTOR	ZONE FOUR DIRECTOR	ZONE FIVE DIRECTOR	ZONE SIX DIRECTOR	ZONE SEVEN DIRECTOR	ZONE EIGHT DIRECTOR	ZONE NINE DIRECTOR	ZONE TEN DIRECTOR
<u>SOUTH SASK</u>		<u>REGINA</u>	<u>PRAIRIE NORTH</u>			<u>NORTH SASK</u>		<u>WEST SASK</u>	
	<u>MOOSE JAW</u>		<u>EAST SASK</u>		<u>SASKATOON</u>		<u>PRINCE ALBERT</u>		<u>REDCOAT</u>

OPEN ZONES			
<u>ZONE ONE</u> MOOSE JAW REDCOAT SOUTH SASK	<u>ZONE TWO</u> PRINCE ALBERT	<u>ZONE THREE</u> REGINA	<u>ZONE FOUR</u> EAST SASK NORTH SASK
<u>ZONE FIVE</u> NORTH BATTLEFORD WEST SASK	<u>ZONE SIX</u> SASKATOON		

LOCAL ASSOCIATIONS