

Bowling Federation of Canada La Federation de Quilles du Canada

250 Shields Court, Unit #10A
Markham, ON L3R 9W7
Telephone: (905) 479-1560

CANADIAN CORPORATIONS ACT

BOWLING FEDERATION OF CANADA
a non-profit association
Incorporated September 26, 2000

CONSTITUTION

1. The name of this association is the Bowling Federation of Canada, herein called the Federation.
2. The objective of the Federation are:
 - a) To provide a liaison between recognized national bowling groups in Canada.
 - b) To encourage and foster among these groups and all bowlers in Canada sportsmanship, good fellowship and continued interest in bowling.
 - c) To sponsor, review and appraise submissions made by the bowling groups to the Federal Government agencies established for such funding.
 - d) To ensure that funds obtained from the Federal Government for the bowling groups are used according to the criteria established in the submission that was approved.
 - e) To provide member groups with administrative support services and to improve communication between the different disciplines of bowling in Canada.

BY-LAW

1. The association shall be named the Bowling Federation of Canada.
2. The registered office of the Federation shall be 250 Shields Court, Unit #10A, Markham, Ontario L3R 9W7, or at such address as determined by the elected Executive members.

MEMBERSHIP and ORGANIZATION

3. The Bowling Federation of Canada shall consist of the Canadian 5 Pin Bowlers' Association, the Canadian Tenpin Federation and the Bowling Proprietors Association of Canada.
4. Application for membership in the Federation may be made by other bowling games in Canada whose programs are presently operating on a national basis in Canada. A National Association in bowling is defined as an association that has programs operating in at least six provinces/territories.
5. Each application for membership must be accompanied by a copy of the applicant's Constitution and By-laws, names and addresses of current officers, locations of membership, number of current members and an outline of programs presently being conducted.
6. Applications must be approved by 75% of the Board of Directors before being accepted as members of the Federation.
7. Each authorized delegate shall be entitled to one vote when present, or when represented by a named alternate at any Board of Directors meeting of the Federation.
8. Each member will remit the annual membership fee, as determined by the Board of Directors of the Federation, which must be submitted no later than the 1st day of April of that fiscal year.
9. The fiscal year of the Federation shall be the 1st day of April to the 31st day of March each year.

BOARD of DIRECTORS

10.
 - a) The affairs of the Federation shall be managed by a Board of Directors composed as follows: three representatives from each member group. Each member group shall notify the Administrator/Executive Director of its representatives.
 - b) The Federation Board of Directors shall elect from its named delegates on the Board of Directors a President, a Vice-President and a Secretary/Treasurer for a one year term. These officers shall comprise the Executive Committee.
 - c) If a vacancy should occur on the Executive Committee prior to a meeting of the Federation, the remaining Executive Committee members may appoint another delegate from the Board of Directors as a temporary official until the next

meeting of the Federation.

- d) Accounting for the disbursement of Federal grant monies awarded to each member group shall be the responsibility of that member group. The Federation will be obligated for any funds not directed to the purpose for which the funds were obtained.

DUTIES of the OFFICERS

- 11. a) The President of the Federation shall preside at all meetings of the Federation and shall perform such duties as determined by the Board of Directors. As a representative of a member group, the President may exercise his/her vote on any matter of business.
- b) The Vice-President of the Federation shall assume the duties of the President in his/her absence.
- c) The Secretary/Treasurer of the Federation shall authorize the signing of all cheques and warrants as required by the Board of Directors and the Administrator/Executive Director.

DUTIES of the ADMINISTRATOR/EXECUTIVE DIRECTOR

- 12. a) The Administrator/Executive Director of the Federation shall be responsible for keeping the minutes of all meetings of the Federation. He/she shall maintain all correspondence and records as may be required. He/she shall perform such other duties as directed by the President or the Board of Directors.
- b) The Administrator/Executive Director of the Federation shall be responsible for all monies received by the Federation, the depositing of same into a chartered bank in the name of the Federation. He/she shall make all expenditures by cheque and he/she will be responsible for keeping a true and accurate account of all receipts and disbursements, and shall present an audited statement of the financial condition of the Federation at any meeting when called upon to do so. All cheques issued in payment of the accounts of the Federation must be signed by two of the three authorized signatures, one of which must be the Secretary/Treasurer.
- c) The Administrator/Executive Director of the Federation shall be bonded at the expense of the Federation.
- d) The Administrator/Executive Director, as an officer of the Federation, shall be a non-voting member of the Board of Directors and a non-voting member of all committees of the Federation.

MEETINGS

13. a) The Annual General Meeting of the Federation shall be attended by the Board of Directors of the Federation and shall be held between the 30th day of September and the 15th day of November of each fiscal year. Written grant requests to the Federal Government for funding will be received by the Federation at the Annual General Meeting.
- b) Special meetings of the Federation may be called by the President or by two-thirds of the member groups.
- c) A quorum for meetings of the Federation shall be at least five (5) of the members of the Board of Directors and shall include at least one person from each member association.
- d) The Board of Directors of the Federation may meet by other electronic means that permits each Director to communicate adequately with each other, provided that:
 - i. the Board of Directors has passed a resolution addressing the mechanics of holding such a meeting and dealing specifically with how security issues should be handled, the procedure for establishing quorum and recording votes;
 - ii. each Director has equal access to the specific means of communication to be used; and
 - iii. each Director has consented in advance to meeting by electronic means using the specific means of communication proposed for the meeting.

AMENDMENTS

14. a) Any amendments to the Constitution of the Federation or the By-Law of the Federation must be approved by at least a two-thirds majority of the votes cast by the Board of Directors at a Special or Annual Meeting.
- b) Any proposed amendments to the Constitution and By-Law shall be circulated to the Board of Directors at least 30 days prior to the meeting.

VOTING PROCEDURES

15. a) Each member of the Board of Directors shall be entitled to one vote at a meeting of the Federation. Proxy votes will not be accepted. Action on such balloting must be determined by a majority of votes cast.
- b) Mail or electronic mail voting may be used when the business to be transacted is not sufficient to warrant a meeting. Mail/electronic ballots will be circulated to the Board of Directors by the Administrator/Executive Director on the direction of the President. The President must poll the Board of Directors at the request of a member group by a conference call or a mail/electronic ballot. Action on such balloting must be determined by a majority of votes cast.

ORDER of BUSINESS

16. Order of Business

1. Roll Call
2. Reading of minutes of the previous meeting and action thereon.
3. Correspondence
4. Reports of the Officers
5. Report of the Administrator/Executive Director
6. Unfinished Business
7. New Business
8. Election of Officers (if required)
9. Adjournment

AMENDED by unanimous resolution OCTOBER 18, 2003:

#2 – Address Change

#12 – Change terminology “Administrator/Executive Director”

PROPOSED – 18/01/04

13 – Meetings

- d. The Board of Directors of the Federation may meet by other electronic means that permits each Director to communicate adequately with each other, provided that:
 - i. the Board of directors has passed a resolution addressing the mechanics of holding such a meeting and dealing specifically with how security issues should be handled, the procedure for establishing quorum and recording votes;
 - ii. each Director has equal access to the specific means of communication to be used; and
 - iv. each Director has consented in advance to meeting by electronic means using the specific means of communication proposed for the meeting.