

## **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 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 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 physically handicapped and senior citizen 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.
  - (vi) Support fully the Vision, Mission Statement, Goals, Objectives and Tactics of the Corporate Strategic Plan as updated from time to time (a copy of which is attached hereto as schedule \_\_\_\_).

## 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:

	<b>Bowling Centre</b>	<b>Location</b>
(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 Decentralized Associations (Houses) and their location as listed are members of the Zone.

	<b>House</b>	<b>Location</b>
(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 fund-raising 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 fund-raising 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 fund raising 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) per cent 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 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 two (2) 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 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 year terms, the next number (as per table below) receive two year terms, and the rest receive one 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(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 the Bowling Proprietors Association of 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	and 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 applies:
  - (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 2 people of the same family.

## **9. MEETINGS**

- (a) The Annual General Meeting of the Zone must be held each year and will include fifteen (15) days notice to all members, and will require a quorum of ten (10) percent of the members present in person or represented by delegate.
- (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 the Bowling Proprietors Association of 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