

## BY-LAW NO. 5

A by-law relating to the particularities of

### COMMITTEES

BE IT ENACTED as a by-law of

#### 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 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 in 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 members of the Corporation as required and/or requested, including but not limited to the Executive Director and Program Coordinators.

(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) Fund Raising - 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 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) AGM's 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 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 **ONTARIO 5 PIN BOWLERS' ASSOCIATION**

ENACTED this 22nd day of June, 1984.

WITNESS THE SEAL OF 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

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AMENDED this 22nd day of June, 1992.

WITNESS THE SEAL OF 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

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AMENDED this 13th day of June, 1994.

WITNESS THE SEAL OF 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

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