

BYLAWS
MASTER BOWLERS' ASSOCIATION OF ALBERTA
ALBERTA, CANADA
(Hereinafter referred to as the Association)

Revised June 2, 2002
Replaced February 7, 2005
Amended May 2020

1 BOUNDARIES

The boundaries of the Association shall be the four (4) Provincial boundaries to the north, south, east and west, encompassing the Province of Alberta.

2 MEMBERSHIP

- 2.1 Membership is open to all residents, within the Association's boundaries, and any bowler living near the provincial boundary, who remit an annual fee, as determined by the Association, and who are 19 years of age or older as of December 31st of the current bowling season.
- 2.2 Membership requires that said residents must also be current Canadian 5 Pin Association (hereinafter referred to as C5PBA) members.
- 2.3 Membership fee, to the Association, must be remitted to be eligible to participate in any activity under the auspices of the Association.
- 2.4 Members may withdraw from membership at any time without notice. Fee is non-refundable unless deemed otherwise by the Board.
- 2.5 Honorary and Life Members, of the Association, must first be nominated and approved by the Board at a Board of Directors Meeting and announced at the Annual General Meeting.

3 STRUCTURE

- 3.1 The Board shall, subject to the Bylaws or direction given it by majority vote at any meeting, properly called and constituted, have full control and management of the business of the Association.
- 3.2 The business and affairs, of the Association, shall be conducted by its Directors and Committees to which it delegates authority.
The term of office, for the Board, shall be as follows:

Immediate Past President

President	2 years
Vice President	2 years
Treasurer	2 years appointed
Secretary	1 year appointed
Technical Director	2 years appointed
Tournament Directors	2 years - elected

The rotation of term, in office, shall be President alternating years with Vice President

- 3.3 The balance of the Board shall consist of two (2) Teaching Division Directors (North/South), two (2) Tournament Division Directors (North/South), one (1) Senior Division

Director (North/South/Central), one (1) Bowling Proprietor Representative, one (1) Alberta 5 Pin Bowlers' Association (hereinafter referred to as A5PBA) Representative

- 3.4 The election of the Board Executive and the appointment of Treasurer, Secretary and Technical Director shall take place at the Annual General Meeting of the Association.
- 3.5 To be eligible for nomination for Vice President, the nominee must have served one of the last two years on the board.
- 3.6 To be eligible for nomination for President, the nominee must have served one (1) year of the past two (2) years consecutive.
- 3.7 A quorum, for the Board, shall be minimum of the board executive. Any business transacted at a Board of Directors Meeting shall be ratified at the next Board of Directors Meeting. If business is not ratified, it shall be considered null and void. Questions arising at any Board Meeting shall be decided by a simple majority vote
- 3.8 Should a Director resign, be absent from three (3) consecutive meetings or fail to complete the duties assigned to them without reasonable cause, or be expelled from the Association, or C5PBA, or A5PBA, to which it is affiliated, the position shall be considered vacant and the Board shall, by majority vote, have the power to fill the vacancy at a Board of Directors or Executive Meeting. The vacating director shall be notified of his/her dismissal in letter form from the President. The successor shall hold office until the Annual General Meeting. Any director/officer can be removed from the board and relieved of his/her duties by a majority vote at the next Board meeting.
- 3.9 The presiding Board shall appoint an elected chairperson who shall prepare a slate of nominees, which is to be presented to the Board prior to the Annual General Meeting.

4 BOARD EXECUTIVE

- 4.1 The Executive of the Board shall consist of the President, Vice President, Treasurer and Immediate Past President.
- 4.2 The Executive shall carry out the day-to-day business of the Association and the requirements of its Bylaws and shall meet as often as necessary to do so. Such meetings shall be called by the President

5 DUTIES OF DIRECTORS

5.1 PRESIDENT

- shall be an ex-officio member of all committees
- shall preside at all Association meetings
- shall have a tie-breaking vote only when acting as Chair
- shall have signing authority for all contracts, leases, agreements, cheques etc. on behalf of the Association
- shall represent the Association as a delegate to the Master Bowlers' Association of Canada (hereinafter referred to as MBAC)
- shall co-ordinate the overall functioning of the Board and delegate duties accordingly

5.2 VICE PRESIDENT

- shall act as President in the absence of the President
- shall have signing authority

- 5.3 SECRETARY**
- shall be appointed annually
 - shall be responsible for taking the minutes of all Society and Directors meetings
 - shall be responsible for forwarding minutes to M.B.A. office
 - shall take receipt of reports of the Association's Committees and document them for the record
 - shall have charge of all correspondence of the Association as directed by the President and/or the Board
 - shall produce copies of minutes to hand out to Board members
 - a secretary should be a member of the M.B.A.
 - all minutes shall be kept at the M.B.A. office
- 5.4 TREASURER**
- shall be responsible for all collections and deposits, disbursements and investments of Association monies as directed by the Board
 - shall properly tender and truly account for all Association monies
 - shall present verbal and written reports at all Board of Directors Meetings
 - shall prepare an annual financial statement to be duly reviewed and presented at the Annual General Meeting
 - shall be the primary signing authority for all contracts, leases, agreements, cheques etc., on behalf of the Association
- 5.5 IMMEDIATE PAST PRESIDENT**
- shall provide continuity on the Board and be responsible for orientation and education of the newly elected Directors and Committee Chairpeople
- 5.6 TECHNICAL DIRECTOR – Certified**
- is appointed by the Master Bowlers' Association of Alberta in consultation with and approved by the Alberta 5 Pin Bowlers' Association
 - shall oversee the technical development of the sport of 5 pin bowling in the Province of Alberta
 - shall organize Technical clinics
 - shall train and assign Course Instructors for the Technical Clinics
 - may represent the Association at the A5PBA meetings and the BPAA conferences
 - may represent the Association, along with the President, as a delegate to the MBAC meetings
 - shall oversee lane inspections and certifications in Alberta's bowling centres
- 5.7 TEACHING DIVISION DIRECTORS**
- shall arrange and Chair annual competitions for Teaching Division members (no average restrictions or limits) to determine Alberta representation at the annual National Championship
 - shall represent said bowlers at the Association's Board of Directors Meetings
 - term shall be two (2) years alternating
- 5.8 TOURNAMENT DIVISION DIRECTORS**
- shall arrange and Chair annual competitions for members of the Tournament Division women (215+ average held for 1+ year(s)) and men (230+ average held for 1+ year(s)) to determine Alberta representation at the annual National Championship
 - shall represent said bowlers at the Association's Board of Directors Meetings
 - term shall be two (2) years alternating
- 5.9 SENIOR DIVISION DIRECTOR**
- shall arrange and Chair annual competitions for Senior Division members (50+ years of age) to determine Alberta representation at the annual National Championship
 - shall represent said bowlers at the Association's Board of Directors Meetings
 - term shall be two (2) years

5.10 OTHER ASSOCIATION DIRECTORS

- shall present pertinent reports from their respective association's Boards to the Association's Board of Directors Meetings

6 STANDING COMMITTEES

- various tournament
- fundraising
- membership

7 AD-HOC COMMITTEES

These committees may be formed and dissolved by the Board as required.

8 MEETINGS

8.1 BOARD OF DIRECTORS

- shall be conducted at least four (4) times a fiscal year as scheduled by Board

8.2 EXECUTIVE

- shall be called by the President to deal with issues requiring immediate attention
- any business transacted must be ratified at the next Board of Directors Meeting

8.3 SPECIAL

- shall be called by the President upon written request, to the Board, by ten percent (10%) of the membership (in good standing) or a majority of the Board
- shall be called within fifteen (15) days of receipt of the request
- shall deal only with the business stated in the request
- quorum shall be ten percent (10%) of members in good standing, plus the majority of the board
- notice of meeting shall be made to membership ten (10) days prior to it through posting in bowling centres

8.4 QUORUM

- board is inclusive for a quorum – 6 board members must be present to constitute a quorum. The board consists of (2) two Teaching Directors, (2) two Tournament Directors, (1) one Senior Director, (1) one Technical Director, (1) one Vice President, (1) one Treasurer, (1) one President, (1) one past President, (1) one Secretary, (1) one Bowling Proprietor Representative, and (1) one A5PBA Representative

8.5 ANNUAL GENERAL MEETING

- shall be held once a year
- notification of meeting shall be made public through posting in bowling Centres, newsletter, or social media not less than thirty (30) days prior to the meeting
- board is inclusive for a quorum – 6 board members must be present to constitute a quorum. The board consists of (2) two Teaching Directors, (2) two Tournament Directors, (1) one Senior Director, (1) one Technical Director, (1) one Vice President, (1) one Treasurer, (1) one President, (1) one past President, (1) one Secretary, (1) one Bowling Proprietor Representative, and (1) one A5PBA Representative

- the agenda shall be as follows:

Registration of Board members and membership
Minutes read, approved and accepted
Business arising from the minutes

Call for nominations

Financial Statement including Reviewer Report
Appointment of next year Reviewer
Committee Reports
President's Report
Correspondence

Call for nominations

Unfinished Business
New Business
Review of Bylaws
Election of Officer
Open Discussion
Adjournment

9 VOTING

- any member who has not withdrawn, been expelled or suspended from membership shall have the right to vote at the Annual General Meeting or Special Meeting
- such votes must be made in person and not by proxy or otherwise
- at the Board of Directors Meetings, the BFA Director shall not have voting privileges

10 BYLAWS

- basic structure of what consists of the Association and the governing body
- these bylaws can only be changed by special resolution of the members

11 STANDING RULES AND/OR POLICY

- are the guidelines for the Association's day to day operation
- they establish conduct, code of ethics and structure for it's membership
- they may be rescinded, altered, added to or replaced at any Board of Directors Meeting
- shall be reviewed annually and copies made available to the Association's membership upon request in writing.

12 AUDITING/REVIEWING

- the fiscal year of the Association shall be August 1 to July 31
- the Association books, accounts and records shall be reviewed by 2 members annually and audited every three years or sooner by a qualified accountant and his/her report to be presented at the Annual General Meeting
- an Auditor/Reviewer is appointed at the Annual General Meeting for the upcoming fiscal year
- the books, accounts and records may be inspected by any member, in good standing, at the Annual General Meeting or at any time upon giving reasonable notice so that a satisfactory time can be arranged with the Director(s) in charge of same.
- by-laws shall be reviewed once a year

13 REMUNERATION

- no Board member of the Association shall receive any remuneration for his/her services unless expressly authorized at any meeting

14 BORROWING POWERS

- debentures can only be issued by special resolution of the members

15 SEAL OF THE ASSOCIATION

- there is no seal for the Association

16 DISSOLUTION CLAUSE

- upon dissolution of the Master Bowlers' Association of Alberta, any assets remaining in the Charitable Gaming Account, after paying debts and liabilities, shall be disbursed to an eligible charitable or religious group