



Zone X Association – Constitution

1. The **NAME** of the organization will be Zone X Association, hereafter referred to as “the Association”.
2. The **OBJECTIVES** of the Association are to encourage the development of good fellowship among the bowling establishments in Zone X who participate in a Youth Bowl Canada (YBC) program; to support the advancement of standards; and to foster a greater interest in youth bowling.
3. The **ROLE** of the Association is to: assist the Zone Representative with the conduct of the YBC program within the Ottawa Valley Zone; act as a forum for the exchange of ideas and mutual concerns; assist with fundraising; conduct tournaments as decided by the members; and provide financial assistance to YBC youth and their coaches for tournaments as decided by the members.
4. **MEMBERS** of the Association consists of any of the following: Program Directors, YBC volunteers and/or proprietors from those bowling establishments in Zone X who participate in a YBC program.
5. The **EXECUTIVE** is to consist of a:
 - (a) President
 - (b) Vice-President
 - (c) Treasurer
 - (d) Secretary

Note: Depending on the topic of discussion, it may be necessary for the Immediate Past President (ex-officio) and/or YBC Zone X Representative to be present at an Executive Meeting. The Immediate Past President is permitted to attend all Executives meetings (see Annex 1, section E).

6. **MEETINGS**

- 6.1 **GENERAL MEETINGS** of the Association at large will be held as and when required, but not less than three (3) times per fiscal year. The meetings will be either in person or via tele/videoconferencing, or an in person and tele/videoconferencing hybrid.
 - (a) **QUORUM:** A meeting will be declared if 51% or more of the registered YBC bowlers are represented by their house representative(s).
 - (b) **MOTIONS:** All motions presented at a General Meeting are to be considered passed when 51% or more of the registered YBC bowlers are represented by their house representative(s) and vote in the affirmative.
 - (c) **MINUTES:** All minutes from General Meetings shall be posted on the Zone X website (ottawaybc.com).
- 6.2 **EXECUTIVE MEETINGS** will be held as required either in person or via tele/videoconferencing.
 - (a) **QUORUM:** 75% of the Executive (three (3) of four (4)) must be present to constitute a quorum for the transaction of business.

7. **SUB-COMMITTEES**: From time-to-time the members may agree to form a Sub-Committee. Sub-Committees that require financial management must submit a budget and financial statements, including a final statement, to the Association as directed by the members.

8. **FINANCIAL**

8.1 The **FISCAL YEAR** will be from September 1st to August 31st.

8.2 All accounts shall be named "Zone X Association".

a) All cheques requiring the signature of the Association must be signed by the Treasurer plus one (1) other member of the Executive Committee.

b) A financial statement is to be presented at each General Meeting and the annual report at the first General Meeting following the end of the prior fiscal year.

8.3 A **BUDGET** is to be prepared, submitted and voted on by the members no later than the first General Meeting of the fiscal year.

8.4 Any Sub-Committees that require finances are to submit a separate budget and financial statements.

8.5 The Zone X Representative must seek approval from a majority of the Executive prior to incurring Association expenses during a fiscal year.

8.6 A yearly **FEE** per registered YBC bowler within Zone X will be paid to the Association by the YBC Zone X member houses. This fee is to be determined by the members.

8.7 Any member house that does not participate in the Zone Raffle will forfeit receiving money towards travel expenses for their coaches/bowlers advancing to the Provincial or Nationals in the next season. This will be reviewed annually.

9. **ELECTIONS** for the Executive Committee will be held on an annual basis. They will usually be held at a General Meeting as close as possible to May 1st.

9.1 The President, Vice-President, Secretary and Treasurer positions are elected for a two (2) year period.

9.2 Elections for President and Secretary are held in even numbered years while elections for Vice-President and Treasurer are held in odd numbered years.

9.3 An election Sub-Committee may be formed at the January (mid-year) meeting. The Zone X Representative will be a standing member on the Election Sub-Committee. The chairperson of the Sub-Committee will notify the voting members of the nominations by the first week of April. The Election Sub-Committee will ensure that the election of the President, Vice-President, Secretary and/or Treasurer will be held as close to May 1st as possible. The chairperson of the Election Sub-Committee shall conduct the elections.

10. **VOTING**

10.1 **GENERAL MEETINGS**: The Program Director or designated representative will have voting rights. There will be one (1) vote per bowling centre. The Program Director is to advise the President, in writing, who their voting delegate will be prior to the commencement of each meeting. While only one vote per centre is allowed, multiple representatives from a Zone X bowling centre are permitted to attend an Association General Meeting to provide input and propose motions.

10.2 ELECTIONS:

a) **Eligibility:** The Program Director or designated representative are eligible to vote in an election. There will be one (1) vote per bowling centre. The Zone X Representative is **NOT** eligible to vote.

b) **Online Voting:** This opinion is open to all members that cannot attend the meeting. They will cast their vote to the Election Committee Chairperson during the meeting if a secret vote is required.

11. The **CONSTITUTION** shall be reviewed at a minimum every three (3) years.

11.1 **AMENDMENTS** to the Constitution must be submitted in writing at least thirty (30) days prior to a meeting for them to be considered by the members.

ANNEXES

ANNEX 1: DUTIES AND RESPONSIBILITIES OF THE MEMBERS OF THE EXECUTIVE COMMITTEE:

- A. **PRESIDENT:** An elected officer; they may be a Program Director or a YBC volunteer, elected for a two (2) year term. The President is responsible for calling all meetings and ensuring that an orderly meeting takes place. They shall chair General and Executive meetings. The President will maintain agendas and other related correspondence. The President has full voting privileges; however, they will only cast the tie-breaking vote on all matters except election ties.
- B. **VICE-PRESIDENT:** An elected officer; they may be a Program Director or a YBC volunteer elected for a two (2) year term. The Vice-President will assume the responsibilities of the President in their absence. The Vice-President has full voting privileges.
- C. **SECRETARY:** An elected officer; they may be a Program Director or a YBC volunteer elected for a two (2) year term. The Secretary is to keep accurate minutes of all Association meetings. The Secretary will prepare and circulate to the Executive and Members minutes of the General meetings and to the Executive Committee minutes of the Executive meetings. The Secretary has full voting privileges.
- D. **TREASURER:** An elected officer; they may be a Program Director or a YBC volunteer elected for a two (2) year term. The Treasurer is to maintain at all times a proper record of all financial transactions of the Association. They will look after all banking transactions for the Association as determined by the Association and supply the Association with a financial statement on all fundraising events. The Treasurer will report all revenues, expenditures and bank balances at executive meetings when required and will supply a financial statement at general meetings no less than two (2) times per fiscal year. The Treasurer will co-ordinate the annual budget preparation. The Treasurer has full voting privileges.
- E. **IMMEDIATE PAST PRESIDENT:** The outgoing President automatically retains a position on the Executive Committee for the Term of the new President. They will have full voting privileges at Executive meetings only. They will have no signing authority for financial transactions.

NOTES TO ANNEX 1:

- If an Executive Committee member of the Association is not capable of fulfilling the duties of their office, an Executive Meeting may be called. A decision will be made to either: work with them to complete their term; to replace them or to place them on temporary leave.
- Let it be resolved that an elected Executive member does not have to be affiliated with a particular YBC Program or Bowling Centre. However, they have to be committed to their designation.

ANNEX 2: OTHER ZONE X POSITIONS - DUTIES AND RESPONSIBILITIES:

- A. **YBC ZONE X REPRESENTATIVE:** Governed and bound by National and Provincial YBC regulations and will act as an advisor on those regulations. This position is selected and voted on by Zone X proprietors. They have **NO** voting privileges; however, they can bring forward motions at General Meetings and, when required, at Executive Meetings.
- B. **PRESS SECRETARY/PUBLICITY DIRECTOR:** This is an honorary position on the Executive Committee, and with the approval of the Members, appoints the incumbent. They will **NOT** have voting privileges at Executive Meetings. Unless they are the designated representative for a Zone X bowling centre at a General Meeting, they will also **NOT** have voting privileges at General Meetings. A member of the Executive Committee can occupy this honorary position concurrently with their Executive position.