



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 Y.B.C. program; to encourage the advancement of standards; and to encourage a great interest in youth bowling.
3. The **ROLE** of the Association is to assist the zone representative with the conduct of the Y.B.C. program within the Ottawa Valley zone; is to act as a forum for exchange of ideas and mutual concerns; to assist with fundraising; is to conduct tournaments as decided by the membership; and is to provide financial assistance to Y.B. C youth for tournaments as decided by the membership.
4. **MEMBERSHIP** in the Association is open to all Program Directors, Supervisor, Y.B.C. volunteers and proprietors from those bowling establishments in Zone "X" who participate in a Y.B.C. program.
5. The **EXECUTIVE** is to consist of:
 - (a) President
 - (b) Vice-President
 - (c) Secretary
 - (d) Treasurer
 - (e) Immediate Past President (ex-officio)
 - (f) Y.B.C. Zone "X" representative
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 year.
 - (a) **QUORUM:** A meeting will be declared if 50% of the participating Y.B.C. houses are present.
 - (b) **MOTIONS:** All motions presented at a General Meeting are to be considered passed when 51% or more of the **VOTING MEMBERS ARE PRESENT** vote in the affirmative.
 - 6.2 **EXECUTIVE MEETINGS** will be held once a month or as and when required.
 - (a) **QUORUM:** One half (1/1) of the executive (i.e. three (3) of six (6)) must be present to constitute a quorum for the transaction of business.
7. **SUB-COMMITTEES:** From time to time the membership may cause a Sub-Committee to be formed. Sub-Committees that require financial management must submit a budget and financial statements, including a final statement, to the Association as directed by the membership.

8. FINANCIAL

8.1 The **FISCAL YEAR** will be from October 1st to September 30th.

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

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

8.4 A financial statement is to be presented at each meeting.

8.5 **BUDGET** is to be prepared and submitted to the membership at the April meeting and voted on at the September meeting.

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

8.7 A yearly **FEE** per registered Y.B.C. bowler within Zone "X" will be paid to the Association by the Y.B.C. houses. This fee is to be determined by the membership.

9. ELECTIONS for the Executive Committee will be held on an annual basis.

The president, vice-president, secretary and treasurer positions are elected for a two (2) year period with the President and Secretary elected one year, the Vice-President and Treasurer another year.

An election Sub-Committee is to be formed at the January meeting. The Zone Representative will be a standing member on the Election Sub-Committee. The chairman 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 chairman of the Election Sub-Committee shall conduct the elections.

10. VOTING

10.1 General Meetings: The Program Director and a designated Supervisor from each division (PeeWee, Bantam, Junior and Senior) will have voting rights i.e. five (5) votes per bowling center. The Program Director or their representative is to advise the President, in writing, who their voting delegates are prior to the commencement of each meeting.

10.2 Elections: Written proxy voting shall be permitted for all centers located outside of the **NATIONAL CAPITAL REGION**. Ballots will be sent out at least two (2) weeks prior to the election date and they must be returned to the Election Committee Chairperson prior to Election Day. A resume can be submitted by the nominee and included with the proxy votes. If no resume is submitted, then no further information will be provided in writing. Proxy votes must be in a sealed envelope with an indication on the outside of the envelope that it contains proxy vote(s), along with the name of the center. Proxy votes are not to be opened until the Election Day voting has taken place.

11. The **CONSTITUTION** will be reviewed on a yearly basis at the first meeting **AFTER** elections are held.

11.1 AMENDMENTS to the constitution must be submitted in writing at the April meeting. These will be presented at the September meeting.



ANNEX TO ZONE “X” ASSOCIATION CONSTITUTION

1. DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE:

- 1.1 PRESIDENT:** An elected officer, they maybe a Program Director, Supervisor, Y.B.C. 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 has full voting privileges. The President may cast the tie-breaking vote on all matters except election ties.
- 1.2 VICE-PRESIDENT:** An elected officer, they maybe a Program Director, Supervisor or a Y.B.C. 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.
- 1.3 SECRETARY:** An elected officer, they maybe a Program Director, Supervisor or Y.B.C. 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 Program Directors minutes of the General meetings and to the Executive Committee minutes of the Executive meetings. The Secretary will maintain agendas, minutes and other related correspondence. The Secretary has full voting privileges.
- 1.4 TREASURER:** An elected officer, they maybe a Program Director, Supervisor or Y.B.C. volunteer elected for a two (2) year term. The Treasurer is to maintain at all times proper record of all financial transactions of the Association. They will look after all banking transaction 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 all executive meetings and will supply a financial statement at each general meeting. The Treasurer will co-ordinate the budget preparation. The Treasure has full voting privileges.
- 1.5 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.
- 1.6 Y.B.C. ZONE”X” REPRESENTATIVE** is governed and bound by National and Provincial Y.B.C. regulations and will act as an advisor on those regulations. They have full voting privileges.
- 1.7 PRESS SECRETARY/PUBLICITY DIRECTOR:** This is an honorary position and the Executive Committee, with the approval of the membership, appoints the incumbent. They will **NOT** have voting privileges at the executive meetings.
- 1.8** If an officer of the Association is not able to or is not capable of fulfilling the duties of their office a General Meeting maybe called. A decision will then be made as to whether to replace the officer in question.