

Manitoba 5 Pin Bowling Museum and Hall of Fame Constitution

Article I: Purpose

Section 1: Full legal name and address:

Manitoba 5 Pin Bowling Museum and Hall of Fame
#432-145 Pacific Avenue
Winnipeg, MB
R3B 2Z6

Section 2: Mission Statement

The mission of the Manitoba 5 Pin Bowling Museum and Hall of Fame is to honour individuals who have made outstanding contributions to the sport of 5 pin bowling in Manitoba as players, coaches, builders or ambassadors, and who have consistently demonstrated the positive qualities developed through participation in or cultivation of sport. The Hall will maintain, preserve, and display the history of the sport in our province and the achievements of its developers and participants through the collection of artifacts, memorabilia, and written documentation.

Hereinafter the Manitoba 5 Pin Bowling Museum and Hall of Fame shall be called 'The Corporation.'

Article II: Organization

Section 1: Officers

Officers on the Board of Directors for The Corporation shall consist of the following positions:

President
Vice President
Secretary
Treasurer
Publicity/Marketing
Members without Portfolio

Section 2: Duties

President

The President shall preside at all meetings and perform the duties pertaining to that office. The President does not cast a vote and in the case of a tie, the President shall have the deciding vote. In the absence of the President, the Vice-President shall perform the duties of this office. The President shall be the Chair of all meetings and Executive Committees. All incoming and outgoing correspondence shall be the responsibility of the President.

Vice-President

The Vice-President shall act as the chair in the absence of the President. The Vice-President shall be responsible for upkeep and maintenance of all nomination forms. They are responsible for retaining any new and out-dated nomination forms as well as making any requests for information on any new nomination forms that come in.

Secretary

The Secretary shall keep an accurate record of attendance and the minutes of all meetings. To ensure accurate copies of the minutes are presented, by mail or e-mail, they shall be sent out no later than three (3) weeks after each meeting. Minutes shall be sent to all executives on The Corporation Board of Directors. A complete copy of all minutes, agendas, and motions shall be maintained by the Secretary. Copies of each shall be available at each meeting.

Treasurer

The Treasurer shall be responsible for carrying out all duties in regards to the receipt and disbursement of funds and the proper maintenance of records. All cheques must be signed by two (2) of the following members on The Corporation Board of Directors: President, Treasurer, Secretary. A complete set of records must be kept and maintained according to the standards of the generally accepted guidelines for financial record keeping. A complete monthly statement shall be sent out by the Treasurer to all executives of the Board of Directors. Financial reports shall be made available at all meetings or upon request by any member of the Board of Directors.

Publicity/Marketing

The Publicity/Marketing Officer shall: actively pursue recognition for our sport by regular communication to all media outlets, sports affiliations, websites, local businesses, etc.; ensure accurate information is being presented to all media parties with regards to The Corporation; and actively pursue marketing campaigns where financial and/or rewards can be gathered to benefit The Corporation and its members.

Members without Portfolio

These members may sit on the Executive of The Corporation Board of Directors to offer insight, guidance, and knowledge to any items that may arise. These members have an official vote as members of the Board of Directors but hold no official title.

Section 3: Committees

a) Selections Committee

The Selections Committee shall be made up of ten (10) individuals selected by The Corporation Board of Directors. The Selections Committee shall be responsible for the final selection process and determining the person(s) being inducted into the Hall.

Section 4: Meetings

- 1) The Board of Directors shall hold meetings as they see necessary.
- 2) A quorum for all meetings shall consist of no less than fifty percent (50%) of the eligible voting Directors.
- 3) Voting by proxy shall not be permitted.
- 4) Minutes from all meetings shall be sent out by the Secretary.
- 5) The order of business for each meeting shall be:
 - Roll call
 - Approval of the agenda
 - Review and adoption of last meeting's minutes
 - Business arising from last meeting's minutes
 - Correspondence – incoming and outgoing
 - Officer/Committee reports
 - Unfinished business
 - New business
 - Adjournment

Section 5: Annual General Meeting

The Annual General Meeting (AGM) of The Corporation shall take place after the M5PBA Provincial Open and before the start of the following bowling season. Notice of the AGM shall be sent out one (1) month prior to all Presidents and Directors of the M5PBA, MBAM, YBC, and Bowling Proprietors Association of Manitoba.

Article III: Nominations and Elections

Section 1: Nominations

a) Board of Directors

Nominations to the Board of Directors must be made in writing, by e-mail or letter, one (1) month prior to the AGM. Nominations may be made by an individual that currently resides in Manitoba.

b) Selections Committee

Nominations to the Selections Committee must be made in writing, by e-mail or letter, one (1) month prior to the AGM. Nominations must be forwarded to the Board of Directors. Nominations may be made by any individual that currently resides in Manitoba.

Section 2: Elections

a) Board of Directors

Directors will be elected in the following order:

President
Vice-President
Secretary
Treasurer
Publicity/Marketing
Member(s) without Portfolio

b) Selections Committee

Individuals nominated to sit on the Selections Committee will be forwarded to the Board of Directors to make the final decision. In the case of there being more nominations than seats available, a secret ballot will be cast by the Board of Directors to fill the positions.

Article IV: Terms of Office

Section 1: Board of Directors

Each member will serve a three (3) year term. Should a sitting Director, in mid-term, desire to run for office in a position outside his/her term, he/she must resign from their current position. Following the normal election process, a new election shall be held among all members of the Board of Directors to elect a Director for the vacated position for the remaining period of the term.

Section 2: Selections Committee

Each member of the Selections Committee shall sit on this Committee for a three (3) year term. Once this term is up, a written request must be made to The Corporation Board of Directors requesting a new three (3) year term to take effect. If the position is not filled or granted after this three (3) year term, it shall be the responsibility of the Board of Directors to fill the spot.

The Board of Directors may replace any Director or Selections Committee member not fulfilling their duties. Any Director or member missing three (3) meetings without due cause may be suspended from the Board of Directors or Committee.

Article V: Amendments to the Constitution and By-Laws

Section 1: Constitution

Changes to the Constitution can be made only at the AGM. Suggested changes must be submitted in writing, by e-mail or letter, to the office of The Corporation. All changes require a vote, which will be cast by the Board of Directors. Votes can only be cast by Directors in attendance at the meeting.

Section 2: By-Laws

By-Law changes can be made at any Board of Directors meeting. All changes require a vote, which may be done at the present meeting or by e-mail. In the case of a tie, the President shall have the final decision. By-Law changes are to be ratified at the AGM.

First copy revised September 2011

President

Secretary