



THE TORONTO HISTORICAL BOWLING SOCIETY

Constitution

www.thbs.ca

As Approved at GMM
October 20, 2020

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1 – NAME

- 1.01 The name of the organization shall be the **TORONTO HISTORICAL BOWLING SOCIETY** (T.H.B.S.). It shall be referred to throughout this document as the “**Society**”.

2 – OBJECTIVE

- 2.01 The Society, through bowling shall foster friendship, fellowship, unity and sportsmanship in all its activities within the community.
- 2.02 The Society shall be supportive and friendly towards all other community groups and remain neutral and non-partisan in issues of conflict between community groups.
- 2.03 The Society shall at all times abide by the Ontario Human Rights Code and the Charter of Rights and Freedoms of Canada.

3 – AFFILIATIONS

- 3.01 The Executive of the Society may make affiliation with other organizations where benefit can be realized.
- 3.02 The Executive of the Society may choose to end any such affiliation with an organization by a majority vote of the Executive when it is determined to be detrimental to the Society.

4 – MEMBERSHIP

- 4.01 Membership in the Society shall be upon payment of one registration fee for the fall/winter season regardless of number of sessions a member bowls, and/or one registration fee for the summer season, subject to the restrictions in this article.
- 4.02 There shall be three (3) categories of membership:
- a) Regular Fall/Winter Members;
 - b) Spare Members;
 - c) Regular Summer Members.
- 4.03 The Society reserves the right to refuse membership to any persons who does not abide by its objectives.
- 4.04 The Society reserves the right to reclaim lost revenues, to a maximum of seven (7) years, and refuse membership until such revenue have been totally remitted.
- 4.05 Applications for membership shall be made on the Society's registration form (**see Appendix A – Prescribed Form – Member Registration Form**), which contains the statement that the applicant(s) agrees to abide by the Constitution and the By-laws of the Society, and submitted to the Society with the applicable registration fee.
- 4.06 There shall be a fall/winter season with the start and end dates determined by the executive. The Executive shall determine the number of bowlers per team based on overall membership and available lanes.
- 4.07 There may be a summer season with the start and end dates determined by the Executive. The Executive shall determine the number of bowlers per team based on overall membership and available lanes.
- 4.08 There shall be a separate registration fee for the summer session.

- 4.09 Registrants for the summer season are not considered members of the fall/winter session and therefore have no voting privileges related to the fall/winter session.
- 4.10 Any member may be immediately suspended or removed from the Society for any one or more of the following reasons:
- a) malfeasance
 - b) misappropriation of the Society's funds
 - c) misrepresentation of statistical data
 - d) violation of this Constitution or By-laws
 - e) infringement of regulations of affiliated organization(s)
 - f) conduct derogatory to the best interest of the Society
- 4.11 A suspended or removed member may appeal through the following procedures:
- a) At a special Executive meeting called to review the suspension within three (3) weeks of the suspension.
 - b) At this meeting, the Executive shall render a decision on the suspension or removal.
 - c) The member may elect to have his/her case heard at a Special Members meeting. The suspended or removed member must notify the Executive, in writing, within two (2) months following the special Executive meeting, if he/she wishes to make an appeal to a Special Members' meeting.
 - d) If petitioned, the Executive shall call, in a timely manner, a Special Members meeting to review and decide on the removal/suspension of the member.
 - e) The vote at the Special Members meeting shall be final.

5 – FINANCIAL

- 5.01 The fiscal year for the Society shall commence on June 1st. and conclude on May 31st of the following year.
- 5.02 The Executive must present an annual financial statement and a proposed budget to the membership at a general members' meeting within eight (8) weeks from the commencement of bowling of the fall/winter season.
- 5.03 The budget of the Society must include planned revenues and expenditures for the upcoming fiscal year.
- 5.04 The budget of the Society must have been previously approved by a majority vote of the Executive.
- 5.05 The Executive will set the registration and bowling lane fees based on the requirements of administering the Society.
- 5.06 All fund-raising sponsored or conducted by the Society shall be for the benefit of the Society, a designated charitable organization or another community event approved by the majority of the Executive.
- 5.07 All Executive members will be accountable and responsible for all monies collected and disbursed during their term.

6 – SIGNING AUTHORITY

- 6.01 The President, the Treasurer and a third individual chosen among the current Executive shall be the signing authorities for the administration of the Society.
- 6.02 All withdrawals and transfers shall require the signatures of two (2) of the signing authorities.
- 6.03 Signing authorities must be “at arms-length” from one another, including sharing living accommodations throughout their term as executive members.

7 – MEMORIALS & GOODWILL

- 7.01 If a current or past member becomes seriously ill or dies, the Executive shall be empowered to authorize;
 - a) Sending the ill member a gift not exceeding \$75.00 in value.
 - b) A charitable donation to a maximum of \$100.00 made in the name of the deceased member.

8 – CHARITABLE DONATIONS

- 8.01 The Executive may approve donations to charities and/or community events to a maximum amount of \$1,000.00 per charity or community event per year.

9 – ORGANIZATION

- 9.01 The Society shall operate as one (1) league overall but separately from a financial and statistical perspective for each bowling session. The Society shall consist of:
 - a) an elected Executive
 - b) all members
 - c) any additional Ad Hoc committees as may be required to accomplish the goals of the Society
- 9.02 The Executive shall consist of:
 - a) President
 - b) Vice-President
 - c) Treasurer
 - d) Session Representative – one (1) for each session
 - e) Executive Secretary
 - f) Statistician (League Secretary)
 - g) Membership, Events and Promotions Chair
- 9.03 Executive members shall hold office for twelve (12) months, from June 1st to May 31st of the following year. Any Executive member missing more than three (3) consecutive or twenty-five percent (25%) of scheduled meetings without just cause may be recalled/suspended from the Executive.

- 9.04 The Executive shall have the authority:
- a) To amend the by-laws of the Society through a duly presented motion at an Executive meeting.
 - b) Call a Special Members meeting.
- 9.05 Executive members must perform their duties to the best of their abilities. They may be removed for one or more of the following reasons by a majority vote of the Executive:
- a) malfeasance
 - b) misappropriation of the Society's funds
 - c) misrepresentation of statistical data
 - d) failure to remit affiliate fees (if applicable)
 - e) violation of this Constitution or By-laws
 - f) infringement of regulations of affiliated organization(s)
 - g) conduct derogatory to the best interest of the Society
 - h) failure to perform his/her duty(s) as required
 - i) failure to disclose a conflict of interest
- 9.06 A removed Executive member may appeal through the following procedures:
- 1) At a special Executive meeting called to review the removal within three (3) weeks of notification. At this meeting, the remaining Executive shall render a decision on the removal.
 - 2) The Executive member may elect to have their case heard at a Special Member's meeting;
 - the Executive shall call a Special Members meeting upon petition to review and decide on the removal of the Executive member
 - the vote at the Special Members meeting shall be final
- 9.07 Should an Executive member temporarily be unable to perform their duties, the Executive may by a majority vote, appoint a member in good standing to perform the said duties until such time as the original Executive member can resume their duties.
- 9.08 At the discretion of the Executive the Treasurer and Statistician may receive an annual honourarium:
- a) honourarium is based on the number of regular fall/winter bowlers per session;
 - b) amount not to exceed \$3 per bowler, per session
 - c) honourariums, if paid, shall be dispersed prior to fiscal year end.
- 9.09 All elected/appointed Executive members shall sign an annual declaration that they are not aware of any conflict of interest. (**See Appendix B - Conflict of Interest Form**)

10 – EXECUTIVE RESPONSIBILITIES

President

- 10.01 The President shall:
- a) Uphold and enforce the Constitution and By-laws

- b) Chair meetings of the Society and at all times remain impartial to the proceedings. In the event of a tied vote, shall cast the deciding ballot
- c) Personally verify the Society's bank balance on a monthly basis.
- d) Undertake any other responsibilities as directed by the Executive.

Vice-President

10.02 The Vice-President shall:

- a) Oversee annual elections and referenda;
- b) Chair the annual elections committee;
- c) Be responsible for all Constitution and By-law amendments;
- d) Assist the President in meetings as required;
- e) Assume the responsibilities of the President in the event the President is unable to fulfill their duties;
- f) Undertake any other responsibilities as directed by the Executive

Executive Secretary

10.03 The Executive Secretary shall:

- a) Record the minutes of all meetings of the Society;
- b) Distribute the agenda and the minutes to the Executive prior to the next scheduled meeting;
- c) Keep all documents that are received by the Society, including those received via the website, and distribute relevant copies to members of the Executive;
- d) Notify all members of all the Society's meetings;
- e) Undertake any other responsibilities as directed by the Executive.

Treasurer

10.04 The Treasurer shall:

- a) Be responsible for receiving all monies for the Society;
- b) Uphold the Constitution and By-Laws of the Society;
- c) Prepare an annual budget separating all sessions;
- d) Maintain a ledger of all monies, receipts and expenditures on a current basis;
- e) Provide a monthly statement and bank reconciliation to the Executive for their approval, along with the cash sheets for each session;
- f) For the purpose of the General Membership Meeting prepare an annual financial statement within one (1) month from the end of the fiscal year. Financial statements to be provided:
 - Bank Statement to year end
 - Reconciliation Statement
 - Balance Sheet
 - Profit & Loss Budget vs Actual

- Profit and Loss Previous Year Comparison
 - Profit & Loss by Class (session comparison);
- g) Arrange to have all the Society's funds deposited prior to Executive monthly meetings;
 - h) Designate as required assistant(s) who are eligible to be bonded;
 - i) Undertake any other responsibilities as directed by the Executive.

Session Representative

10.05 The Session Representative shall:

- a) Make the weekly announcements and conduct draws;
- b) Undertake any other responsibilities if required to run their session in an orderly and professional manner;
- c) Uphold the Constitution and By-laws of the Society;
- d) Undertake any other responsibilities as directed by the Executive.

Statistician (League Secretary)

10.06 The Statistician shall:

- a) If required, be responsible for the initial scheduling of teams, the lane assignments, averages, scores, handicaps and the reporting of these to all of the affiliated organizations for appropriate awards;
- b) Provide average verifications upon the appropriate request from a member who participates in tournaments;
- c) If required, post all session's current statistical information sheets;
- d) Designate, as required, assistant(s);
- e) Uphold the Constitution and By-laws of the Society;
- f) Undertake any other responsibilities as directed by the Executive.

Membership, Events and Promotion Chair

10.07 The Membership, Events and Promotions Chair shall:

- a) Create league awareness within the community to grow the THBS Membership;
- b) Prepare all social events, subject to the approval of the Executive;
- c) Be responsible for all social media, events and promotions;
- d) Coordinate and promote sponsorships with local businesses/supporters in the community;
- e) Uphold the Constitution and By-laws of the Society;
- f) Undertake any other responsibilities as directed by the Executive.

11 – Ad Hoc Committees

11.01 Ad Hoc Committees shall:

- a) consist of at least one Executive member

- b) report directly to the Executive
- c) not establish policy or direction of the Society
- d) uphold the Constitution and By-laws of the Society

12 – ELECTIONS AND REFERENDA

- 12.01 The Vice-President shall chair and appoint an Ad Hoc Committee comprised of member(s) in good standing who are not candidates or currently hold other executive positions to conduct all nominations, elections and any referenda required.
- 12.02 Elections of the Society shall be held annually, the election cycle shall start the third week of January of the fall/winter season. Exact election dates to be determined by the Executive.
- 12.03 All regular fall/winter members in good standing shall have one (1) vote for the following positions regardless of number of sessions bowled:
- a) the President;
 - b) the Vice-President;
 - c) the Executive Secretary;
 - d) the Treasurer;
 - e) the Statistician (League Secretary);
 - f) Membership, Events and Promotions Chair.
- 12.04 All regular fall/winter members shall have one (1) vote for each Session Representative for each session in which they bowl.
- 12.05 If any Executive position remains vacant after the regular election or becomes vacant during the regular fall/winter season, the Executive by a majority vote may appoint a member in good standing to fulfill the duties of that position. Once appointed this position shall be deemed filled.
- 12.06 Eligibility to vote in all elections and referenda shall be open to all members in good Standing.
- 12.07 A referenda shall be held within 30 days on a specific issue(s) when a signed petition is presented to the Executive with a minimum of 25% of the current registered members in good standing.

13 – NOMINATIONS AND ELECTIONS

- 13.01 The Nominations and Elections Committee shall only accept nominations on the prescribed form, signed by the nominator, seconder, and the nominee. During an election cycle, the nominator and seconder may only sign one nomination form. A nominee cannot be a nominator. At the time of nomination the nominator, seconder and nominee must be members in good standing (**see Appendix C – Prescribed Form – Nomination Form**)
- 13.02 The Committee shall appoint a scrutineer(s) for all sessions in the event that a campaign and voting is required to distribute and collect ballots.
- 13.03 No member of the Society shall run for more than one (1) position of the Executive in a term.

- 13.04 Any member, who holds a position on the Executive, and resigns, shall not be permitted to run for any Executive position for the current and next season.
- 13.05 Any member having been suspended or removed from the Society are deemed ineligible to ever run for an Executive position.
- 13.06 All nominees must remain as members in good standing for the duration of the election process
- 13.07 Nominees for the position of the President of the Society shall either be members who have held a position of the Executive for at least one (1) full year, or any members of the Society who have been registered and in good standing for a minimum of three (3) consecutive fall/winter seasons. All other positions on the Executive shall be open to regular fall/winter members of the Society in good standing.
- 13.08 The election cycle shall be as follow
- a) two consecutive active sessions for nominations, no nominations shall be accepted after the end of bowling of the second session cycle;
 - b) one active season week for campaigning, if required;
 - c) one active season week voting, if required.
- 13.09 One proxy vote shall be permitted per member of the Society for another registered member who has pre-registered their proxy with the Nominations and Elections Committee for the designated election date. Both parties shall be members in good standing. **(See Appendix D – Prescribed Form – Proxy Form)**
- 13.10 In the event of a tie between candidates for any elected position of the Executive, a run-off election shall be held for the position in the next active session week.
- 13.11 All names submitted and accepted for nominations to a position on the Executive will be announced during the nomination cycle. After the close of the nomination cycle, the Nominations and Elections Committee will announce acclaimed individuals at the next bowling session(s), and candidates running for an elected position.
- 13.12 After the last voting session, the Nominations and Elections Committee will announce elected and acclaimed individuals at the next bowling session(s).
- 13.13 Candidates may ask for a re-count after the announcement by the Nomination and Elections Committee. Each candidate shall have seven (7) days from the day of the announcement to request a re-count. No re-count will be permitted after this period of time has elapsed and the ballots will be destroyed by the Nominations and Elections Committee.
- 13.14 Candidates for all the Executive positions shall be responsible for their individual campaign expenses.

14 – MEETINGS

Executive

- 14.01 Executive meetings shall:
- a) Be conducted using “Roberts” Rules of Order and Parliamentary Procedures;

- b) Meet no less than once per month;
- c) Establish a quorum of a minimum of fifty percent plus one (50% + 1).

General Membership Meeting

14.02 General Membership Meetings shall:

- a) Be conducted using “Roberts” Rules of Order and Parliamentary Procedures;
- b) Meet a minimum of once (1) per annum;
- c) Establish a quorum of a minimum five percent (5%) of the total fall/winter membership, including all proxy votes.

14.03 A regular and spare fall/winter member unable to attend a general members' meeting may fill out one proxy form. A proxy entitles the carrier to vote in place of the registered member unable to attend that general members' meeting. A maximum of four (4) proxy votes are permitted to be carried by each member of the Society in attendance at a general meeting. Both members named on the proxy form must be members in good standing, on the date of the general members' meeting. **(See Appendix D – Prescribed Form – Proxy Form)**

14.04 General Members Meeting minutes are to be circulated to attendees of that meeting for accuracy within seven (7) days of the date of the meeting.

14.05 Any corrections or amendments of these minutes must be submitted to the Executive within seven (7) days after circulation. The Executive shall adopt these minutes for presentation to the next General Members meeting.

Special Members Meeting

14.06 Special Members Meeting shall:

- a) Be conducted using “Roberts” Rules of Order and Parliamentary Procedures;
- b) Not allow the use of any proxies. Voters must be present.

14.07 A Special members meeting may be called anytime by a majority vote of the Executive.

14.08 Members in good standing may petition the Executive for a Special Members meeting by submitting a signed petition with a minimum twenty-five per cent (25%) of eligible signatures from the fall/winter members of the Society.

14.09 Upon receipt of a signed petition requesting a Special Members meeting, the Executive shall hold such meeting within forty-five (45) days.

14.10 Notification for General and Special members meeting shall be given to the membership no less than fourteen (14) days prior to that called meeting.

15 – AMENDMENTS TO THE CONSTITUTION OF THE SOCIETY

- 15.01 Within 2 weeks of the start of a new Season an up to date copy of the Constitution and Bylaws document will be made available upon request or copies can be obtained by downloading a copy from the Society website THBS.ca.
- 15.02 Any member in good standing may submit a change (s) to the Constitution and or Bylaws, including email submissions. All amendments shall:
- a) Be signed and dated by the member submitting the change (s);
 - b) Be made in a written resolution and presented to the Executive of the Society fifteen (15) days prior to any general meeting.
- 15.03 Amendments(s) to be passed require fifty percent (50%) plus one (1) vote.
- 15.04 All sessions shall have equal time to submit changes to the Constitution and or Bylaws.
- 15.05 All amendments passed at a meeting of the general membership shall be considered in effect as of that date.

16 – ARCHIVES

- 16.01 All current and archived documents relating to the Society's affairs shall remain the property of the Society.
- 16.02 The outgoing Executive shall hand over all documents and property of the Society to the incoming Executive no less than (30) days after the change of power. The Executive shall retain and keep accessible all said documents and property for a two (2) year period, after which it can be archived or destroyed.
- 16.03 Documents relating to the Society shall be archived by an appointed member of the current Executive committee of Society. All members' names and personal information shall be kept strictly confidential by all Executive.

17 – DISSOLUTION

- 17.01 The Society shall be dissolved upon a majority vote of members in good standing of the Society at a Special Members meeting held specifically for this purpose.
- 17.02 At this meeting the Society shall:
- a) Pay any outstanding honorariums, compensation or expense disbursements incurred by any Executive member of the Society up to the date of the dissolution vote;
 - b) Ensure that the Society has no debts or liabilities and make provision thereof;
 - c) Ensure that the Society is not involved in any outstanding legal proceedings;
 - d) Distribute all remaining funds to one or more charities or groups in the community;
 - e) Donate all archived documents of the Society to the Canadian Lesbian and Gay Archives in perpetuity.

APPENDICES

Note:

All Appendices are Prescribed Forms and are subject to change with approval of the Executive. The Executive may update the Prescribed Form(s) to reflect changing information as required for new bowling sessions.

All Prescribed Forms must be received by an Executive member and be initialed and dated by that member or appointed member to confirm validity.

Appendix A – Prescribed Form – Member Registration



THE TORONTO HISTORICAL BOWLING SOCIETY 20XX/20XX MEMBER REGISTRATION FORM Prescribed Form "A"

Registration Number :

Wednesday 7pm Friday 7pm Sunday 1pm
****Check all sessions you would like to bowl and fill in the Team List below.**

SPARE NEW

A New bowler cannot have been registered for the previous 20XX/20XX Season.

All registrants are governed by the following:

- All members must abide by all regulations Governing the Society, in the Constitution & By-Laws.
- Applicable fee(s) must be paid at the time of Registration (as per Article 4.04 of the Constitution)
- Returning members must be in good standing at the end of the current season (20XX/20XX) for registration acceptance (as per Article 4.03 of the Constitution)
- ****Preference is given to returning bowlers for each session when registering early.**
- **The information contained on this form is only to maintain your membership with THBS and is NOT shared with any other parties.**

REGISTRATION FEES

\$TBA For returning members (registered in the 20XX/XX season) - if registered on or before: TBA

\$TBA For returning members (registered in the 20XX/XX season) or New members if registering after: TBA
 See preference note above so register early.

PLEASE PRINT CLEARLY.

Name:
Address/Apt #
City/Postal Code:
Phone #: (H) () -
Date of Birth: (M -) (D -)
e-Mail:(optional)
Signature:

Wednesday Session

Team Name:
Team Members (In bowling order)
1)
2)
3)
4)
5)

Friday Session

Team Name:
Team Members (In bowling order)
1)
2)
3)
4)
5)

Sunday Session

Team Name:
Team Members (In bowling order)
1)
2)
3)
4)
5)

If you are bowling more than one session with the same people please fill in each session Team List.
 If you have any questions please see the statistician.

Comments: _____

Would you like to be a Volunteer with THBS to help out when the need arises? (Check Here)

ADMINISTRATION USE ONLY

Payment received for: (bowler name) _____
 Payment received from: (bowler making payment) _____
 Registration fee paid by: Cash _____ Cheque / M.O. _____ Amount Paid: \$ _____
Please make your cheque or money order payable to: Toronto Historical Bowling Society (in full).
 Receipt Issued by: _____ Date: _____

Registration Number :

Visit the web site to keep up to date with THBS events. www.thbs.ca

Appendix B – Prescribed Form – Conflict of Interest Form

Annual Statement Concerning Possible Conflict of Interest

Toronto Historical Bowling Society

The undersigned person acknowledges receipt of a copy of the “Conflict of Interest” statement described on the bottom of this form. By my signature affixed below I acknowledge my agreement with the spirit and intent of this resolution and I agree to report to the President any possible conflicts (other than those stated below) that may develop before completion of my elected/appointed term.

Please check one of the boxes:

- I am not aware of any conflict of interest
- I have a conflict of interest in the following area (s):

Signed:

Executive - Name (print)

Date

Signature

Date

Conflict of Interest

Our policy requires that Executive members avoid any conflict between their own interests and the interests of the Society in dealing with suppliers, partners, recipients of funds and other third parties.

You are in a conflict of interest if you engage in activities or make decisions which could cause you to act in a way that is not in the best interests of THBS. It is also a conflict if outside activities affect your judgment to act in the best interest of the Society.

Conflicts of interest damage the trust between you, the public and the organization. If a potential conflict arises, report it immediately. If you need advice, speak to the President.

Please return the signed copy to the Executive Secretary.

Appendix C – Prescribed Form – Nomination Form



Toronto Historical Bowling Society 20XX- 20XX Executive Positions Prescribed Form B Nomination Form

Name of Nominee: _____

Position Nominated for: _____

Signature of Nominee: _____

Telephone Number: (H) _____ (C) _____ (optional)

Note: Signature confirms acceptance of the election rules as per the Constitution and By-Laws.

Nominated by: _____

Signature: _____

Telephone Number: (H) _____ (C) _____ (optional)

Seconded by: _____

Signature: _____

Telephone Number: (H) _____ (C) _____ (optional)

All nominees, nominators and seconders must be members in good standing and abide by the Constitution and By-Laws of the Society.

Verified by: _____ Date: _____

Appendix D – Prescribed form – Proxy Form



Toronto Historical Bowling Society
Prescribed form C Proxy Form

For Executive Election Vote: _____ For General Membership Meeting Vote: _____
(Please indicate with an X)

Member submitting form: _____
(Please print clearly)

The undersigned member of the Society (THBS)

Hereby Appoints: _____

As the nominee of the Undersigned to vote on behalf of the undersigned.

Member: _____ Signature: _____
(Please print clearly)

Dated: The _____ Day of _____ 20____

All above signed persons must be members in good standing and abide by the Constitution and By-Laws of the Society.

Verified by: _____ Date: _____

Definitions

Term	Definition
Ad Hoc Committee	Committee established for a purpose under the direction of the Executive.
Annual Financial Statement	Statement containing a balance sheet and a statement of revenues and expenses.
At Arm's Length	Married (legally or common law, life partners or in a relationship/ roommates residing at the same residence/ co-workers and/or have a clearly defined manager/direct report relationship.
Bondable	Qualified to be insured for financial transactions.
By-laws	Rules for governing the bowling sessions of the Society.
Constitution	A system of principles and laws governing the Society.
Executive	Elected members who administer the Society.
League	Group of bowlers competing regularly
Malfeasance	Person(s) who commit wrong-doing and are not bondable
Member in Good Standing	Member who has fully paid all fees and has no debt to the Society.
Referenda	Vote(s) of the members of the Society on a policy item (s).
Registration Fee	Annual fee levied for joining the Society.
Revenue(s)	Monies obtained by the Society for its use.
Session	Is classified as the weekly day members bowl
Society	Group of persons forming a community.
Vacant Position	A position on the executive which has not been filled by an election or appointment.

Revision History

Date	From	To
October 20, 2020	12.02 Elections of the Society shall be held annually, thirty (30) days prior to the close of the fall/winter season. Election dates to be determined by the Executive.	12.02 Elections of the Society shall be held annually, the election cycle shall start the third week of January of the fall/winter season. Exact election dates to be determined by the Executive.
October 20, 2020	13.01 The Nominations and Elections Committee shall only accept nominations on the prescribed form, signed by the nominator, seconder, and the nominee. During the two weeks of nominations , the nominator and seconder may only sign one nomination form. A nominee cannot be a nominator. At the time of nomination the nominator, seconder and nominee must be members in good standing (see Appendix C – Prescribed Form – Nomination Form)	13.01 The Nominations and Elections Committee shall only accept nominations on the prescribed form, signed by the nominator, seconder, and the nominee. During an election cycle , the nominator and seconder may only sign one nomination form. A nominee cannot be a nominator. At the time of nomination the nominator, seconder and nominee must be members in good standing (see Appendix C – Prescribed Form – Nomination Form)
October 20, 2020	13.08 Nominations shall be open four (4) weeks prior to the election day. Nominations shall be closed two (2) weeks prior to the election day. No nominations shall be accepted after that date.	13.08 The election cycle shall be as follow a) two consecutive active sessions for nominations, no nominations shall be accepted after the end of bowling of the second session cycle; b) one active season week for campaigning, if required; c) one active season week voting, if required.
October 20, 2020	13.10 In the event of a tie between candidates for any elected position of the Executive, a run-off election shall be held for the position within two (2) weeks.	13.10 In the event of a tie between candidates for any elected position of the Executive, a run-off election shall be held for the position in the next active session week..
October 20, 2020	13.11 All Names submitted and accepted for nominations to a position on the Executive will be announced at all subsequent bowling sessions during the two (2) weeks of nominations. After the last voting session, the Nominations and Elections Committee will announce elected or acclaimed individuals at the next bowling session (s).	13.11 All names submitted and accepted for nominations to a position on the Executive will be announced during the nomination cycle. After the close of the nomination cycle, the Nominations and Elections Committee will announce acclaimed individuals at the next bowling session(s), and candidates running for an elected position.

Date	From	To
October 20, 2020		13.12 After the last voting session, the Nominations and Elections Committee will announce elected and acclaimed individuals at the next bowling session(s).
October 20, 2020	13.12	13.13
October 20, 2020	13.13	13.14
October 20, 2020	16.03 Documents relating to the Society shall be archived by an appointed member of the current Executive committee of THBS. All members' names and personal information shall be kept strictly confidential by all Executive.	16.03 Documents relating to the Society shall be archived by an appointed member of the current Executive committee of the Society. All members' names and personal information shall be kept strictly confidential by all Executive.
October 20, 2020	Appendix B Conflict of Interest Our policy requires that Executive members avoid any conflict between their own interests and the interests of the THBS in dealing with suppliers, partners, recipients of funds and other third parties.	Conflict of Interest Our policy requires that Executive members avoid any conflict between their own interests and the interests of the Society in dealing with suppliers, partners, recipients of funds and other third parties