



Commonwealth Tenpin Bowling Federation

STATUTES

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Index

Item	Article	Page
Amendments	XVI	13
Auditors	XI	12
Business Year	X	11
By-Laws (Operating Procedures)	XVII	13
CTBF Championships	XII	12
Congress	VI	6 – 8
Discipline	IV	5
Dispute Resolution	IV	5
Dissolution	XVIII	14
Doping Control	XV	13
Duties of Officers	IX	10
Elections	IX	10
Executive Committee	VII	8
Executive Committee Meetings	VIII	9
Financial Procedures	XI	11 - 12
Glossary of Terms	-	3
Introduction	-	3
Language	III	4
Membership	IV	4 - 5
Membership Fees	XI	11
Name and Office	I	4
Nominations	IX	11
Obligations of Members	IV	5
Officers - Terms of Office	IX	9
Proxy Votes	VI	6
Purposes	II	4
Quorum	VI, VII	6, 8
Rights of members	IV	4
Statute Version	XIX	14
Voting Rights	VI	6
Zones	V	6

Glossary of Terms

Bowler	means anyone who plays the game.
Bowling	means the participant sport known as tenpin bowling.
Commonwealth	means those Nations within the British Commonwealth
Congress	means the body considering legislation, determining policies and providing guidelines for WTBA and its Zones. It consists of delegates from the member federations gathered at a duly convened meeting.
Delegate	means a person authorized by member federation to be its representative at any Congress.
Executive Committee	means the board of management whose members are elected by the Congress or appointed in accordance with the terms of this Statutes.
Federation	means the national organization within a given country.
FIQ	means Fédération Internationale des Quilleurs, which is the organization recognized and accepted as the world body of bowling sports and for the purpose of this Statutes, tenpin bowling.
Member	means a national association, congress or federation, which has been granted membership.
WTBA	means World Tenpin Bowling Association of FIQ.
Zone	means a geographical area, the boundaries of which are defined by the FIQ.

Introduction

The Commonwealth Tenpin Bowling Federation (CTBF) was founded in Stirling, Scotland on 28 August 2002 to foster a greater and more focused interest in amateur tenpin bowling and international friendship between all Nations within the Commonwealth.

The Commonwealth Tenpin Bowling Federation was created to serve the amateur sport of tenpin bowling throughout the Commonwealth countries. Its mandate, therefore, is to augment the promotional and sportsmanship principles of WTBA and further serve the sport by adopting uniform playing rules and equipment specifications for its Championships, providing an example of uniformity for the game.

CTBF extends membership to its fold to one organization in each Commonwealth country. Thus, any reference in this text to national membership or representative of a country technically refers to the association and/or federation with membership for a country.

Article I. Name and Office

This organization shall be known as the Commonwealth Tenpin Bowling Federation, hereinafter referred to as CTBF.

Its main office shall be established in the country and city where the President resides unless provided otherwise by its Executive Committee.

Article II. Purposes

1. To further and perpetuate interest in tenpin bowling within the Commonwealth countries in conformity with the Statutes of FIQ and WTBA.
2. To conduct for its member federations, a CTBF Tenpin Bowling Championships every second year, or as otherwise decided by the CTBF Executive Committee.
3. To recognize the authority of the WTBA, Commonwealth Games Association (CGA) and to support the fundamental principles, rules and by-laws of the WTBA, CGA and that of the International Olympic Committee.
4. To seek acceptance of our Sport as a regular Discipline within the Commonwealth Games, a place we truly deserve and belong.

Article III. Official Language

The official language for meetings shall be English and all notices, statutes and rules will be published in English.

Article IV. Membership

1. Eligibility

CTBF's membership shall include:

1. All national WTBA member federations, which participate in tenpin bowling and are countries within the Commonwealth.
2. All national tenpin bowling federations and/or associations who are within the Commonwealth and participate in tenpin bowling.

2. Rights of the members

- a. To take part in the CTBF Congress in accordance with the stipulations, propose a motion and make election proposals. Each member federation has one vote at the CTBF Congress. The vote may be transferred by proxy to another member federation, but only one proxy vote may be assigned to a member organization.
- b. To participate in all CTBF activities.
- c. To allow individual bowlers to have membership in more than one national federation which are members of WTBA.
- d. To appeal to the Executive Committee in cases of controversies.
- e. To receive current information about important proceedings with CTBF.
- f. To display the membership insignia of CTBF in rules and correspondence.

3. Obligations of the members

- a. To adhere to the CTBF Statutes, Rules and the decisions taken by the CTBF Congress and the CTBF Executive Committee.
- b. To formulate their own Statutes in such a way that they are not in contradiction with the FIQ Statutes, and/or WTBA Statutes, and/or the WTBA Playing Rules.
- c. To adhere to the WTBA sport policies and the principles of good sportsmanship at international events.
- d. To submit promptly the fees, which have been stipulated by the CTBF and its Congress.
- e. Affiliation fees must be fully paid to CTBF in order to be eligible to vote at the Congress or to participate in tournaments conducted by CTBF.
- f. To supply promptly such information as may be required by CTBF.
- g. To inform the CTBF Secretary General immediately of all changes of address and officers.
- h. To encourage friendly relationships between the members of CTBF.
- i. To adopt a regulation which subjects each of their individual members to the jurisdiction of the CTBF/FIQ/WTBA.
- j. To avoid any sports contact, official or otherwise, with sports federations or athletes of a country, which follows the principles of apartheid.

4. Discipline

The Executive Committee may review all matters related to the continued recognition of any member and may take such action as it deems appropriate, including placing conditions upon continued recognition of any member. In the event the Executive Committee recommends membership termination, the matter shall be referred to the CTBF Congress for a final decision.

5. Dispute resolution

- a. Championships conducted by CTBF (excluding eligibility).
These disputes are to be resolved as described in the WTBA Playing Rules Chapter III, with the Jury of Appeal making all final decisions.
- b. Eligibility questions and other disputes not arising from tournament decisions.
All such disputes are to be resolved by submitting a written appeal to the CTBF President.

If a further appeal is desired, it must be submitted in writing within 30 days to the CTBF Executive Committee.

There shall be no further appeal from the final decision making body described above nor shall there be any right to commence private litigation thereafter.

Article V. Zones

1. As provided in Article III of the FIQ Statutes, the WTBA is currently divided into three geographical Zones:
 - American Zone
 - Asian Zone
 - European Zone.

It is the current intention to set up a fourth geographical Zone, as soon as this is feasible:

African Zone

Article VI. Congress

1. Legislative Authority

- a. The Congress is the governing body and shall be composed of delegates (representatives) from each of the member federations.
- b. Its decisions shall be binding on all member federations and can be altered only by the Congress.
- c. The authority of the Congress (and thus that of CTBF) does not extend to the internal affairs of any member federation.

2. Member Representation - Voting Rights - Delegates

- a. A member federation may be represented at a CTBF Congress by a maximum of four delegates, only one of whom shall have voting rights. The names of the delegates must be submitted in writing stating the name of the member federation they represent and signed by an authorized officer of the member federation. The voting delegate shall retain his/her voting status until the next Congress, or until a successor is duly appointed by his/her respective federation.
- b. A member federation which cannot be represented at the Congress may give its proxy to another federation. Each federation shall be eligible to vote only one proxy. In all cases, the written proxy authority must be submitted to the President in the presence of the Congress for validation before the proxy can be exercised. Such proxy must be submitted in writing stating the name of the country to whom the vote is to be transferred and signed by an authorizing officer of the federation. In cases of emergency a proxy may be accepted by the vote of the Congress.
- c. A member of the Executive Committee may vote only if he/she represents a national member federation.
- d. Member federations must be current in their CTBF membership fees to be eligible for voice or vote.
- e. A quorum shall be one-third (1/3) of member federations including proxy votes.
- f. Voting at each Congress shall be on the basis of one vote per federation by showing a delegate card unless the delegates by majority request a secret ballot.

Where a tie exists the President or Chairman shall call for a second vote which may be a secret ballot. If a tie still exists the motion shall be rejected.

- g. A majority shall determine decisions of the Congress except as stated in Articles XVI and XVIII.

(Note: Majority means a number of votes which is above the total number of all other votes cast).

- h. Guests may participate in the proceedings only at the invitation of the President or upon the majority approval by the Congress.

3. Meetings

- a. The Congress shall be held every two years at a time to coincide with the CTBF Commonwealth Tenpin Bowling Championships, or
 - when called for by the Congress
 - when called for by the President with the approval of the Executive Committee
 - when called for by the Executive Committee
 - when called for by the President on receipt of a written request from at least one-third (1/3) of all members.
- b. An application to host a Congress shall at a minimum include a guarantee to underwrite the following expenses:
 - 1) Rooms for the Congress (CTBF) and any Executive Committee meetings.
 - 2) Technicians and the necessary equipment to record the proceedings and provide audio/visual service for the Congress(es), if required.
 - 3) Luncheons for Executive Committee members (two days).
 - 4) Refreshment breaks for Executive Committee meetings and the Congress, if required.
- c. The President shall require the Secretary General to give at least three months notice for a special meeting and six months notice for regular meetings.
- d. Only member federations and the CTBF Executive Committee may submit proposals to be acted upon by the Congress. Proposals for amendments shall be submitted to the Secretary General at least three months prior to a regular Congress..
- e. The Secretary General shall submit the agenda for the meeting to the member federations at least two months before the Congress takes place. Together with the agenda the following documents shall be sent:
 - 1) President's report
 - 2) Secretary General's report
 - 3) Other Officers' reports
 - 4) Financial statement
 - 5) Proposals of the Executive Committee
 - 6) Proposals of the member Federations.
- f. Only proposals submitted in due time shall be considered unless the Congress decides by a two-third (2/3) majority that others warrant consideration for emergency reasons.
- g. The agenda for a biennial Congress shall include the following
 - 1) Open the meeting.
 - 2) Appointment of Chairman and Secretary of the meeting.
 - 3) Roll call, validation of proxies and determination of voting rights.
 - 4) Adoption of minutes of the previous Congress.
 - 5) Report of President and Secretary General.
 - 6) Other Officers' reports.
 - 7) Reports of members of the Executive Committee elected by the Zones.
 - 8) Unfinished business.
 - 9) Presentation of a Financial statement and Auditors' report.

- 10) Approval of Balance Sheet, Profit & Loss Account and Auditors report.
 - 11) Release of Executive Committee, when applicable.
 - 12) Legislative Session.
 - 13) New business.
 - 14) Financial projections and Establishment of dues.
 - 15) Elections (where applicable)
 - President
 - Vice President
 - (Rotating) Vice President
 - Zone Representatives
 - One Auditor and one Alternate.
 - 16) Selection of Host Federation (and alternate site) for next Championships and meetings or announcements relating thereto.
 - 17) Close the meeting.
- h. Summary minutes of each CTBF meeting shall be prepared by the Secretary General for review and approval by the President and/or Chairman of the Day within two months, after which they are to be distributed to the member federations and members of the CTBF Executive Committee.
- i. All amendments adopted and new rules shall become effective at the beginning of next business year unless otherwise specified.

Article VII. Executive Committee

1. The Executive Committee shall be the executive and management body of CTBF. It shall consist of the following persons:
 - a. The President.
 - b. The Vice President.
 - c. The (rotating) Vice President.
 - d. One Delegate from each Zone.
 - e. The Secretary General.

All members of the Executive have the right of voice and vote.

2. A vacancy in the office of the Vice President shall be filled by the Executive Committee, or by the Congress at its next Meeting.
3. A vacancy in the office of the Rotating Vice President must be filled by the member federation responsible for organising the next CTBF Championships, within four weeks of the vacancy having arisen.
4. The WTBA President may attend meetings of the Congress in ex-officio capacity with voice but no vote.
5. Decisions of the Executive Committee shall be by simple majority. If a tie exists the motion shall be rejected.
6. The Executive Committee should meet as often as deemed necessary by the President or by at least three members of the Executive Committee. These Meetings and/or communications may also take place via teleconference, e-mail or post at the discretion of the President.
7. A quorum consists of three members of the Executive Committee.
8. Members of the CTBF Executive Committee shall not in any official capacity nor personally in any way become financially involved in a firm producing or selling bowling equipment except as to the duties provided by the Statutes, Rules and

Regulations of the FIQ/WTBA. Persons employed by or working as honorary officials of a member organization shall be exempt, providing their duties are only for or on behalf of their member organization and not of a personal nature.

Article VIII. Executive Committee Meetings

1. The President shall require the Secretary General to give at least three months notice for a personal meeting of the Executive Committee to all members of the Executive Committee.
2. Such notice shall specify the date, time, and place of the proposed Executive Committee meeting and in addition it shall invite committee members and member federations to submit proposals which they wish to be considered by the Executive Committee.
3. Upon receipt of the notice of a meeting, all members of the Executive Committee shall within two months notify the Secretary General of their intention to attend.
4. The details of any proposals, whether they arise from Executive Committee members or member federations, shall be forwarded to the Secretary General at least six weeks prior to the proposed date of the Executive Committee meeting.
5. The Secretary General shall prepare the agenda for distribution to Executive Committee members. It shall be forwarded to them at least one month prior to the proposed date of the Executive Committee meeting.
6. Any proposals which are tabled at the Executive Committee meeting and for which due notice has not been given shall be dealt with only after a simple majority decision to discuss the issue has been taken.
7. The agenda or regular order of business of Executive Committee meetings shall be as follows:
 - a) Open the meeting and roll call.
 - b) Adoption of the minutes of previous Executive Committee meeting.
 - c) Correspondence.
 - d) Reports.
 - e) Financial report.
 - f) Matters to be referred to the Congress.
 - g) Matters for which due notice has been given.
 - h) Other business.
 - i) Close the meeting.
8. The Executive Committee may recess any meeting to meet in Executive Session to consider matters of a sensitive nature including those involving other than Executive Committee members. A motion and majority vote are required to go into executive session. Only voting members may participate. Minutes of an executive session are only distributed to the Executive Committee members and are only read and acted upon in executive session.

Article IX. Officers

1. Term of Office

The term of Office of the President, Vice President and Zone Representatives shall commence immediately upon their election, and shall continue until the 2nd biennial Congress following their election (a term of about four years).

The Secretary General shall be appointed by the President and confirmed by the

Executive Committee for a term of four years beginning immediately upon his/her confirmation.

The term of Office of the Rotating Vice President shall commence immediately upon his/her election, and shall terminate on the day after the CTBF Championships organised by his/her Federation terminate (a term of about two years).

2. Duties of Officers

- a. The President shall be the chief executive officer and treasurer. He/She shall preside at all meetings of the CTBF Congress and Executive Committee unless he/she appoints a Chairman of the Day to preside for any part of such meetings.

He/She shall appoint the Secretary General subject to confirmation by the Executive Committee as provided in item 1 of this Article.

In consultation with the Executive Committee he/she also shall appoint any committees the Congress authorizes and/or any others he/she deems necessary.

The President also shall normally represent CTBF in all legal matters, but should he/she be unable to do so he/she may be represented by the Vice President.

- b. The Vice President shall take over the responsibilities of the President of CTBF in case of absence, death, disabilities, resignation, incapacity or for any other reason, which would prevent the President permanently from lawfully discharging his/her duties under the Statutes.
- c. The Secretary General shall be the chief administrative officer. He/She shall handle the membership correspondence and other administrative matters in co-operation with the President.
- d. The President and the Secretary General shall be ex-officio members of any sub-committees appointed by the Executive Committee.

3. Elections

- a. The elections of officers shall be conducted in open voting by raising the Delegate cards unless the Congress requests by majority vote to have a secret ballot. All elections will be by majority vote.
(Note: Majority means a number of votes which is above the total number of all other votes cast. This term is sometimes referred to as absolute majority.)
- b. The Executive Committee shall be authorized to make recommendations and to provide reasons therefore.
- c. In the event more than two individuals are nominated for the same office, the voting shall proceed as follows:
If, after the first ballot, one of the candidates has not received the majority of the votes cast, there shall be successive ballots until one candidate receives the majority of the votes cast.

If no candidate receives a majority of the votes cast on any ballot, the candidate receiving the lowest number of votes shall be dropped from the ballot.

4. Nominations

- a. All incumbent officers who intend to run for re-election shall so advise the Secretary General of his/her interest at least four months before an elective Congress.
- b. This information will be reported to the member federations at least three months before the Congress.
- c. All other nominations shall be submitted to the Secretary General at least two months before the Congress.
- d. All incumbent and other nominations will then be reported to the member federations.
- e. If nominations are received pursuant to the above process, no additional nominations from the floor will be accepted at the Congress.
- f. If no nominations are received pursuant to the above process, then nominations from the floor will be accepted.
- g. All candidates must be members of and authorized by their respective federations to be eligible for election.

5. Honorary President

The Executive Committee, by 3/4 affirmative vote of the Executive Committee members eligible to vote, may nominate a past or retiring President or someone who has given meritorious service to CTBF for the position of CTBF Honorary President. Such nominations will be presented to the CTBF Congress and a majority vote is required for election.

An Honorary President may attend meetings of the Executive Committee and the Congress with voice and no vote. Expenses to attend meetings cannot be paid by CTBF.

6. Removal from office

An officer elected by the Congress of the CTBF may be removed from office for nonfeasance or other just cause by the Executive Committee, upon due process being provided (notice about the pending action and given an opportunity to be heard).

Article X. Business Year

The business year shall begin on 1 October and end on 30 September.

Article XI. Financial Procedures

1. Fees

- a. Upon recommendation of the Executive Committee, the Congress will be empowered to determine the fees to be paid by the member federations. Each federation shall be required to pay the fee as directed by the CTBF's invoice.

- b. In case the affiliation fee falls into arrears, the member's rights as prescribed by these Statutes shall be suspended during the period of arrearage. Membership rights shall be restored forthwith upon payment of the arrearage.

2. Auditors

- a. The Congress shall elect one Auditor and one Alternate for a term of two years who shall audit the CTBF financial transactions.
- b. All fiscal transactions shall be audited before a Congress meeting and an Auditors' report given.

3. Expenses

- a. Only upon approval by the Executive Committee, the travel and accommodation expenses of the President or his/her designated representative, when necessary for him/her to carry out his/her duties, may be paid by the CTBF.
- b. All other elected and appointed officials' expenses when on duty, are to be paid by that official's member federation, unless the CTBF Executive Committee specifically determines otherwise.

Article XII. Commonwealth Tenpin Bowling Championships (CTBC)

1. The CTBF Commonwealth Tenpin Bowling Championships shall be conducted every second year, to coincide with the Commonwealth Games and the Commonwealth Youth Games. The Host Federation and the approximate dates for the championships shall be determined at the CTBF Congress. Applications will be acted upon by the Congress, bearing in mind:
 - a) that except for special circumstances, it is desirable that the Championships take place in the same city that is hosting the Commonwealth Games or Commonwealth Youth Games that same year;
 - b) the dates should be selected to be as close as possible after the final date of those same Commonwealth Games or Commonwealth Youth Games.
2. The Host Federation shall organize and conduct the Championships as specified in the WTBA Playing Rules and the CTBF Championship Rules.
3. Following the selection of a host federation, the CTBF President will initiate a written agreement with at least two duly authorized officials of the host federation and any other necessary parties. Failure of such officials (and other parties) to sign said documents within six months of selection will be cause for the CTBF Executive Committee to consider moving the Championships to another location. Such action may only be taken at a CTBF Executive Committee meeting where the host federation has been invited to appear to state its case.
4. Following the signing of agreements between the Host Federation and CTBF, the Host Federation shall file progress reports at least every six months with the CTBF Executive Committee.
5. The CTBF Secretary General will, at least annually, report the status of the pending Championships to the CTBF member federations, and shall report at all meetings of the Executive Committee. The Executive Committee has the authority to change the site of the Championships upon proof that the Host Federation is not fulfilling the terms of its written agreement.

6. The Host Federation shall, at the Congress two years prior to the Championships, present a proper Application, including proposed dates for competition and all related activities; and information about the bowling center and approved hotels.

Article XIII. No Application Received - alternative Site

1. If no application as described in Article XII is received, the CTBF Executive Committee will solicit applications from among its member federations, and has the authority to waive normal requirements. If there are still no applications received, the Executive Committee is authorized to negotiate and select a site for the Championships.
2. When there is more than one application to host the Championships, consideration as the alternative site will be given to those federations which have filed applications in compliance with the provisions of Article XII. The decision may be made by the Congress following selection of the host federation. If there are no additional applications, selection of an alternative site may be made by the Executive Committee.

Article XIV. Rules and Specifications for Championships

Rules and equipment specifications for the CTBF Championships shall be defined in the WTBA Playing Rules and the CTBF Championships Rules.

Article XV. Rules against doping

The WTBA Doping Control Manual is approved by the CTBF Executive Committee and applies to all CTBF Championships. When the host is unable to employ any doping control at the championships all provisions of the WTBA Doping Control Manual will apply.

Article XVI. Amendments

1. The CTBF Statutes may be altered at any Congress as follows:
 - a. Upon written proposals submitted to the Secretary General at least three months in advance to the Congress where it is to be considered.
 - b. Notice of such proposal is distributed to all member federations at least two months prior to the meeting.
 - c. The proposal is adopted by two-third (2/3) majority vote at the Congress.
 - d. When a written notice of proposals is not given, it may be considered provided the Congress agrees by a two-third (2/3) majority vote to do so. As with other proposals a two-third majority vote shall be required for adoption.
2. No amendment shall be adopted or policy established by CTBF which would be in conflict with the Statutes, Rules and/or Policies of FIQ or WTBA.

Article XVII. By-Laws (Operating Procedures)

The CTBF Executive Committee may adopt and enforce by a majority vote By-Laws, which are not inconsistent with the CTBF Statutes or the WTBA Playing Rules and Regulations. The By-Laws may become effective immediately and are subject to ratification by the CTBF Congress at its next meeting.

To ensure the orderly operation of the organization, the CTBF Executive Committee may modify existing Statutes by three-fourth (3/4) affirmative vote. Such changes may become effective immediately and are subject to ratification by the CTBF Congress at its next meeting.

Article XVIII. Dissolution

The CTBF shall not be dissolved except at a special meeting of the Congress convened upon three months notice for the purpose and by a resolution adopted by a four-fifth (4/5) majority vote.

In the event of such dissolution any CTBF assets in hand shall be transferred to WTBA.

Article XIX. Statute Version

These Statutes were adopted by the CTBF Executive Committee in November 2002 (by e-mail) and are scheduled for ratification at the CTBF Open Forum scheduled for 2003 in Kuala Lumpur.

They were circulated to all member associations/federations.