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# United States Bowling Congress (USBC) Merged Local USBC Association Bylaws

## Introduction

The following document is the mandatory form of bylaws to be adopted by each merged local association and used in conjunction with the *USBC Association Policy Manual*. Complete all blanks where indicated.

The association must abide by state corporate laws and may adopt additional provisions provided they do not conflict with the mandatory bylaws or state laws. The appropriate provision of state law takes precedence over the bylaws.

Notes and footnotes appear only to provide clarification and examples. Parenthetical statements are for information only.

## Article I Name

The name of the organization is the **West Valley USBC** Association, chartered by the United States Bowling Congress. (USBC must approve the name and jurisdiction of the association prior to granting a charter.)

## Article II Nonprofit Corporation and Charter

### Section A. Nonprofit Corporation

The association is organized as a nonprofit corporation and operates consistent with the requirements of an organization classified as tax exempt under Section 501(c)(3) of the Internal Revenue Code (IRC).

### Section B. Charter

The association shall be chartered by USBC and subject to its authority. To maintain its charter, the association must:

1. Provide services for men, women and youth.
2. Adopt bylaws approved by USBC.
3. Not enact any bylaws or rules inconsistent with *USBC's Bylaws*.
4. Adhere to stated requirements as set forth in the *USBC Bylaws* and *USBC Association Policy Manual*.

### Section C. Charter Dissolution

Upon termination of its charter, the USBC association shall transfer all of its assets remaining after payment of its lawful obligations to the organization serving the centers previously under their jurisdiction. If, at the time of dissolution, the association does not have an active USBC certified center, the assets will be transferred to the state



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association. The receiving association must be exempt under Section 501(c)(3) of the Internal Revenue Code.

If the organization fails to transfer its assets within 30 days, USBC shall be entitled to take whatever action it deems appropriate to ensure such transfer.

These requirements are applicable to all associations whose charter has been revoked as well as all current and future associations.

### **Article III Purpose**

The purposes of the association as stated in the Articles of Incorporation, include, but are not limited to:

1. Providing equal opportunity for all in the sport of bowling without regard to race, religion, age, gender, disability, or national origin.
2. Promoting the game of American Tenpins.
3. Conducting and supporting bowling competition.
4. Engaging in any other activities permitted by an organization classified as tax exempt under Section 501(c)(3) of the IRC.

### **Article IV Membership and Dues**

Membership is in effect from August 1 through July 31 and is composed of:

1. **Adults** who have paid the appropriate USBC, state (if applicable) and local association dues; and
2. **Youth** who have paid the appropriate USBC and state dues and local processing fee in the association's jurisdiction.

Each individual shall pay annual USBC membership dues, local dues (adult) or local processing fee (youth) and state association dues, except as provided in Rule 100e, Traveling League and 100l, Mail-o-Graphic League.

The adult members, and all officers and directors, by two-thirds vote, determine and adopt local adult dues, if any.

The annual adult standard membership dues are as follows:

Local	<b>\$ 4.00(Cannot exceed \$10.)</b>
State	<b>\$ 1.00 (Cannot exceed \$1.)</b>
USBC adult standard membership	<u>\$10.00</u>
Total	<b>\$ 15.00</b>

**Senior league regular members local dues: \$3.00 = total \$14.00**



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The annual youth standard membership dues are as follows:

Local processing fee	<del>\$ 2.00</del> <b>waive local fee</b>
State	\$ 0.50
USBC youth standard membership	<u>\$14.50</u>
Total	<u>\$17.00</u> <b>\$15.00</b>

The Board may waive all or part of local adult dues/youth processing fee for:

1. Members of other USBC associations having a reciprocal agreement with the association.
2. Other groups, such as seniors, etc., as determined by the Board.

The association cannot charge additional non-dues assessments.

Membership is not transferable.

## **Article V Board of Directors - Management**

### **Section A. Board Composition, Authority and Duties**

The management and governance of the association is vested in the Board of Directors that includes the Officer and Director positions. The members and Youth Representatives determine the number of positions on the Board of Directors and their term. **The total number of Board members is 10 with 8 total number of directors.** At least 20% of the total number of board members (Youth Directors) will be elected by:

1. Youth Representatives who consist of:
  - a. Youth members, at least 14 years of age.
  - b. One adult representative, who is a USBC member, from each certified youth league. (A league is not eligible for representation if it has not submitted a league application.)
  - c. One center representative, who is a USBC member, from each center having at least one certified youth league.
2. Youth Directors.

**The number of Youth Directors is 2.**

The Board shall not engage in any acts constituting a conflict of interest. The Board's duties include but are not limited to:

1. Enforcing the bylaws.
2. Complying with the *USBC Association Policy Manual*.
3. Conducting championship level competition for its membership constituency (men, women and youth) and complying with state and local laws in their area.
4. Implementing USBC programs as requested.
5. Selecting/appointing the Association Manager.
6. Approving use of membership records.
7. Re-rating the league average of an association member when there is evidence the bowler's average does not represent the bowler's true ability.



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8. Conducting suspension and reinstatement hearings if requested by USBC Headquarters.

*(See the Suspension and Reinstatement Chapter for re-rate, suspension, reinstatement and appeal procedures.)*

### **Section B. Eligibility**

A candidate for the Board (elected or appointed) must be:

1. A USBC member in good standing of the association at the time of election and throughout their term.
2. Elected or appointed without regard to race, color, religion, gender, disability, national origin, or age, other than the minimum age of 14, unless state laws mandate a specific age, and be reasonably representative of the membership.
  - a. Any member of the Board authorized to sign contracts or acting as a signatory on association accounts must be a minimum age of 18.
  - b. At least 20% of the Board must represent youth and be elected by:
    - 1) Youth Representatives.
    - 2) Youth Directors.
  - c. A maximum of three bowling center proprietors may serve on the Board at one time. A proprietor is an individual who is the owner, partner, or corporate officer of a bowling center or group of bowling centers. Excluded from the definition of proprietor is an individual who owns 25% or less of the equity shares, or who is inactive in the management of the bowling center and remains so during a term as an officer or director.

Additional eligibility requirements, if any, are to be approved by the members and Youth Representatives. **[Insert additional eligibility requirements here.]**

### **Section C. Election of Directors**

Directors are elected by majority vote<sup>1</sup>, unless **plurality vote**<sup>2</sup> is adopted, by the members and Youth Representative. They are elected by **plurality** vote from:

1. A slate.
2. Nominations from the floor.

At least 20% of the total number of board members must be Youth Directors. Voting will be by those individuals present and voting and by ballot if there is more than one nominee for each position.

Directors whose positions are subject to election by the adult members are elected by adult members and all officers and directors.

Youth Directors are elected by:

1. Youth Representatives.
2. Youth Directors.

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<sup>1</sup> *If a majority vote is not reached on the first ballot, the candidate receiving the lowest vote total is dropped and balloting continues until a candidate receives a majority vote.*

<sup>2</sup> *A plurality vote is the largest number of votes cast for a given candidate. The candidate(s) receiving the most votes is(are) elected.*



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Qualifications must be submitted in a format specified by the Board.

### Section D. Term

The term for directors is 3 years. The number of years in a term, the number of terms allowed and a stagger system are determined by the members and Youth Representatives. **[Insert officer and director stagger system here.]**

	<u>Group A</u>	<u>Group B</u>	<u>Group C</u>
Election Years:	2016-19-22	2014-17-20	2015-18-21
	Director #5	President	Vice President
	Director #6	Director #3	Director #1
		Director #4	Director #2
		Youth Director #8	Youth Director #7

### Section E. Resignation, Removal, and Vacancies

1. **Resignation.** A Board member may resign from the Board of Directors by providing written notice of resignation to the president or, in the case of the president, to the Board.
2. **Removal for Ineligibility.** A Board member who is no longer eligible to serve on the Board may be removed by a two-thirds vote of the Board when a quorum is present.
3. **Removal for Cause.** When a Board member is accused, in writing, of failure to properly perform the duties of their office or otherwise engaging in improper or unfair activities or conduct, the Board may conduct a meeting following the Removal Procedures in the Suspension and Reinstatement Chapter. An appeal may be filed with USBC Headquarters within 15 days of the removal. Two-thirds written consent of the full Board is required to seek re-election and/or re-appointment to the Board.
4. **Vacancies.** Vacancies in positions on the Board are filled for the un-expired portion of each term as follows:
  - a. If elected by the members, director vacancies are filled by the president, subject to approval by the Board.
  - b. The Board fills vacancies in Youth Directors and officer positions.

<p><b>Note:</b> When filling Youth Director vacancies please consult with the Youth Committee for their recommendations.</p>
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## Article VI Officers

### Section A. President and Vice President

The officers of this association shall include a president and vice president. (The association determines if more than one vice president or a sergeant-at-arms is necessary and defines their duties and responsibilities to be placed in the association's operations manual.)

### Section B. Election



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The members and Youth Representatives determine the election process.

**Officers are elected by a majority vote<sup>1</sup> of the adult members, youth representatives and officers and directors, present and voting from:**

- a. **A slate.**
- b. **Nominations from the floor.**

Qualifications must be submitted in a format specified by the Board.

Voting will be by ballot if there is more than one nominee for each position.

### **Section C. Term**

**The term for elected officers is 3 years, not to exceed three years in a term.** The members and Youth Representatives determine the number of years in a term and the number of terms allowed.

### **Section D. Authority and Duties**

#### **1. President**

- a. Presides at all meetings.
- b. Acts as spokesperson for the association.
- c. Appoints committees, with Board approval.

**Note:** Committees should be composed of both Board members and non-Board members. *(See Committees in the USBC Association Policy Manual for more information.)*

#### **2. Vice President**

- a. Presides at all meetings when the president is absent.
- b. Performs other duties as prescribed by the Board or requested by the president.

#### **3. Association Manager**

- a. Selected/appointed by and accountable to the Board.
- b. Acts as the ex officio non-voting secretary/treasurer of the Board or such other officer designation as required by law and determined by the Board.
- c. Responsible for other duties as prescribed by the Board and in the *USBC Association Policy Manual*.

## **Article VII Meetings**

### **Section A. Annual Meeting**

An Annual Meeting of association members/Youth Representatives shall be held at a time and place approved by the Board of Directors. *(See Article IX, Section D for the time frame for election of delegates and alternates to the USBC Annual Meeting.)*

#### **1. Attendance**

Attendance is open to all members and Youth Representatives.

#### **2. Voice and Vote**



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Voting officers, directors, and adult members and Youth Representatives, at least 14 years of age, unless state laws mandate a specific age, have voice and vote. Members not meeting the above criteria may attend with voice only. Absentee and proxy voting are not permitted.

**3. Responsibilities**

- a. All adult members, Youth Representatives, officers and directors shall elect delegates and alternates for the USBC Annual Meeting.
- b. Adult Members and all officers and directors shall:
  - 1) Adopt bylaws, with the exception of the youth processing.
  - 2) Adopt local adult dues, up to the established maximum.
  - 3) Elect up to 80% of the total number of members of the Board.
  - 4) Elect delegates and alternates representing adult membership for the state annual meeting(s).
- c. Youth Representatives and Youth Directors:
  - 1) Adopt bylaws, with the exception of adult dues and youth processing fee.
  - 2) Elect Youth Delegates and alternates for the state annual meeting.
  - 3) Elect at least 20% of the total number of members of the Board.

**4. Meeting Notice**

Written notice of the meeting shall be forwarded to the Board, Youth League and Center Representatives and league secretaries, which should be at least 15 days prior to the annual meeting.

**5. Special Meetings**

Special membership meetings may be called by the president or upon written request of at least three Board members or at least twenty-five members of the association.

**6. Quorum**

- a. **19 Members constitute a quorum.** The members and Youth Representatives determine the number. *(See Meetings in the USBC Association Policy Manual.)*
- b. **3 Youth Representatives constitute a quorum for youth related elections and activities.** The members and Youth Representatives determine the number.

**7. Action**

A majority vote<sup>1</sup> of those members/Youth Representatives present and voting, at a properly noticed meeting, when a quorum has been established, is required to take action, unless otherwise provided by law or these bylaws. Election of officers requires a majority vote<sup>1</sup>. Election of directors requires a majority vote<sup>1</sup>, unless plurality vote<sup>2</sup> has been adopted in accordance with the bylaws. Election of delegates, Youth Delegates and alternates requires a plurality vote<sup>2</sup>. Absentee and proxy voting and other types of voting agreements are not permitted.

**Section B. Board Meeting**

The Board shall meet, at a minimum, as often as required by state law. Special meetings may be held upon the request of any Board member if a majority of the Board approves.

1. **Notice.** Written notice for all regular and special meetings shall be forwarded to the Board, which should be at least 15 days prior to the meeting.



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2. **Quorum. 5 Board members constitute a quorum.** The members/Youth Representatives determine the number. (See Meetings in the USBC Association Policy Manual.)
  3. **Action.** A majority vote<sup>1</sup> of those officers and directors present and voting, at a properly noticed meeting, when a quorum has been established, is required to take action, unless otherwise provided by law or these bylaws. Absentee and proxy voting are not permitted.
  4. **Action(s) Without a Meeting.** Actions that are deemed necessary to conduct business/operations of the association may be taken outside of a Board meeting by use of mail, e-mail or teleconferencing. This type of action must be permissible by state law and approved by the membership/Youth Representatives and the Board.  
The procedures found in the *USBC Association Policy Manual*, Chapter Eight, Section D, Item 4 must be followed.  
**The association does (does/does not) allow the Board to vote via mail, e-mail, or teleconference.**

### **Section C. Parliamentary Procedure**

The most recent edition of *Robert's Rules of Order, Newly Revised*, governs all meetings.

## **Article VIII Committees**

### **Section A. Standing Committees**

The association shall have the following Standing Committees: Finance and Youth.

1. **Finance Committee.** The committee is responsible for reviewing and monitoring association financial matters.
2. **Youth Committee.** The committee is responsible for monitoring, promoting, reviewing and recommending youth programs conducted by the association.

### **Section B. Other Committees**

The president may establish other committees, with Board approval.

## **Article IX Delegates, Youth Delegates and Alternates**

### **Section A. USBC Annual Meeting**

Delegates and alternates are elected by plurality vote<sup>2</sup> of those adult members, Youth Representatives, and officers and directors, present and voting. (See Article VI, Section A of the *National Bylaws for representation*.)

**Note:** The definition of a delegate is an individual, 18 years of age or older, who holds USBC membership.

### **Section B. State Annual Meeting**



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1. Delegates and alternates representing adults are elected by plurality vote<sup>2</sup> of those adult members present and voting.
  2. Youth Delegates and alternates are elected by plurality vote<sup>2</sup> of the following present and voting:
    - a. Youth Representatives.
    - b. Youth Directors.

### **Section C. Eligibility**

1. **USBC Annual Meeting.** Delegates and Alternates must be:
  - a. Elected by the Board, adult members and Youth Representatives.
  - b. At least 18 years of age.
  - c. A USBC member in good standing of the association at the time of election and throughout their term.
2. **State Annual Meeting(s).** Nominees must be:
  - a. Elected by adult members or Youth Representatives.
  - b. At least 14 years of age.
  - c. A USBC member in good standing of the association at the time of election and throughout their term.

If a member is elected to represent more than one association to attend the same meeting, the first election shall stand and any succeeding election shall be declared null and void.

A local association is not eligible to send delegates/Youth Delegates if it is declared delinquent or USBC has revoked its charter.

**Note:** An association that has not processed dues for the current season shall be considered delinquent.

### **Section D. Election**

Delegates, Youth Delegates and alternates serve for one year, beginning August 1, and are elected by:

1. A slate.
2. Nominations from the floor.  
Qualifications must be submitted in a format specified by the Board.
3. Plurality vote<sup>2</sup>. The election shall be by ballot, except that a voice vote may be taken when the number of candidates does not exceed the number of positions to be filled.

Alternates shall serve in order of their election.

The election is to be held in compliance with the USBC or State Annual Meeting requirements.

### **Section E. Vacancies**



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Vacancies are filled for the un-expired portion of each term by the alternates in the order in which they were elected. If a vacancy still exists, the president fills the vacant position by appointment.

The appointee must also meet the same eligibility requirements as elected positions.

**Note:** When filling Youth Delegate vacancies please consult with the Youth Committee for their recommendations.

## **Article X Amendments**

### **Section A. Procedure**

Any member of the association may submit proposed amendments to these bylaws. The local association bylaws may be amended at any membership meeting by a two-thirds vote of the members/Youth Representatives present and voting. The amendment must be:

1. Submitted in writing to the Association Manager or president.
2. **Submitted at least 30 days prior to the membership meeting when the association is considering the proposal.** (The date or number of days is to be set by the members/Youth Representatives. See Section B, Change in Dues.)

### **Section B. Change in Adult Dues**

Forward a notice to each league secretary and the Board at least 15 days prior to the meeting at which the proposed change is considered. The notice must:

1. Be in writing.
2. Specify the amount of the change.
3. Specify the reason for the change. Notification of any adopted change in adult dues, and the reason for the change, will be forwarded, in writing to each league secretary.

### **Section C. Effective Date**

All amendments are effective August 1, following adoption, unless otherwise specified when adopted.

## **Article XI Fiscal Year**

The fiscal year of this association is August 1 through July 31.

## **Article XII Indemnification**

Directors, officers, and other authorized volunteers, employees or agents shall be indemnified against claims for personal and individual liability arising in connection with their positions or service on behalf of the association to the full extent permitted by law.