**United States Bowling Congress (USBC)**

**Merged Local Association Bylaws**

**Introduction**

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 **Portage County 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 Performance Standards and stated requirements as set forth in the USBC Association Policy Manual.
5. Not use any part of the net earnings of the organization for the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.
6. Not have a substantial part of the activities of the organization for carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publication or distribution of statements) any political campaigns on behalf of any candidate for public office.
7. Not carry on any other purposes not permitted to be carried on by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

**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 USBC association that is a 501(c)(3) tax-exempt organization(s) serving the bowling centers previously under their jurisdiction.

If the named recipients are unwilling to accept the assets, are no longer qualified as 501(c)(3) organizations, or are no longer in existence, then the assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) code, or shall be distributed to the federal government, or to a state or local government for public purposes.

If the organization fails to transfer its assets within 30 days of their termination, USBC shall be entitled to take whatever action it deems appropriate to ensure such a 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 USBC Standard Youth dues and bowl in USBC Leagues in the association’s jurisdiction.

Adults shall pay applicable membership dues, except as provided in Rules 1003, and

Traveling League.

The Board, adult members, and Youth Representatives, by two-thirds vote, determine and adopt adult dues, if any.

Youth Representation consists of:

1. USBC Youth members, at least 14 years of age, bowling in USBC Leagues within the association’s jurisdiction.
2. 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).
3. One center representative, who is a USBC member, from each center having at least one certified youth league.

The Board may waive all or part of adult local dues for:

1. Adult 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 transferrable.

**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. The members and Youth Representatives determine the number of directors. **The total number of directors is 10.** **The total number of board members is 15.** At least 20% of the total number of board members will be from the Youth Organization. **The number of board members elected by the Youth Organization is 3.**

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. Ensuring adherence to all USBC Performance Standards.

4. Adopting youth dues, up to the maximum established by USBC, based on the recommendation of the Youth Committee.

5. Conducting championship level competition for its membership constituency (men, women and youth) and complying with state and local laws in their area.

6. Providing education, training, evaluations, recognition and other services as determined by USBC.

7. Implementing USBC programs.

8. Selecting/appointing and evaluating the performance of the Association Manager.

9. Approving use of membership records.

10. 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.

11. Conducting suspension and reinstatement hearings.

(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 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 be elected from the Youth Organization.

c. A maximum of **one** 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, will be developed by the Nominating Committee to be approved by the members/Youth Representatives.

**Section C. Election of Directors**

Directors are elected by majority vote\* unless plurality vote \*\* is adopted by the members/Youth Representatives. **Directors whose positions are subject to election by the adult members are elected by plurality vote of adult members, officers and directors who hold adult membership, present and voting, from:**

1. A slate provided by the Nominating Committee.

2. Nominations from the floor.

*\*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.*

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

Qualifications must be submitted to the Nominating Committee, in a format specified by the committee.

At least 20% of the board is elected from the Youth Organization.

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

**Section D. Term**

**The term for directors is 3 years with no limit to the number of consecutive terms.** The members/Youth Representatives determine the number of years in a term and the number of terms allowed. For two- and three-year terms the members and Youth Representatives establish a stagger system. (See the *USBC Association Leaders’ Handbook* for suggested terms of office and stagger systems.) **Refer to Article VI Section C for the stagger system for Directors.**

**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. (A board member’s position, that is selected/elected by the Youth Organization, is automatically declared vacant when the Youth Representative term expires.)

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. If elected by the Youth Organization, vacancies are filled by the Youth Organization.

c. The board fills vacancies in officer positions.

**Article VI**

**Officers**

**Section A. President, Adult VP, Youth VP, Sergeant-at-Arms**

The officers of this association shall include a president, an adult vice president, a youth vice president, and a sergeant-at-arms. (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**

Officers are elected by a majority vote\* of the adult members, present and voting from:

*\*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.*

1. A slate provided by the Nominating Committee.

2. Nominations from the floor.

Qualifications must be submitted to the Nominating Committee, in a format specified by the committee. 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. All officers are limited to a term not to exceed two consecutive full elected terms.**

**Stagger system:**

|  |
| --- |
| **Three-Year Terms** |
| **Year One** | **Year Two** | **Year Three** |
| Youth Vice President | Adult Vice President | President |
| 5 Directors | 5 Directors | Sergeant-at-Arms |
| 1 Youth Director | 1 Youth Director | 1 Youth Director |

**Section D. Authority and Duties**

1. **President**
	1. Presides at all meetings.
	2. Acts as spokesperson for the association.
	3. Appoints committees, except nominating and youth, with board approval.
2. **Note:** Committees should be composed of both board members and non-board members. (See Chapter Six of the *USBC Association Policy Manual*, Committees.)
3. **Adult Vice President**
	1. Presides at all meetings when the president is absent.
	2. Performs other duties as prescribed by the board or requested by the president.
4. **Association Manager**
	1. Selected/appointed by and accountable to the board.
	2. Responsible for implementation of USBC's Performance Standards.
	3. 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.
	4. Responsible for other duties as prescribed by the board and in the *USBC Association Policy Manual*.
5. **Sergeant-At-Arms**
	1. Performs duties as prescribed by the Board or requested by the President. (Refer to Portage County USBC Association Policy Manual for complete list of duties)

**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.

 2. **Youth Representatives**

 Youth Representatives consist of the following:

1. Youth members, at least 14 years of age.
2. One adult representative from each certified youth league. (A league is not eligible for representation if it has not submitted a league application.)
3. One center representative from each center having at least one certified youth league.

3. **Voice and Vote**

Voting officers, directors, and adult members/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.

4. **Responsibilities**

a. Adult Members shall:

1) Adopt bylaws, with the exception of youth dues and Youth Organization eligibility requirements.

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 USBC and state annual meetings.

b. Youth Representatives shall:

1) Adopt bylaws, with the exception of adult and youth dues.

2) Adopt Youth Organization eligibility requirements.

3) Elect Youth Delegates and alternates to the state annual meeting.

5. **Meeting Notice**

Written notice of the meeting shall be forwarded to the board, Youth Representatives (league and center only) and league secretaries, which should be at least 15 days prior to the annual meeting.

6. **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.

7. **Quorum\***

a. **8** Members constitute a quorum.

b. **7** Youth Representatives constitute a quorum for youth related elections and activities..

8. **Action**

A majority vote 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. Election of directors requires a majority vote, unless plurality vote has been adopted in accordance with the bylaws. Election of delegates, Youth Delegates and alternates requires a plurality vote. Absentee

and proxy voting are not permitted.

*\*(See USBC Association Policy Manual, page 7-27.)*

**Section B. Board Meeting**

The board shall meet at least quarterly. 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.

2. **Quorum\*\*.** **8 board members constitute a quorum.** The members/Youth Representatives determine the number.

3. **Action.** A majority vote 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.

**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: Nominating, Finance and Youth.

1. **Nominating Committee.** The committee reviews candidates and prepares slates for adult board, delegates representing adult membership and alternate positions. The committee will prepare slates for the Youth Committee and Youth Delegates/alternates based on the recommendation of the Youth Organization. The committee publicizes criteria and procedures for the elected positions.

(See the *USBC Association Policy Manual* for composition of the Nominating Committee and its election.)

2. **Finance Committee.** The committee is responsible for reviewing and monitoring the annual budget and other financial matters.

3. **Youth Committee.** The Youth Committee is elected by majority vote by the Youth Representatives and responsible for:

a. Develop eligibility requirements for board members representing the youth, to be approved by the members and Youth Representatives.

b. Electing at least 20% of the board members from the Youth Organization.

c. Develop eligibility requirements for the Youth Committee, subject to approval of the Youth Representatives.

d. Recommending youth dues, to be approved by the board.

e. Monitoring, promoting, reviewing and recommending youth programs conducted by the association.

**Section B. Other Committees**

The president may establish other committees, with board approval.

\*\*(See *USBC Association Policy Manual*, page 7-28.)

**Article IX**

**Adult Delegates, Youth Delegates and Alternates**

**Section A. USBC Annual Meeting**

Adult delegates and adult alternates are elected by plurality vote\* of those adult

members and officers and directors who hold adult membership, present and voting. (See Article VI, Section A of the National Bylaws for representation.)

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

**Section B. State Annual Meeting**

1. Delegates and alternates representing adults are elected by plurality vote\* of those adult members present and voting.

2. Youth Delegates and alternates are elected by plurality vote\* of those local Youth Representatives present and voting.

**Section C. Eligibility**

1. **USBC Annual Meeting.** Delegates and Alternates must be:

a. Elected by adult members.

b. At least 18 years of age and holds an adult membership.

c. A USBC member in good standing of the association at the time of election and throughout their term.

2. **State Annual Meeting.** 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**

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

1. A slate provided by the Nominating Committee.

2. Nominations from the floor. Qualifications must be submitted to the Nominating Committee with 48 hours prior to the opening of the annual meeting, in a format specified by the committee.

3. Plurality vote\*. 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.

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

4. 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**

Vacancies are filled for the un-expired portion of each term as follows:

1. If elected by adult members, vacancies are filled by the alternates in the order in

which they were elected. If a vacancy still exists, the president fills the vacant position by appointment.

2. If elected by the Youth Representatives, vacancies are filled by the alternates in the order in which they were elected. If a vacancy still exists, the Youth Committee fills the vacant position by appointment.

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

**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 to be set by the members/Youth Representatives. See Section B, Change in Dues.)

**Section B. Change in Dues**

1. **Adult Dues.** Forward a notice to each league secretary and the board at least 30 days prior to the meeting at which the proposed change is considered. The notice must:

a. Be in writing.

b. Specify the amount of the change.

c. Specify the reason for the change.

2. **Youth Dues.** Changes in dues are adopted by the board, based on recommendations of the Youth Committee. Forward a notice to the Youth Representatives (league and center only) and the board at least 30 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 dues, and the reason for the change, will be forwarded, in writing to:

1. Adult dues – each league secretary.
2. Youth dues – Youth Representatives (league and center only).

**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.

**Article XIII**

**Travel Reimbursements**

Reimbursement is only when the representative is traveling on behalf of the Portage County USBC Association.

Reimbursement of travel will occur only when the representative submits a reimbursement request to the association manager. Travel reimbursements are based on mileage for driving. The reimbursement will be per IRS Guidelines in place at the time of travel. If the representative is travelling over 150 miles, the association will cover the expense of a hotel for one night (not to exceed $150). Food expenses will not be reimbursed unless part of a conference expense.