**United States Bowling Congress (USBC)**

**Affiliate Association Bylaws**

**Introduction**

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

The association 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 **Click or tap here to enter text. USBC**, chartered by the United States Bowling Congress.

**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 its members.

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 Affiliate 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 publishing or distribution of statements) any political campaign 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 IRC, or corresponding section of any future federal tax code.

**Section C. Charter Dissolution**

Upon termination of its charter, the 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 a public purpose.

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 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 shall be to operate exclusively for charitable and educational purposes, including fostering national or international amateur sports competition within the meaning of Section 501(c)(3) of the IRC, or corresponding section of any future federal tax code, and to:

1. Providing equal opportunity for all in the sport of bowling without regard to race, religion, sex, sexual orientation, disability, national origin or age.

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 100e(2) Mail-o-Graphic League and 100e(3) Traveling 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 **$** Choose an item.

State **$** Choose an item. (Cannot exceed $5.)

USBC adult standard membership **$ 15.00**

Total **$** Choose an item.

The annual USBC youth standard membership dues are $4, state/local association dues are not allowed.

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 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 adult members, youth representatives and board determine the number of positions on the board, and their term, if any. The board must be at least four people.

**The number of:**

 **Officers is:** Choose an item.

 **Adult Directors is:** Choose an item.

 \_\_\_\_\_\_\_\_\_\_\_

**Total number of board members is:** Choose an item.

Youth Representatives are:

* 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 USBC 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 USBC certified youth league.

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 Affiliate Association Policy Manual*.
3. Implementing USBC programs as requested.
4. Selecting/appointing the association manager.
5. Approving use of membership records.
6. 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.
7. Conducting suspension and reinstatement hearings if requested by USBC Headquarters.

(See the Association Suspension Procedures Chapter of the *USBC Affiliate Association Policy Manual* for re-rate, suspension, reinstatement and appeal procedures.)

**Section B. Eligibility**

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

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

**Youth.** USBC youth member bowling in USBC Leagues within the association’s jurisdiction.

Individuals eighteen (18) years old and over must be compliant with RVP requirements prior to working with youth or within 45 days of the start of their term, whichever occurs first and throughout their term.

1. Elected or appointed without regard to race, religion, sex, sexual orientation, 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.

Any member of the board authorized to sign contracts or acting as a signatory on association accounts must be a minimum age of 18.

Additional eligibility requirements, if any, are to be approved by the adult members, youth representatives and board.

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**Section C. Election of Directors**

Annual elections are not required; however, an election must be held if requested, a term expires, or to fill a vacancy. (Refer to Article VII, Section A of these bylaws for how an election may be requested.)

Directors are elected by the adult members, youth representatives and board by a plurality vote[[1]](#footnote-1) from:

A slate.

Nominations from the floor.

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

**Section D. Term**

**If any, term for Directors is** Choose an item. **years.** The number of years in a term, the number of terms allowed, and a stagger system are determined by the adult members, youth representatives and board.

Click or tap here to enter text.

**Section E. Resignation and Removal**

1. **Resignation.** A board member may resign from the board 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 Association Suspension Procedures Chapter in the *USBC Affiliate Association Policy Manual*. An appeal may be filed with USBC - Rules 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. **Removal for RVP Non-Compliance**. When a board member is determined to be not in compliance with the USBC’s RVP policies, the member will be immediately declared ineligible and removed from the board with the position being declared vacant. No board action is required to remove the member from the board. The member will become eligible for re-election and/or re-appointment to the board upon notification from USBC of a change in their status.
5. **Vacancies.** The board fills vacancies in the president’s position. All other vacancies are filled by the adult members, youth representatives and board.

**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 your *Association Operations Manual*.)

**Section B. Election**

Officers are elected by a plurality vote1 of the board from among the current directors, unless state laws mandate otherwise;

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**

**If any, the term for officers is** Choose an item. **years.** The adult members, youth representatives and board determine the number of years in a term and the number of terms allowed.

**Section D. Authority and Duties**

1. **President**
	1. Presides at all meetings.
	2. Appoints committees, with board approval.

**Note:** Committees should be composed of both Board members and non-Board members.

1. **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.
2. **Association Manager**
	1. Selected/appointed by and accountable to the board.
	2. 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.
	3. Responsible for other duties as prescribed by the board and in the *USBC Affiliate Association Policy Manual*.

**Article VII**

**Meetings**

**Section A. Annual Meeting**

An annual meeting of the adult members, youth representatives and board is not required. The board shall determine the time and place.

1. A meeting is called by the president and must be called if requested, in writing, by at least:
	1. Ten adult members and youth representatives.
	2. Three board members.
2. **Attendance**

Attendance is open to all adult members[[2]](#footnote-2), USBC youth members bowling in USBC Leagues within the association’s jurisdiction and youth representatives.

1. **Voice and Vote**

Voting officers, directors, 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.

1. **Responsibilities**
	1. Elect directors.
	2. Elect delegates and alternates to the state annual meeting(s), (as applicable).
	3. Adopt bylaws:
		1. Determine size of the board, which must be at least four.
		2. Director eligibility.
		3. Terms and term limits, if any for directors
		4. Adopt adult local dues.
2. **Meeting Notice**

Written notice of the meeting shall be forwarded to youth leagues, center representatives and adult leagues secretaries, which should be at least 15 days prior to the annual meeting.

1. **Quorum**

One person greater than the current number of board members.

1. **Action**

A majority vote3 of those adult members, youth representatives and board 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 directors, delegates, youth delegates and alternates requires a plurality vote1. 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 meeting may be held upon the request of any board member, in writing, if approved by at least 3 board members.

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.** A majority of the current number of board members must be present.
3. **Action**. A majority vote[[3]](#footnote-3) 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**

The **Finance Committee** is the only standing committee. The president may establish other committees, with board approval.

**Article IX**

**Delegates, Youth Delegates and Alternates**

Affiliate associations are not eligible to send delegates to the USBC Annual Meeting.

**State Annual Meeting**

Delegates, youth delegates and alternates are elected by plurality vote1 of those members present and voting.

**Section A. Eligibility**

Nominees must be:

* 1. Elected by adult members, youth representatives and board.
	2. At least 14 years of age.

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

**Youth.** USBC youth member bowling in USBC Leagues within the association’s jurisdiction.

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 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 B. Election**

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.

1. Plurality vote1. 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.
2. Alternates shall serve in order of their election.

The election is to be held in compliance with the state annual meeting requirements.

**Section C. Vacancies**

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.

**Article X**

**Amendments**

**Section A. Procedure**

Any adult member2 or USBC youth member who bowls in USBC Leagues in the association’s jurisdiction may submit proposed amendments to these bylaws. The bylaws may be amended at any membership meeting by a two-thirds vote of the adult members, Youth Representatives and board present and voting. The amendment must be:

1. Submitted in writing to the association manager or president.
2. **Submitted at least** Click or tap here to enter text. **days prior to the membership meeting when the association is considering the proposal.** The date or number of days is to be set by adult members, youth representatives and board. (See Section B, Change in Dues.)

**Section B. Change in Adult Dues**

Forward a notice to each league secretary and 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.

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| **Definitions****Associations:*** All association provide services for men, women and youth.

**Youth Representative:*** USBC youth members, at least 14 years of age, bowling in USBC Leagues within the association’s jurisdiction.
* One adult representative, who is a USBC member, from each USBC certified youth league.
* One center representation, who is a USBC member, from each center having at least one USBC certified youth league.

**Voting:*** **Plurality 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.
* **Majority vote:** A majority vote is “more than half” of the votes cast.
 |

1. *A plurality vote is the largest number of votes cast for a given candidate. The candidate(s) receiving the most votes is (are) elected.* [↑](#footnote-ref-1)
2. *An adult USBC member involved in youth programs can attend with voice only.* [↑](#footnote-ref-2)
3. *A majority vote is “more than half” of the votes cast.* [↑](#footnote-ref-3)