

**United States Bowling Congress (USBC)  
Local Association Bylaws  
BA, WBA or Youth**

**Introduction**

The following document is the mandatory form of bylaws to be adopted by each BA (men and women), WBA (women only) or Youth local association and to be used in conjunction with the *USBC Association Policy Manual*. Options for each are italicized. Delete those options not applicable to the association. 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 association is chartered by the United States Bowling Congress. (USBC must approve the name and jurisdiction of the association prior to granting a charter.) The name of the organization is the:

*[Name of LOCAL] USBC BA.*

*[Name of LOCAL] USBC WBA.*

*[Name of LOCAL] USBC Youth Association.*

**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 (association adopts one of the following):
  - a. *USBC BA (men and women only).*
  - b. *USBC WBA (women only).*
  - c. *USBC Youth (youth only).*
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. Apply for renewal of its charter every five years.

(See the Suspension and Reinstatement Chapter for suspension, revocation and appeal procedures.)

### 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. "Gender" does not apply to WBA associations.
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 composed of individuals who pay dues to the association and is in effect from August 1 through July 31.

An individual joining a summer league after March 15 shall pay the dues that are known to be, or become, effective for the next current season. On payment of the dues, the individual shall become a member for the balance of the current season and the next season.

Each individual shall pay national, state (where applicable) and local dues, except as provided in Rule 100c, Traveling League and 100j, Mail-o-Graphic League.

Associations will use one of the following dues structures as applicable to its membership:

*The BA or WBA members, by two-thirds vote, determine and adopt local adult dues, if any, The annual adult membership dues are as follows:*

*Local \$ \_\_\_\_\_. (Cannot exceed \$10)*

*State \$ \_\_\_\_\_. (Cannot exceed \$ 1)*

*USBC \$8 (Cannot exceed \$10)*

*OR*

*The Youth board, by two-thirds vote, determines the amount of local youth dues.*

*The annual youth membership dues are as follows:*

*Local \$ \_\_\_\_\_. (Cannot exceed current YABA maximum.)*

*State \$ \_\_\_\_\_. (Cannot exceed current YABA maximum.)*

*USBC \$ \_\_\_\_\_. (Cannot exceed current YABA maximum.)*

The board may waive all or part of local dues 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.

## **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 number of directors is determined by:

1. *The members (BA or WBA).*
2. *The Youth Representatives (Youth association).*

The maximum number of directors is \_\_\_\_\_.

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 (Youth associations only).
5. Conducting championship level competition for its membership constituency (association adopts one of the following):
  - a. *BA (men and women only).*
  - b. *WBA (women only).*
  - c. *Youth (youth only).*
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.
- II. 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 must be:

1. A 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. "Gender" does not apply to WBA.

- 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. 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. (BA or WBA only.)

Additional eligibility requirements, if any, will be developed by the nominating committee to be approved by:

1. *BA or WBA membership.*
2. *Youth Representatives.*

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

Directors are elected by a majority vote\* of:

1. *BA or WBA membership.*
2. *Youth Representatives.*

present and voting, from:

1. A slate provided by the Nominating Committee.
2. Nominations from the floor. Qualifications must be submitted to the Nominating Committee.

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

### **Section D. Term**

The term for directors is \_\_\_\_\_years. The number of years in a term, the number of terms allowed and a stagger system are determined by:

1. *BA or WBA membership.*
2. *Youth Representatives.*

(See the *USBC Association Policy Manual* for suggested terms of office and stagger systems. Insert officer and director stagger system here.)

### **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 hearing following the Removal Procedures in the Suspension and Reinstatement Chapter. An appeal may be filed with USBC 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) The president, with board approval shall fill vacancies in director positions.
  - b) The board fills vacancies in officer positions.

*\*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.*

## 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 *USBC Association Policy Manual*.)

### Section B. Election

Officers are elected by a majority vote\* of:

1. BA or WBA membership.
2. Youth Representatives.

present and voting, from:

1. A slate provided by the Nominating Committee.
2. Nominations from the floor. Qualifications must be submitted to the Nominating 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 \_\_\_\_\_years, not to exceed three years.

The number of years in a term, the number of terms allowed and a stagger system are determined by:

1. BA or WBA membership.
2. Youth Representatives.

(See the *USBC Association Policy Manual* for suggested term limits and stagger system.)

### Section D. Authority and Duties

#### 1. President

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

**Note:** All committees should be composed of both board members and non-board members.

#### 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. Responsible for implementation of USBC's Performance Standards.
- c. 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.
- d. Responsible for other duties as prescribed by the board and in the *USBC Association Policy Manual*.

*\*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.*

## Article VII Meetings

### Section A. Annual Meeting

An Annual Meeting of:

1. *BA or WBA membership.*
2. *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 meeting.)

#### 1. Member/Youth Representative

Attendance is open to all members. Voting members, officers, directors and Youth Representatives must be at least 14 years of age, unless state laws mandate a specific age.

- a. Each youth league is entitled to one adult representative and one youth representative who must be 14 years of age, unless state laws mandate a specific age. A league is not eligible for representation if it has not submitted a league sanction application.
- b. A center having at least one sanctioned youth league is entitled to one Youth Representative.
- c. The following individuals can be considered for Youth Representatives/alternates:
  - 1) Members of a sanctioned youth league.
  - 2) Youth Leaders.
  - 3) Youth League Officials (i.e., supervisors, officials, coaches).

#### 2. Voice and Vote

- a. *BA or WBA membership, voting officers and directors of this association, at least 14 years of age, unless state laws mandate a specific age, have voice and vote.*
- b. *Youth Representatives, voting officers and directors of this association, at least 14 years of age, unless state laws mandate a specific age, have voice and vote.*

Members not meeting the above stated criteria may attend with voice only.

Absentee and proxy voting are not allowed.

#### 3. Responsibilities

- a. *BA or WBA members shall:*
  - 1) *Adopt bylaws, including local adult dues amount, up to the established maximum.*
  - 2) *Elect officers and directors to the board.*
  - 3) *Elect delegates and alternates for the USBC and state annual meetings.*
- b. *Youth Representatives shall:*
  - 1) *Adopt bylaws, with the exception of youth dues.*
  - 2) *Elect officers and directors to the board.*
  - 3) *Elect Youth Representatives and alternates for the state annual meeting.*

#### 4. Meeting Notice

- a. *BA or WBA - written notice of the meeting shall be forwarded to the board and league secretaries, which should be at least 15 days prior to the annual meeting.*

- b. *Youth associations - written notice of the meeting shall be forwarded to the board and Youth Representatives, which should be at least 15 days prior to the annual meeting.*

Special meetings may be called by the president or upon written request of at least three board members.

5. **Quorum**

- a. \_\_\_\_\_ *Members (BA or WBA) constitute a quorum. The members determine the number.*
- b. \_\_\_\_\_ *Youth Representatives (Youth association) constitute a quorum. The Youth Representatives determine the number.*

(See the *USBC Association Policy Manual* for suggested quorums).

6. **Action**

- a. *BA or WBA. A majority vote of those members, 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.*
- b. *Youth Associations. A majority vote of those Youth Representatives, 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.*

Election of officers and directors requires a majority vote. Election of delegates, Youth Representatives and alternates requires a plurality vote. Absentee and proxy voting are not allowed.

**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 start of a meeting.*
- 2. **Quorum.** \_\_\_\_\_ *board members constitute a quorum. The members (BA or WBA) or Youth Representatives (Youth associations) determine the number.*
- 3. **Action.** *A majority vote of the 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 and Finance.

- 1. **Nominating Committee.** *The committee reviews candidates and prepares slates and publicizes criteria and procedures for the elected positions for the board and:*
  - a. *BA or WBA delegates/alternates to state and USBC annual meetings.*
  - b. *Youth Representatives/alternates to the state annual meeting.*

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

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

### Section B. Other Committees

The president may establish other committees, with board approval.

## Article IX

### Delegates, Alternates, (BA or WBA only)

### Youth Representatives, Alternates (Youth Association)

#### Section A. USBC Annual Meeting

**BA or WBA only.** Delegates and alternates to the USBC Annual Meeting are elected by plurality vote\* by those members present and voting. (See Article VI, Section A of the national bylaws for representation.)

#### Section B. State Annual Meeting

1. **BA or WBA.** Delegates and alternates to the state annual meeting are elected by plurality vote\* by those members, officers and directors present and voting.
2. **Youth Associations.** Youth Representatives and alternates to the state annual meeting are elected by plurality vote\* by those Youth Representatives, officers and directors present and voting.

#### Section C. Eligibility

1. **USBC Annual Meeting.** Delegates and Alternates must be:
  - a. Elected by the BA or WBA members, officers and directors.
  - b. At least 18 years of age.
  - c. A 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 the:
    - 1) BA or WBA members, officers and directors.
    - 2) Youth Representatives, officers and directors.
  - b. At least 14 years of age.
  - c. A 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 Representatives 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.

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

#### **Section D. Election**

Delegates, Youth Representatives 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.
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.
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 the members (BA or WBA), 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 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 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 officers and directors and the:

1. *BA or WBA membership.*
2. *Youth Representatives.*

present and voting. The amendment must be:

1. Submitted in writing to the Association Manager or president.
2. Submitted at least \_\_\_\_\_ days (date or number of days to be set by the:
  - a. *BA or WBA members, officers and directors.*
  - b. *Youth Representatives, officers and directors.*

prior to the meeting when the association is considering the proposal. (See Section B for Change in Dues.)

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

Forward a notice at least 15 days prior to the meeting at which the proposed change is considered to:

1. *BA or WBA - League Secretaries.*
2. *Youth Associations - Youth league supervisors, youth league officials, youth league coordinators, youth coaches and proprietor/manager.*

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

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 each:

1. *BA or WBA - league secretary.*
2. *Youth association - youth league official.*

### **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.