

**United States Bowling Congress (USBC)  
State 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) and Youth state 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 STATE] USBC BA.*

*[Name of STATE] USBC WBA.*

*[Name of STATE] 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 Revenues 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**

Individuals who have obtained USBC and local association membership, in accordance with USBC and local association bylaws, become members of this association through payment of applicable annual state dues, if any.

*The delegates (BA or WBA), by two-thirds vote, determine and adopt adult dues, if any.*

*The annual state adult dues are \$\_\_\_\_\_ (Cannot exceed \$1)*

*The board (Youth association), by two-thirds vote, determines and adopts youth dues, if any.*

*The annual state youth dues are \$\_\_\_\_\_ (Cannot exceed \$\_\_\_\_\_ current YABA maximum)*

The Board may waive all or part of state 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. *BA or WBA delegates.*
2. *Youth Representatives.*

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.

## **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 years, 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 percent 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 delegates.*
2. *Youth Representatives.*

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

Directors are elected by a majority vote\* of:

1. *BA or WBA delegates.*
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 at least 24 hours prior to the opening of the annual meeting.

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

*\*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.*

#### 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 delegates.*
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.

### 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 delegates.*
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 at least 24 hours prior to the opening of the annual meeting.

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

*\*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.*

### 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 delegates.*
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. Serves as the liaison to the state proprietors association, if applicable.
- d. Appoints committees, except nominating, with board approval.

<b>Note:</b> 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*.

## Article VII Meetings

### Section A. Annual Meeting

An Annual Meeting of:

1. *BA or WBA delegates/alternates.*
2. *Youth Representatives.*

shall be held at a time and place approved by the board of directors. (See Article IX, Section B for the time frame for election of BA or WBA delegates and alternates to the USBC meeting.)

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

\*Youth Associations will also allow adult USBC members involved in youth programs to attend with voice only.

- I. The association invites all associations, delegates and Youth Representatives within its jurisdiction, as follows:
  - a. **Associations:**
    - 1) *BA will invite all BA associations as well as those associations that have a combined membership of men, women and youth.*
    - 2) *WBA will invite all WBA associations as well as those associations that have a combined membership of men, women and youth.*
    - 3) *Youth associations will invite all youth associations as well as those associations that have a combined membership of men, women and youth.*
  - b. **Delegates, Youth Representatives and Alternates.** Defined as members, at least 14 years of age, unless state laws mandate a specific age, who are elected by chartered local associations as follows:
    - 1) *Only adult membership will be used to determine the number of adult delegates and alternates an association is entitled to send to the USBC BA or WBA state annual meeting.*
    - OR;
    - 2) *Only youth membership will be used to determine the number of Youth Representatives and Alternates an association is entitled to send to the USBC state Youth association meeting.*

(Insert the delegate or Youth Representative chart adopted by the delegates or Youth Representatives.)

A local association is not eligible to send delegates or Youth Representatives/alternates 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.

- c. **Credentials.** Credentials are forwarded to the state association at least \_\_\_\_\_ days prior to the opening of the annual meeting.
2. **Voice and Vote**
    - a. *BA or WBA Delegates, voting officers and directors of the 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 the association, at least 14 years of age, unless state laws mandate a specific age, have voice and vote.*

Other members may attend with voice only. Absentee and proxy voting are not allowed.
  3. **Responsibilities**
    - a. *BA or WBA Delegates shall:*
      - 1) *Adopt bylaws.*
      - 2) *Adopt state adult dues, up to the established maximum.*
      - 3) *Elect officers and directors to the board.*
      - 4) *Elect one delegate and one alternate to the USBC Annual Meeting.*
    - b. *Youth Representatives shall:*
      - 1) *Adopt bylaws, with the exception of youth dues.*
      - 2) *Elect officers and directors to the board.*

#### 4. Meeting Notice

Written notice of the meeting shall be forwarded to the board and:

- a. *BA or WBA delegates.*
- b. *Youth Representatives.*

at least 15 days prior to the annual meeting. Special meetings may be called by the president or upon written request of a least three board members.

#### 5. Quorum

- a. *\_\_\_\_ Delegates (BA and WBA) constitute a quorum. The delegates 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 delegates, 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 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 and alternates requires a plurality vote. Absentee and proxy voting are not allowed.

### Section B. Board Meeting

The board shall meet at least annually. 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 at least 15 days prior to the meeting.
2. **Quorum.** \_\_\_\_\_ board members constitute a quorum. The *delegates (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*, shall govern 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, prepares slates and publicizes criteria and procedures for elected positions for the board.

The BA or WBA Nominating Committee reviews candidates and prepares slates and publicizes criteria and procedures for the BA or WBA delegate and alternate to the USBC 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 Delegate and Alternate to USBC Annual Meeting (BA or WBA only)**

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

### **Section A. Eligibility**

Delegates and Alternates must be:

1. Elected by the BA or WBA delegates.
2. At least 18 years of age.
3. 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.

**Note:** If the association's charter has been revoked they are ineligible to send delegates to the USBC Annual Meeting.

### **Section B. Election**

The delegate and alternate 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 at least 24 hours prior to the opening of the annual meeting.
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.

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

### **Section C. Vacancies**

Vacancies in delegate positions are filled by the alternates in the order in which they were elected for the un-expired portion of each term. 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.

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

## Article X Amendments

### Section A. Procedure

Any member of the association may submit proposed amendments to these bylaws. The state association bylaws may be amended by a two-thirds vote at any:

1. *BA or WBA delegate meeting, by the delegates.*
2. *Youth Representative meeting, by the Youth Representatives.*

present and voting. The amendment must be:

- a. Submitted in writing to the Association Manager or president.
- b. Submitted at least \_\_\_\_\_ days (date or number of days to be set by the:
  - 1) *BA or WBA delegates.*
  - 2) *Youth Representatives.*prior to the meeting when the association is considering the proposal. (See Section B Change in Dues)
3. Forwarded by the state association at least \_\_\_\_\_ days before the meeting to:
  - a. Local Association Managers.
  - b. Board of directors.
  - c. *BA or WBA delegates.*
  - d. *Youth Representatives eligible to vote.*

### 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 delegates.*
2. *Youth Representatives.*

The notice must:

1. Be in writing.
2. Specify the amount of the change.
3. Specify the reason for the change.

Changes in youth dues are adopted by the board.

Notification of any adopted change in dues and the reason for the change will be forwarded in writing to each local association.

### 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.