

ST. JOSEPH, MO.
UNITED STATES BOWLING CONGRESS
LOCAL ASSOCIATION, INC.

BYLAWS

&

POLICY MANUAL



ST. JOSEPH, MO. Association



United States Bowling Congress (USBC), St. Joseph, MO., USBC Local Association Bylaws

Introduction

The following document is the mandatory form of bylaws to be adopted by each merged local association and to be used in conjunction with the St. Joseph, MO., and *USBC Association Policy Manual*. 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.

Article I

Name

The association is chartered by the United States Bowling Congress. The name of the organization is the St. Joseph, MO., USBC Local Association, Inc (Serving men, women and youth).

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 USBC member's (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 Bylaws and 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).

Section C. Association dissolution

Upon dissolution of this organization all of its assets remaining after payment of its lawful obligations shall be distributed in accordance with the requirements of Section 501(c)(3) of the Internal Revenue Code and regulations promulgated thereunder.



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 1st through July 31st 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, state dues and local processing fee in the association's jurisdiction.

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

Each individual shall pay annual USBC membership dues, state (where applicable) and local dues (adult) or local processing fee (youth), except as provided in Rule 100e, Traveling League, 100l, Mail-o-Graphic League. Association will use one of the following dues structures as applicable to its membership: The Adult members, and all officers and directors, by two-thirds vote, determine and adopt local adult dues, if any.

The annual adult membership dues are as follows:

Regular local \$5 (Cannot exceed \$10)
Senior local \$4
State \$0 (Cannot exceed \$1)
USBC \$10 (Cannot exceed \$10)
Regular local total dues \$15
Senior local total dues \$14

The annual youth standard membership dues are as follows:

Local processing fee \$2
State \$0.50
USBC youth standard membership \$14.50
Total \$17.00

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.

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 number of directors is determined by the members.

The maximum number of directors is 16 with 25% of the number of board members will be elected by the Youth Committee. The number of board members elected by the Youth Committee is four (4). These members are elected by youth member 14 years or older, officers and directors who hold youth membership, and Youth Directors.

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, ~~and~~ women, and youth);
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 reinstating hearings (See the Suspension and Reinstatement Chapter for re-rate, suspension, and reinstatement and appeal procedures).

Section B. Eligibility

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

1. A member in good standing of the USBC 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 a reasonable 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 to meet bonding requirements;
 - 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.

Additional eligibility requirements, if any, will be developed by the nominating committee to be approved by the members and Youth Representatives.

Section C. Election of Directors

Directors are elected by a majority vote¹, unless plurality vote² is adopted, by the delegates representing adults, Youth Delegates and the Board. Directors whose positions are subject to election by the delegates representing adults are elected by a majority vote of the Association membership, 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.

At least 25% of the board is elected by the Youth Committee. Voting will be by ballot if there is more than one nominee for each position.

Section D. Term

The term for directors is a maximum of 3 years. The number of years in a term, the number of terms allowed and a stagger system are determined by the Association membership.

For the first year only, the officers/directors will be elected as follows:

- Directors #1 thru #4 elected for a one-year term,
- Directors #5 thru #8 elected for a two-year term,
- Directors #9 thru #12 elected for a three-year term.

(Directors will be determined by drawing for position after the election is completed)

After the first year, all terms of the directors will be for 3 years, for a maximum of 5 terms.

¹If 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.

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

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 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 unexpired portion of each term as follows:
 - a. The president, with board approval, shall fill vacancies in director positions;
 - b. Youth Committee fills vacancies in youth positions.
 - c. 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 2 vice presidents. (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 vote¹ of the adult members, youth representatives and officers and directors, 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 3 years.

The number of terms allowed for all officers will not exceed 5 terms.

The number of years in a term, the number of terms allowed, and a stagger system are determined by the Association membership (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. Acting 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 the Association membership 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

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

2. Voice and Vote

Association 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. Members not meeting the above stated criteria may attend with voice only. Absentee and proxy voting are not allowed.

3. Responsibilities:

Association members shall:

- 1) Adopt bylaws, including local dues amount, up to the established maximum;
- 2) Elect officers and directors to the board;
- 3) Elect Adult/Youth delegates and alternates for the USBC and State Annual Meeting.

4. Meeting Notice

Written notice of the meeting shall be forwarded to the Board and league secretaries, 15 days prior to the annual meeting.

5. Special Meeting

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

6. Quorum

30 members constitute a quorum. The members determine the number.

7. Action

A majority vote of the 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.

Election of officers/directors requires a majority vote¹, unless plurality vote² has been adopted in accordance with the bylaws. Absentee and proxy voting are not allowed.

Section B. Board Meeting

The board shall meet at least quarterly. Special meetings may be held upon 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, 15 days prior to the start of a meeting. The member's determine the number.

2. Quorum. At least 8 members of the board constitute a quorum.

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.



- 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, teleconferencing, or e-mail. This type of action must be permissible by state law and approved by the association and the Board.

The association does not allow the Board to vote via mail, e-mail, or teleconference.

Section C. Parliamentary Procedure

The most current 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 delegates/alternates to state and USBC annual meetings. (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, as noted in the association policy manual.

Article IX

Delegates, Alternates

Section A. USBC Annual Meeting

Delegates and alternates to the USBC Annual Meeting are elected by plurality vote² by those members present and voting. (See Article VI, Section A, of the National Bylaws for representation.)

Section B. State Annual Meeting

Delegates and alternates to the state annual meeting are elected by plurality vote² by those members, officers, and director's present and voting.

Section C. Eligibility

- 1. USBC Annual Meeting.** Delegates and Alternates must be:
 - a. Elected by the Association members;
 - 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 Nominees must be:

- a. Elected by the Association members, officers, and directors;
- 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 to send delegates/alternates if it is declared delinquent or if 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/alternates serve for one year, beginning August 1st, 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 vote². 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 member's, vacancies are filled by the alternates in the order in which they were elected;
2. If a vacancy still exists the president fills the vacant position by appointment.
3. 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 Association membership present and voting. The amendment must be:

1. Submitted in writing to the Association Manager or president;
2. Submitted at least 30 days (date or number of days to be set by the Association membership, officers and directors) prior to the meeting when the association is considering the proposal.



Section B. Change in Dues (Adult and Youth)

Forward a notice 15 days prior to the meeting at which the proposed change is considered to the Association League Secretaries. 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 Association League Secretary.

Section C. Effective Date

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

Article XI Fiscal Year

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

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.

¹If 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.

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