United States Bowling Congress (USBC)
Local Association Bylaws

Introduction

The following document is the mandatory bylaws form to be adopted by each local association and used in conjunction with the USBC Association Policy Manual. Complete all blanks as indicated, and **do not change**, add, or remove any other part of these bylaws.

The association must comply with state corporate laws and may adopt additional provisions, provided they do not conflict with the mandatory bylaws or state law. The applicable state law takes precedence over the bylaws.

Notes and footnotes appear only to provide clarification and examples. Parenthetical statements are for informational purposes only.

Article I
Name

The organization is the **Greater Buffalo USBC Association**, 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 in accordance 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 be subject to USBC's authority. To maintain its charter, the association must:

1. Provide services for men, women, and youth.
2. Adopt bylaws approved by the USBC.
3. Not enact any bylaws or rules inconsistent with USBC's Bylaws.
4. Adhere to the requirements set forth in the USBC Bylaws and USBC Association Policy Manual.
5. Not use any part of the net earnings of the organization for the benefit of, or distribute any part 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 organization's activities devoted to carrying on 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 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 any corresponding section of any future federal tax code.

Section C. Charter Dissolution
Upon termination of its charter, the association shall transfer all of its remaining assets, after payment of its lawful obligations, to the USBC association, a 501(c)(3) tax-exempt organization serving the bowling centers previously under its jurisdiction.

If the named recipients are unwilling to accept the assets, are no longer qualified as 501(c)(3) organizations, or no longer exist, the assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the code, or 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 its termination, USBC shall be entitled to take whatever action it deems appropriate to ensure the transfer.

These requirements apply to all associations whose charters have been revoked, as well as to 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 the corresponding section of any future federal tax code, and to:
1. Provide equal opportunity for all in the sport of bowling, regardless of race, religion, sex, sexual orientation, disability, national origin, or age.
2. Promote the game of American tenpins.
3. Conduct and support a bowling competition.
4. Engage 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 includes:
1. **Adults** who have paid the appropriate USBC, state (if applicable), and local association dues.
2. **Youth** who have paid the USBC standard youth dues and bowl in USBC Leagues within 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 board, adult members, and youth representatives, by a two-thirds vote, determine and adopt adult dues, if any.

Youth representatives consist of:
1. USBC youth members, at least 14 years old, who bowl 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 ineligible for representation if it has not submitted a league application.)
3. One center representative who is a USBC member from each center with at least one certified youth league.

The annual standard adult membership dues are as follows:

Local	**$ 9**
State	**$ 1** (Cannot exceed $5.)
USBC adult standard membership	**$15**
Total	**$25**

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

The board may waive all or part of the adult local dues for:
1. Adult members of other USBC associations that have a reciprocal agreement with the association.
2. Other groups, such as seniors, as determined by the board.

The association cannot impose 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 are vested in the board of directors, which includes the officer and director positions. The board, adult members, and youth representatives determine:
1. The number of positions on the board.
2. Terms.
3. Term limits, if any:

The number of:

Officers:	**2**
Directors:	**14**
Association Manager	**1**
Auxiliary Members:	**7 (varies year to year)**
	_____
Total number of board members is:	**24 (includes Auxiliary Members)**

The board shall not engage in any conduct that constitutes a conflict of interest. The board's duties include, but are not limited to:

1. Enforce the bylaws.
2. Comply with the *USBC Association Policy Manual*.
3. Conduct championship-level competition for:
   a. **Adult.** Its members' constituency (men and women) and compliance with state and local laws in their area.
   b. **Youth.** All USBC youth members.
4. Implement USBC programs as requested.
5. Select/appoint the association manager.
6. Approve use of membership records.
7. Re-rate the league average of an association member when there is evidence that the bowler's average does not reflect the bowler's true ability.
8. Conduct suspension and reinstatement hearings upon request from USBC Headquarters.

(See the Association Suspension Procedures chapter of the USBC Association Policy Manual for re-rating, suspension, reinstatement, and appeal procedures.)

Section B. Eligibility

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

1. **Adult.**
   a. A USBC member in good standing with the association at the time of election and throughout their term.
   b. **Youth.** USBC youth members who bowl in USBC Leagues within the association's jurisdiction.

   Individuals eighteen (18) years old or older must comply with RVP requirements before working with youth or within 45 days of the start of their term, whichever occurs first, and throughout their term.

2. Elected or appointed without regard to race, religion, sex, sexual orientation, disability, national origin, or age, except for 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 to act as a signatory on association accounts must be at least 18 years of age.
   b. A maximum of three bowling center proprietors may serve on the board at any one time. A proprietor is an individual who is the owner, partner, or corporate

officer of a bowling center or a group of bowling centers. 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, is excluded from the definition of proprietor.

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

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Section C. Election of Directors
All Directors are:
1. Elected by the board, adult members, and youth representatives.
2. Adult members and youth representatives are elected by the board by a majority vote, unless a plurality vote is adopted by the board. **They are elected by Plurality Vote.**
3. A slate.
4. Nominations from the floor.

Qualifications must be submitted in the format specified by the board. The board requires that qualifications be submitted no later than 24 hours before the start of the meeting at which elections will be held.

Voting will be by those present and voting, and by ballot if there is more than one nominee for each position.

Section D. Term
The term for Directors is 2 years. The number of years per term, the number of terms allowed, and the staggered system are determined by the board, adult members, and youth representatives. Insert the staggered system here:

7 directors will be elected each year. If fewer than 7 are on the ballot, the president shall appoint to fill the remaining seats, and the board will vote on the appointments.

Section E. Resignation, Removal, and Vacancies
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 failing to perform the duties of their office properly or of engaging in improper or unfair activities or conduct, the board may hold a meeting in accordance with the removal procedures outlined in the Association Suspensions Procedures Chapter of the USBC Association Policy Manual. An appeal may be filed with USBC Headquarters

within 15 days of the removal. Two-thirds of the whole board's written consent 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 not to comply with the USBC's RVP policies, the member will be immediately declared ineligible, removed from the board, and the position will be 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 USBC's notification of a change in their status.
5. **Vacancies.** The board fills vacancies in the position of president. The president fills all other vacancies, subject to the board's approval.

Note:	When filling director vacancies, please consult with the youth committee for their recommendations.

Article VI
Officers

Section A. President and Vice President
The Officers of this association shall include a president and a vice president.

Section B. Election
The board, adult members, and youth representatives determine the election process. To be eligible to run for President or Vice President, applicants must have served at least two years as a Director on the Greater Buffalo USBC Board of Directors. Officers are elected by a majority vote of the board, adult members, and youth representatives present and voting from:

1. A slate provided by the Nominating Committee.
2. Nominations from the floor. A "Board Member Application" must be submitted to the Greater Buffalo USBC Association at least 10 days before the election.

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

Section C. Term
The term for officers is 2 years, not to exceed three years per term. The board, adult members, and youth representatives determine the length of a term, the number of terms allowed, and the staggered system.

Section D. Authority and Duties
1. **President**
   a. Presides at all meetings.
   b. Acts as the association's spokesperson.
   c. Appoints committees with board approval.

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

2. **Vice President**
   a. Presides over all meetings when the president is absent.
   b. Performs other duties as prescribed by the board or as requested by the president.
3. **Association Manager**
   a. Selected/appointed by and accountable to the board.
   b. Acts as the ex officio non-voting secretary/treasurer of the board, or as such other officer as required by law and determined by the board.
   c. 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 board, adult members, and youth representatives shall be held at a time and place approved by the board. (See Article IX, Section D for the time frame for electing delegates and alternates to the USBC Annual Meeting.)

1. **Attendance**
   Attendance is open to all adult members, Youth representatives, and USBC youth members who bowl in USBC Leagues within the association's jurisdiction.
2. **Voice and Vote**
   Voice: Adult members and USBC youth members who bowl in USBC Leagues within the association's jurisdiction may attend with voice only.
   Vote: Board members, adult members, and youth representatives may attend with both voice and vote.
   Absentee and proxy voting are not permitted.
3. **Responsibilities**
   Board, adult members, and youth representatives shall:
   1) Adopt bylaws, except for the youth dues.
   2) Adopt local adult dues.
   3) Elect:
      a) Delegates and alternates for the USBC Annual Meeting.
      b) Delegates and alternates representing adult members for the state annual meeting(s).
      c) Youth delegates and alternates for the state annual meeting.

Note: A board member is a person elected to the board to serve all association members.

The youth committee makes recommendations to the entire board on programs, tournaments, fundraisers, and other initiatives, and the board makes the final decisions. On the adult side, committees also make these recommendations, and the board makes the final decision.

4. **Meeting Notice**
   Written notice of the meeting shall be forwarded to the board, youth leagues, center representatives, and league secretaries and should be sent at least 15 days before the annual meeting.

5. **Special Meetings**
   Special membership meetings may be called by the president or upon the written request of at least three board members or at least twenty-five association members.
6. **Quorum**
   28 members and youth representatives constitute a quorum. The board, members, and youth representatives determine the number.
7. **Action**
   A majority of the adult members, youth representatives, and board members present and voting at a properly noticed meeting, when a quorum is present, 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 a 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, as well as other voting agreements, are not permitted.

Section B. Board Meeting
The Board shall meet at least as often as required by state law. Special meetings may be held upon the request of any Board member, provided that a majority of the Board approves.

1. **Notice.** Written notice of all regular and special meetings shall be forwarded to the Board and received at least 15 days before the meeting.
2. **Quorum. 9 officers and/or directors constitute a quorum.** The board, adult members, and youth representatives determine the number. (must be a number, not a percentage.)
3. **Action.** A majority vote of the officers and directors present and voting at a properly noticed meeting, when a quorum is present, is required to take action unless otherwise provided by law or by these bylaws. Absentee and proxy voting are not permitted.
4. **Action(s) Without a Meeting.** Actions deemed necessary to conduct the association's business or operations may be taken outside a board meeting by mail, email, or teleconferencing. Such actions must be lawful under state law and approved by the board.
   a. The procedures in the USBC Association Policy Manual, Chapter Ten, Section E, must be observed.
   b. **The board may vote by mail, email, or teleconference if state law permits.** (This action also applies to committees.)

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: Finance and Youth.

1. **Finance Committee.** The committee is responsible for reviewing and monitoring the association's finances.
2. **Youth Committee.** The committee is responsible for monitoring, promoting, reviewing, and recommending youth programs that the association conducts.

Section B. Other Committees
The President may establish additional committees, subject to the Board's approval.

Article IX
Delegates, Youth Delegates, and Alternates
Section A. USBC Annual Meeting
Delegates and alternates are elected by a plurality vote of the board, adult members, and youth representatives who are present and voting. (See Article VI, Section A of the national bylaws regarding representation.)

Section B. State Annual Meeting
The association has delegates representing adult members and youth delegates representing USBC youth members who bowl in USBC Leagues within the association's jurisdiction.

A plurality vote of the board elects adult and youth delegates and alternates, adult members, and youth representatives who are present and voting.

Section C. Eligibility

1. **USBC Annual Meeting.** Delegates and alternates must be:
   a. At least 18 years of age.
   b. **Adult.** A USBC member in good standing with the association at the time of election and throughout their term.
      Youth. USBC youth members who bowl in USBC Leagues within the association's jurisdiction.
2. **State Annual Meeting(s).** Delegates and alternates must be:
   a. At least 14 years of age.
   b. **Adult.** A USBC member in good standing with the association at the time of election and throughout their term.
      Youth. USBC youth members who bowl in USBC Leagues within the association's jurisdiction.

Suppose a member is elected to represent more than one association and attends the same meeting. In that case, the first election shall stand, and any subsequent election shall be declared null and void.

An association is ineligible to send delegates or youth delegates if it has been declared delinquent or if the 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, youth delegates, and alternates serve for one year, beginning August 1, and are elected as follows:

1. Board, adult members, and youth representatives.
2. A slate.
3. Nominations from the floor. (Qualifications must be submitted in a format specified by the board.)
4. 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.
5. Alternates shall serve in the order of their election.

The election will be held in compliance with the USBC or state annual meeting requirements.

Section E. Vacancies
Vacancies for the unexpired portion of each term are filled by the alternates in the order in which they were elected. If a vacancy remains, the president fills the vacant position by appointment.

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

Article X
Amendments

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

1. Submitted in writing to the association manager or the president.
2. **Submitted at least 30 days before the membership meeting at which the association is considering the proposal.** The date or number of days is to be set by the board, adult members, and youth representatives. (See Section B, Change in Adult Dues.)

Section B. Change in Adult Dues
Forward a notice to each league secretary and board at least 15 days before 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 to adult dues and the reason for the change will be forwarded, in writing, to each league secretary.

Section C. Effective Date
All amendments take effect on August 1, unless otherwise specified at the time of adoption.

Article XI
Fiscal Year

The fiscal year of this association runs from August 1 to July 31 of the following year.

Article XII
Indemnification

Directors, officers, and other authorized volunteers, employees, or agents shall be indemnified against claims of personal and individual liability arising from their positions or service on behalf of the association to the fullest extent permitted by law.

Definitions

Associations:

- All associations provide services for men, women, and youth.

Delegate: (Delegate and Youth Delegate)

- The association membership elects delegates representing adult members and youth delegates representing USBC youth members bowling in USBC Leagues within the association's jurisdiction.

Meetings & Quorum:

- The association has members representing adult members and youth representatives representing youth members bowling in USBC Leagues within the association's jurisdiction. A quorum of both adult and youth representatives must be present to conduct business. A member may only vote once, regardless of whether they represent adults, youth, or both.

Director Proprietor:

- 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.

Directors:

- Directors are elected to represent the membership, along with the needs of the association. While some directors gravitate to a specific group or tournament, everyone should help, as needed.

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.
- An adult USBC member involved in youth programs can attend meetings with voice only.

Voting:

- **Plurality vote**: A plurality vote is the largest number of votes cast for a given candidate. The candidate(s) receiving the most votes are elected.
- **Majority vote:** A majority vote is "more than half" of the votes cast.