



***SUBURBAN  
SOUTH JERSEY***

**Policies and By-Laws**

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## 1. Annual Meeting

### Preparing for the Annual Meeting

To help ensure elections run smoothly, the nominating committee should coordinate with the association manager to guarantee the names on the slate are printed on election ballots before the annual meeting. When printing the ballots, blank lines must be left on each ballot to allow for nominations from the floor. In addition, the association must be sure to have plenty of ballots on hand to account for all members present, as well as situations in which an election requires multiple ballots.

### Meeting requirements

- Association Manager will prepare the agenda.
- The Meeting Committee appointed by the President shall arrange the meeting place for the Annual Meeting.
- The Nominating Committee will have printed candidate qualifications to distribute to members.
- The President/Chairperson presides over the elections, handles nominations from the floor.
- The President will appoint committees for the following year such as Legislative, Nominating, Budget, Finance, Audit, Policy and Procedure, BVL.
- The following reports will be presented at the Annual Meeting & Awards luncheon to the membership:

Financial Report

All meeting rules are outlined in the Association's bylaws.

## 2. Association Manager & Assistant

- Acts as the ex-officio, non-voting secretary/treasurer of the board.
- Has voice only, does not count towards the quorum and cannot make or second motions at board meetings, the Association Manager may not be a member of the Board. If a board member is offered the position of Association Manager, he/she must resign before taking the position. He/she may be excused from board meetings based on the issue or discussion at hand.
- Has voice and vote at membership meetings, if a current member of the association.
- Is selected/appointed by and accountable to the board and USBC.
- Must be a minimum age of 18 and be USBC bondable.

<p>Note: To be bondable be USBC, individuals must:</p> <ol style="list-style-type: none"><li>1. Be at least 18 years of age.</li><li>2. Not have been convicted of a felony</li><li>3. Not have misused any funds.</li></ol> <p>(For details, see Chapter Five, Section G USBC Association Policy Manual.)</p>
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- Is not required to be a member of the association; however, it is suggested.
- Is not eligible to serve concurrently as an officer of the association.

### Authority and Duties

See Chapter Seven of USBC Association Policy Manual

### 3. Association Structure and Jurisdiction

Suburban South Jersey USBC Shall be the representative, legislative and executive body with complete and final jurisdiction over this association, its members, leagues and tournaments.

The following boundary lines are established for the Association:

Starting All of Camden, Gloucester & Salem Counties and southern part of Burlington County with the northern boundaries as follows:

at the Delaware River in the town of Beverly, proceeding along Center Street to State Hwy. 130, then North on Rt. 130 to the town of Willingboro, East Willingboro Hwy. to Sunset Blvd., South on Rt. 541 to Rt. 206 to the Burlington-Atlantic County line.

#### **This includes the following bowling centers:**

Bowlero Deptford, Bowlero Turnersville, Bowlero Cherry Hill, Laurel Lanes in Maple Shade, Medford Lanes, Pinsetter Bar & Bowl in Pennsauken, 30 Strikes Lanes in Stratford, Westbrook Lanes in Brooklawn, and Wood Lanes in Woodstown.

USBC shall decide all questions of jurisdiction.

### 4. Average Book

- A limited number of Average books will be printed each year and will be distributed to each Bowling Center, and all members of the SSJUSBC Board of Directors.
- The Average Book should contain the following:
  - Executive Board
  - Lane Reps
  - Calendar
  - Leagues by Center
  - Leagues with averages
  - Honor Scores
  - High Averages
- Lane representatives are responsible for the delivery of the Average Book.
- The Associate Managers will compile the Average Book.
- Average Books are to be ready for distribution by the 1<sup>st</sup> of October.

### 5. Board of Directors

- The Association Manager is not a member of the board of directors unless elected/appointed to a director's position by the voting body.
- The Association Manager may not be elected/appointed as an Officer of the association.
- No individual may be elected or appointed to more than one voting position on the board.
- Additional individuals may be selected/appointed to assist the association; however, those individuals will not be considered members of the board. (i.e., assistant office manager, committee member, etc.)
- Life or other honorary members are not members of the board unless elected by the voting body as an officer or director.
- The association's officers and directors, as determined in the association's mandatory bylaws, constitute the board of directors.
- Officers and Directors will be required to attend 75% of all Board and Committee meetings. If an Officer or Director are absent from **two** consecutive meetings, they will be required to attend the third meeting to furnish a valid reason. If the Board deems the absences invalid, removal procedures will be initiated.
- Officers and Directors will be at **every** tournament unless excused by the President and/or Vice President. Unexcused absences from the tournaments **will not** be tolerated and justification to be removed as an Association Manager, Director, and/or Officer of the Board.
- Any appointed Director/ Youth Director will serve a 60 Day trial period.

Refer to USBC Policy Manual for all other Officer and Director Duties

## 6. Bonding and Insurance

### Section A. Bonding, Burglary & Holdup Insurance

USBC maintains a policy of bonding, burglary and holdup insurance for chartered associations with the exception of those located on US Military Bases in foreign countries. The coverage amount is limited to \$10,000 as indicated in the Coverage section below. No insurance coverage is available except as specifically set forth in the policies of insurance purchased by USBC.

#### Covered individuals.

Association officers, directors, and managers are covered in this policy with coverage extended to a non-board member appointed by the association manager as the tournament manager of a required championship tournament. Funds from other association tournaments, conducted by a non-board member, are not covered until received by a member of the board. The surety company will not extend coverage to any individual who misused funds in the past or has been convicted of a felony.

#### Coverage.

The bonding, burglary and holdup insurance coverage described in this section is available through a policy of insurance issued to USBC by an independent licensed insurance company. The policy covers:

- Bonding/misuse/misappropriation of funds. A shortage attributable to dishonesty by a covered individual. Additional coverage is available free of charge. **Additional coverage must be requested annually.**
  - State associations may obtain additional coverage without cost upon written request to USBC Headquarters.
  - Local associations may obtain additional coverage without cost through WinLABS.
- Holdup. The taking of funds from a covered individual. No additional coverage is available.
- Burglary. Funds taken through the forcible entry into the premises or locked receptacle where a covered individual keeps the funds. There must be visible evidence of forcible entry. An on-site police report is required. No additional coverage is available.

The surety company shall not be held liable for any loss which may have existed prior to the time the bond or insurance became effective. The policies of insurance do not cover funds frozen through insolvency or liquidation of any financial institution.

#### Losses and Claims.

Any loss should be reported to USBC Headquarters for guidance within 15 days.

Any attempt to regain funds through an agreement between the principal and offended parties without authorization from USBC Headquarters creates a legal situation which places the association's right of recovery under the bond in jeopardy.

Any officer, director or appointed tournament manager who misuses the funds of a state or local association shall be subject to suspension from USBC membership.

The president also may be liable for suspension from USBC membership for failing to make the monthly verification of all association accounts. (This could be, but is not limited to scholarship account, each tournament account, fundraiser account, etc.)

#### Bonding Insurance.

Misuse/misappropriation of funds. The following conditions govern the method by which associations must handle its funds to qualify for 100% protection of any loss caused by the dishonest act of a covered individual:

- Funds must be deposited within 7 days in an insured bank or credit institution in the name of the association.
- Withdrawals require the signatures of two authorized officers/directors who are at least 18 years old.
  - Checks should not be pre-signed.

- Two members of an immediate family cannot co-sign for withdrawals. Immediate family members include:  
Mother, daughter, sister, wife, husband, son, brother, father, stepsister, stepmother, in-laws, and same gender spouses, etc. Even though members of an immediate family are not residing in the same household, it would not be permissible for them to act as signatories on association accounts.
- The president must verify all accounts monthly.
- All association accounts must be audited annually.

**Failure to meet any of the conditions of the policies of insurance above will result in a 50% reduction of any documented loss.**

### **Burglary and Holdup Insurance.**

The policies of insurance provide coverage as follows:

- The taking of funds from a covered individual by violence or threat of violence.
- Funds taken through the forcible entry into the premises or locked receptacle where a covered individual keeps the funds. There must be visible evidence of forcible entry. An on-site police report is required.
- Receipts: Not to exceed one week's receipts at any one time, with a limit of \$2,000.
- Disbursements: Not to exceed an amount of \$10,000 at any one time for a period of seven days.

In the event the association fails to deposit the funds in a recognized banking or credit institution in the name of the organization as specified, the insurance company will be liable for only one week's receipts when a loss occurs due to burglary or holdup.

The policies of insurance **DO NOT** cover loss by:

1. Fire
2. Mysterious disappearance
3. Funds left unattended.

### **Section B. Liability Insurance.**

Associations can purchase professional or general liability insurance coverage through USBC Headquarters. USBC Headquarters, through its master policy, is able to offer a group (discounted) rate, which should reduce premiums when compared to like coverage offered by local agents.

#### **Professional Liability Insurance.**

There is no guarantee against lawsuits. To limit your association's exposure to them, it is wise to purchase professional liability insurance. It includes coverage for officers, directors, staff, committee members and any other volunteers acting on the association's behalf. It also covers actual or alleged wrongful acts (i.e., negligence, omissions, breach of duty, etc.) while performing your association duties. Please note that state associations are automatically provided with professional liability insurance coverage under the USBC master policy.

#### **General Liability Insurance.**

General liability insurance covers such things as third-party bodily injury, property damage, or personal injury claims. This coverage is especially tailored to protect members participating in an association sponsored league event or tournament play, as well as for other association functions such as board meetings, workshops, or banquets.

#### **Lane Inspectors Insurance.**

Lane inspectors conducting bowling lane inspections at centers on behalf of USBC and local associations are provided coverage against accidental bodily injury. While extensive, this policy is not all encompassing. Those conducting lane inspections are responsible for familiarizing themselves with the terms of the policy and the procedure for filing a claim, should the need arise.

Lane inspector insurance is not purchased. Those qualified individuals, as outlined in the policy, are covered.

## 7. Committees

Each committee has a Chair/Co-Chair that is chosen by the members of the committee. If the committee cannot agree on a Chair/Co-Chair, the President will appoint a Chair/Co-Chair. The Chair/Co-Chair is responsible for scheduling committee meetings and providing reports to the Vice President on a monthly basis for as long as the committee is convened.

## 8. Hall of Fame Qualifications:

The Suburban South Jersey Hall of Fame (HOF) Inducts all its members using specific select criteria (please see HOF qualifications). We try to honor those who are inducted into the HOF with a yearly dinner to show our appreciation for those members and the new Inductees. Those members who are inducted into the HOF are held to a higher standard than the average bowler. If a member demonstrates anything less, it is under the board's discretion (a majority vote) not to invite that Hall of Famer to the Hall of Fame Dinner, any Hall of Fame activities, or be acknowledged at SSJ events.

**Maximum 3 inductions total for all categories.**

**Minimum age 45 Years, except noted otherwise.**

All information submitted on behalf of a candidate should be validated where possible by the sponsoring person prior to submission to the Hall of Fame Committee.

### **Men's Superior Performance Category:**

#### **Bowling Achievements:**

Minimum requirement - 175 points

#### **Championships:**

MUST HAVE AT LEAST TWO LOCAL ASSOCIATION TOURNAMENT CHAMPIONSHIPS, OR ONE CHAMPIONSHIP + 15 YEARS OF LOCAL ASSOCIATION TOURNAMENT PARTICIPATION. Please note...Handicap Championships count where the tournament was a Handicap Tournament only. Any Scratch and Handicap Tournaments, the Scratch wins are only eligible towards points.

	Local	State	National
Team	10	20	40
Doubles	15	30	60
Singles	20	40	75
All-Events	30	60	100
Master's	30	60	100
Senior Doubles	10	20	100
Senior All-Events	20	40	100

#### **High Scores**

300 games - 3 points each – 30 points maximum

800 series - 10 points each – 30 points maximum

900 series - 100 points

Tournament All-Events Score above 2250                      Local – 20      State – 40      National - 100

### **Women's Superior Performance Category:**

#### **Bowling Achievements:**

Minimum requirement - 175 points

## **Championships:**

MUST HAVE AT LEAST TWO LOCAL ASSOCIATION TOURNAMENT CHAMPIONSHIPS, OR ONE CHAMPIONSHIP + 15 YEARS OF LOCAL ASSOCIATION TOURNAMENT PARTICIPATION. Please note...Handicap Championships count where the tournament was a Handicap Tournament only. Any Scratch and Handicap Tournaments, the Scratch wins are only eligible towards points.

	Local	State	National
Team	10	20	40
Doubles	15	30	60
Singles	20	40	75
All-Events	30	60	100
Queens	30	60	100
Senior Queens	20	40	100
Senior Doubles	10	20	100
Senior All-Events	20	40	100

## **High Scores**

300 games - 10 points each – 30 points maximum

750 Series – 10 points each – 30 points maximum

800 series - 15 points each – 45 points maximum

900 series - 100 points

Tournament All-Events Scores above 2100      Local – 20      State – 40      National - 100

## **Meritorious Service Category:**

Minimum Requirement - 175 Points

## **Points awarded for each year served.**

### **Position:**

Association President	15	League Treasurer	2
Association Vice President	10	League President	1
Association Director	5	Trained Bowling Coaching	2
Director of the Year	5	Bowling Council	1
Association Manager	10	National Delegate	2
Committee Chair	1	State Delegate	1
Association Manager	10	Special Olympics Volunteer	2
League Secretary	2		

## **Veterans Category:**

### **Basic Criteria:**

Points will not be used in the selection process. The candidate must meet the following minimum requirements for consideration:

1. Must be at least 55 years of age.
2. Must have at least 25 years of bowling within the jurisdiction of our Local Bowling Association.
3. Must have a 10-year composite average of at least 200 for Women / 210 for Men, in our Local Bowling Association.

## **Special Promotion, Maximum of 10 Extra Points:**

**Given at the discretion of the Hall of Fame Committee.**

Describe in detail any contributions to the sport of bowling. Include services rendered to the Suburban South Jersey USBC, NJ State USBC, and/or the National USBC Organization.

List league activities including offices held, organization and certifying efforts, and all other information pertinent to service record.

Any candidate who has served 20 years or more on the SJJ USBC Board of Directors is automatically qualified.

## 9. Lane Representatives

The President shall assign officers and directors to serve as Lane Reps for each bowling center.

The primary responsibilities are as follows:

- Communicate regularly with the bowling center management.
- Attend pre-season bowling center meetings to promote certification.
- Distribute league certification supplies to league representatives and have them sign for it. Then forward the receipt sheet to the Association Manager.
- Contact and introduce yourself to league officers and keep in contact with them and especially with the secretaries throughout the bowling season.
- Make yourself available to assist league secretaries that may require assistance with completing certification applications, answer questions, and solve any other problems that may arise.
- Distribute SSJUSBC and NJSUSBC tournament entry applications to bowling centers and visit the leagues to promote the tournaments.
- Distribute any other communications to the bowling centers and league representatives as requested.
- Distribute SSJUSBC awards to league representatives or secretaries throughout the season.

## 10. Miscellaneous

### Uniforms

SSJ USBC will purchase a shirt, jacket and a badge for the Board members and Association Managers. Uniforms are to be worn at the functions stated in section # USBC and State Annual Delegates and other functions as designated by the Board of Directors.

### Registered Volunteer Program "RVP" & Safe Sport

All SSJ USBC Board Members and Association Managers must be RVP & Safe Sport Certified.

## 11. SMART Program

**SMART** is the Scholarship Management Accounting and Reports for Tenpins program and provides a centralized location to manage bowling scholarships at no cost to the Provider and/or Recipient.

USBC requires all former and awarded (assigned to a person) scholarships issued through an association, including those issued for academic or meritorious accomplishments, to be deposited with SMART. (This has been a requirement since 2008.)

Scholarship funds must be deposited with SMART within 30 days after the end of the league/tournament/event in which they were earned, including scholarships for academic or meritorious accomplishments.

### Section A. Benefits of the USBC SMART Program

- All youth scholarships are held in the name of the organization that provided the scholarship.
- Recipients have up to eight years from their high school graduation date to use the funds, or eight years from award date, if after high school graduation. If they have served in the military, their funds are extended by the period of their first enlistment only.
- Returned Funds:

As stated in the *SMART Policy Manual*, if a Recipient does not use their scholarships within the allotted timeframe the scholarships expire, and the funds are returned to the Provider. These funds can be used to:

- Enhance a tournament or league.
- Conduct a tournament or league without payment of prize money and use these funds for scholarships.
- Give an extra scholarship, meritorious service, high game/series, etc.

We hope you will be able to put the added funds to beneficial use. Remember, these funds **cannot** be used in place of paid prize/scholarship money.

- SMART is an online program and is accessible at [BOWL.com/SMART](http://BOWL.com/SMART). Providers and Recipients may view the information in their account. The online service includes:
  - Providers:
    - Viewing account information
    - Changing contact information
    - Submitting recipient information lists
    - Viewing or printing annual statements
  - For Recipients:
    - Viewing account information
    - Adding/changing contact information
    - Viewing scholarships earned
    - Viewing scholarship disbursements
    - Requesting funds for college

## 12. Tournaments

The Tournament Committee oversees all operations of Suburban South Jersey USBC tournaments. The committee establishes guidelines for rules, soliciting centers, sponsorships, etc. to ensure successful tournaments.

All Officers and Directors are responsible for enforcing tournament rules.

The committee should also suggest innovative ideas for changes to make tournaments better or new tournaments.

The committee will help with getting volunteers to help run our tournaments.

## 13. USBC and State Annual Delegates

- DUTIES – In order to be eligible for compensation that may be available for attending the National Convention, Delegates must attend workshops and meetings.
- ATTIRE – Delegates are to wear the SSJ USBC uniform at the State Annual Meeting, the National Convention and Annual meeting, open meetings and all tournaments.
- MISCELLANEOUS:  
If a delegate is unable to attend the USBC National Convention, the President has the responsibility of appointing a member of the SSJ USBC who is available.

All delegates must be certified through the SSJ USBC at the time of his/her election and at the time of serving.

Please refer to the USBC Association Bylaws, Article IX Delegates, Youth Delegates and Alternates

## 14. Suburban South Jersey USBC Bylaws



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# United States Bowling Congress (USBC) Local Association Bylaws

## Introduction

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

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 name of the organization is the Suburban South Jersey 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 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 stated requirements as 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 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.



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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. Provide equal opportunity for all in the sport of bowling without regard to race, religion, sex, sexual orientation, disability, national origin, or age.
2. Promote the game of american tenpins.
3. Conduct and support 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 is composed of:

1. **Adults** who have paid the appropriate USBC, state (if applicable) and local association dues; and



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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 board, adult members and youth representatives, by two-thirds vote, determine and adopt adult dues, if any.

Youth representatives consist of:

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 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 certified youth league.

The annual adult standard membership dues are as follows:

Local	<b>\$ 12</b>
State	<b>\$ 0</b> (Cannot exceed \$5.)
USBC adult standard membership	<b>\$ 15.00</b>
Total	<b>\$ 27</b>

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, 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:**

<b>Officers is:</b>	<b>2</b>
<b>Directors:</b>	<b>15</b>

<b>Total number of board members is:</b>	<b>17</b>
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The board shall not engage in any acts constituting 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 member's constituency (men and women) and complying 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 the bowler's average does not represent the bowler's true ability.
8. Conduct suspension and reinstatement hearings if requested by USBC Headquarters. (See the Association Suspension Procedures Chapter of the *USBC 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. A USBC member in good standing of the association at the time of election and throughout their term.
  - b. **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.

2. 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.
  - 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



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inactive in the management of the bowling center and remains so during a term as an officer or director.

Additional eligibility requirements, if any, are to 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. Elected by majority vote, unless plurality vote is adopted, by the board, adult members and youth representatives. **They are elected by Plurality vote.**
3. A slate.
4. Nominations from the floor.

Qualifications must be submitted in a format specified by the board. The board may require qualifications to be submitted up to 48 hours prior to the start of the meeting where elections will be held.

Voting will be by those individuals 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 in a term, the number of terms allowed, and a stagger system are determined by the board, adult members and youth representatives. Insert stagger system here:

The President and seven Directors (numbered 1 - 7) will be elected on even number years.

The Vice President and eight Directors (numbered 8 - 15) will be elected on odd number years.

### **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 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 Suspensions Procedures Chapter in the *USBC Association Policy Manual*. An appeal may be filed with USBC Headquarters 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 not be 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



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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 president, subject to approval by the board.

<p><b>Note:</b> When filling director vacancies, please consult with the youth committee for their recommendations.</p>
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## 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's Operations Manual*.)

### Section B. Election

The board, adult members and youth representatives determine the election process. (Check one)

- 1. **Officers are elected by a majority vote of the board from among the current Directors, unless state laws mandate otherwise; or**
- 2. **Officers are elected by a majority vote of the board, adult members and youth representatives, present and voting from:**
  - a. **A slate.**
  - b. **Nominations from the floor.**

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

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.

Qualifications must be submitted in a format specified by the board. The board may require qualifications to be submitted up to 48 hours prior to the start of the meeting where elections will be held.

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

### Section C. Term

**The term for officers is 2 years, not to exceed three years in a term.** The board, adult members and youth representatives determine the number of years in a term, the number of terms allowed and a stagger system.

### Section D. Authority and Duties



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### 1. **President**

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

<b>Note:</b> Committees should be composed of both board members and non-board members.
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### 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. 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.
- 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 election of delegates and alternates to the USBC Annual Meeting.)

#### 1. **Attendance**

Attendance is open to all adult members, Youth representatives and USBC youth members bowling in USBC Leagues within the association's jurisdiction.

#### 2. **Voice and Vote**

Voice: Adult members and USBC youth members bowling in USBC Leagues within the association's jurisdiction may attend with voice only.

Vote: Board, 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, with the exception of 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 members of the association.

The youth committee makes recommendations to the entire board on programs, tournaments, fund raisers, etc. and the board makes the final decision. On the adult side, committees also make these same 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, which should be at least 15 days prior to the annual meeting.

#### 5. **Special Meetings**

Special membership meetings may be called by the president or upon written request of at least three board members or at least twenty-five members of the association.

#### 6. **Quorum**

**20 members and youth representatives constitute a quorum.** The board, members and youth representatives determine the number.

#### 7. **Action**

A majority vote 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 officers requires a majority vote. Election of directors requires a majority vote, unless 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 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 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 meeting.
2. **Quorum. 7 board members constitute a quorum.** The board, adult members and youth representatives determine the number. (Must be a number and not a percentage.)
3. **Action.** A majority vote 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.
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, e-mail, or teleconferencing. This type of action must be permissible by state law and approved by the board, adult members and youth representatives.
  - a. The procedures found in the *USBC Association Policy Manual*, Chapter Ten, Section E must be followed.
  - b. **The association Does allow the board to vote via mail, e-mail, or teleconference.** (This action also applies to committees.)

### **Section C. Parliamentary Procedure**



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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 association financial matters.
2. **Youth Committee.** The committee is responsible for monitoring, promoting, reviewing and recommending youth programs conducted by the association.

### Section B. Other Committees

The President may establish other committees, with board approval.

## Article IX Delegates, Youth Delegates and Alternates

### Section A. USBC Annual Meeting

Delegates and alternates are elected by plurality vote of the board, adult members and youth representatives, present and voting. (See Article VI, Section A of the national bylaws for representation.)

### Section B. State Annual Meeting

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

Adult and youth delegates and alternates are elected by plurality vote of the board, adult members and youth representatives, 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 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.
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 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.



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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.

An association is not eligible to send delegates and youth 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 D. Election**

Delegates, youth delegates and alternates serve for one year, beginning August 1, and are elected by:

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 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 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 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 board, adult members and youth representatives present and voting. The amendment must be:

1. Submitted in writing to the association manager or president.
2. **Submitted at least 15 days prior to the membership meeting when 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**



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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.

### 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 adults and youth representatives must be present in order to conduct business. A member may only vote once, regardless of representing 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 is (are) elected.
- **Majority vote:** A majority vote is "more than half" of the votes cast.