

Fairfield County USBC

Local Association By-laws

(November 2014)

Article I

Name

The name of the organization is the Fairfield County 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 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 the 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 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 Chapter One, USBC Association Policy Manual, for renewal, revocation and appeal procedures)

Article III

Purpose

The purpose 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 composed of individuals who pay dues to the association and is in effect from August 1 through July 31

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

Each individual shall pay national, state and local dues, except as provided in Rule 100e, Traveling League and Rule 100l, Mail-o-Graphic League

The adult members, and officers and directors, by two-thirds vote, determine and adopt local adult dues, if any. The annual adult membership dues are as follows:

USBC -	\$ 10.00	
State -	\$ 1.00	(Cannot exceed \$ 5.00)
<u>Local -</u>	<u>\$ 8.00</u>	
Total -	\$ 19.00	

The annual USBC Youth Standard membership dues are \$4, state/local association dues are not allowed.

The board may waive all or part of local dues for:

1. Members of other USBC associations having a reciprocal agreement with the Association
2. Other groups, such as seniors, etc. as determined by the board
Seniors- USBC - \$ 10.00
(55+) State - \$ 1.00
Local - \$.50
Total - \$ 11.50 *

* **This fee only applies for leagues that are sanctioned as a Senior League.**

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 adult members, Youth Representatives and Board determine the number of positions on the Board and their term. **The total number of Board members is 15 with 12 total number of Directors.** At least 20% of the total number of Board members (Youth Directors) will be elected by:

1. Youth Representatives who consist of:
 - a. USBC Youth members, at least 14 years of age, bowling in USBC Leagues within the association's jurisdiction.
 - b. 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.*)
 - c. One center representative, who is a USBC member, from each center having at least one certified youth league.
2. Youth Directors.

The number of Youth Directors is 3.

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 *Suspension and Reinstatement 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. A USBC member in good standing of the association 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 law 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. At least 20% of the board must be elected by and from the Youth Committee
 - c. 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 with a maximum of one per center. 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 / Youth Representatives

Section C – Election of Directors

Directors are elected by majority vote * of the adult members, 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 Nominating Committee, in a format approved by the committee)
At least 20% of the board is elected by the Youth Committee

Voting will be by ballot if there is 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

Effective November 9, 2014 the Board of Directors will be structured as follows:

- | | |
|-----------------------------|------------------|
| 1 – President | two year term |
| 1 – First – Vice President | two year term |
| 1 – Second – Vice President | two year term |
| 9 – Directors | three year terms |
| 3 – Youth Directors | three year terms |

The President’s term will be up for election in odd years.

The Vice President terms are staggered over two (2) years.

- 1st VP will be up for election in odd years and 2nd VP in even years.

The Director terms are staggered over 3 years with 3 directors up for election every year. Remaining years for current directors are:

- 3 - Directors one year (up for election in 2015 for 3 year term)
- 3 - Directors two years (up for election in 2016 for 3 year term)

- 3 - Directors three years (up for election in 2017 for 3 year term)

The Youth terms are staggered over 3 years with 1 Youth Director up for election every year. Remaining years for current Youth Directors are:

- 1 - Youth Director one year (up for election in 2015 for 3 year term)
- 1 - Youth Director two years (up for election in 2016 for 3 year term)
- 1 - Youth Director three years (up for election in 2017 for 3 year term)

With the reduction of board members from 20 to 15 the following vacancies exist and **will term out** as follows:

- In 2015
 - 1 – Adult Director
- In 2016
 - 1 – Adult Director
 - 1 – Youth Director
 - 3rd Vice President
- In 2017
 - 1 – Adult Director

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. (A board member’s position, that is selected / elected by the Youth Committee, is automatically declared vacant when the individual’s term on the Youth Committee expires)
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 Suspension and Reinstatement Chapter. An appeal may be filed with USBC Headquarters within fifteen (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. If elected by the members, director vacancies on the board are filled by the President, subject to approval by the board
 - b. If elected by the Youth Committee, vacancies are filled by the Youth Committee
 - 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, first, second and third Vice-Presidents

Section B – Election

Officers are elected by a majority vote * 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 nominating committee, in format approved by nominating committee.)

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

* If a majority vote is not reached on the first ballot, the candidate receiving the lowest total is dropped and balloting continues until a candidate receives a majority vote.

Section C – Term

The terms for Vice-Presidents are two years with three consecutive terms maximum per office. The term of President is two years with two consecutive terms maximum.

Section D – Authority and Duties

1. President

- a. Presides at all meetings
- b. Acts as spokesperson for the association
- c. Appoints committees, except nominating and youth, with board approval (Committees should be composed of both board members and non-board Members. See Chapter Six of the USBC Association Policy Manual, Committees)

2. Vice – Presidents (in order of first & second)

- a. Preside at all meetings when 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
- d. Allowed to hold a director position on the board and allowed to cast a vote on all matters that are not related to the ASSOCIATION MANAGER POSITION as stated in the USBC Policy manual.

Article VII **Meetings**

Section A – Annual Meeting

An annual meeting of association members / Youth Representatives shall be held at a time and place approved by the board of directors. (See Article IX, Section D for the time frame for election of delegates and alternates to the USBC Annual Meeting)

1. Attendance – attendance is open to all members
2. Youth Representatives – Youth representation consists of the following:
 - a. Youth members, at least 14 years of age
 - b. One adult representative from each certified youth league (A league is not eligible for representation if it has not submitted a league application)
 - c. One center representative from each center having at least one certified youth league
3. Voice and Vote –Voting officers, directors and adult members / Youth Representatives, at least 14 years of age, unless state laws mandate a specific age, have voice and vote. Members not meeting the above criteria may attend with voice only. Absentee and proxy voting are NOT permitted.
4. Responsibilities –
 - a. All adult members, Youth Representatives, officers and directors shall elect delegates and alternates for the USBC Annual Meeting
 - b. Adult Members shall:
 - 1) Adopt bylaws, with the exception of youth dues and Youth Committee eligibility requirements
 - 2) Adopt local adult dues, up to the established maximum

- 3) Elect up to 80% of the total number of members of the board
- 4) Elect delegates and alternates representing adult membership for the USBC and State Annual Meetings
- c. Youth Representatives shall:
 - 1) Adopt bylaws, with the exception of adult and youth dues
 - 2) Adopt Youth Committee eligibility requirements
 - 3) Elect the Youth Committee
 - 4) Elect Youth Delegates and alternates for the state annual meeting
5. Meeting Notice – Written notice of the meeting shall be forwarded to the board, Youth Representatives (league and center only) and league secretaries, which should be at least 15 days prior to the annual meeting
6. 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
7. Quorum
 - a. Sixteen (16) members constitute a quorum
 - b. Two (2) Youth Representatives constitute a quorum for youth related elections and activities
8. Action – A majority vote of those members / Youth representatives 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. Election of delegates, Youth Delegates and alternates require a plurality vote. Absentee and proxy voting are NOT Permitted.

Section B – Board Meeting

The board shall meet at least quarterly. Special meetings may be held upon the request of any board member if a majority of the board approves.

1. Notice – Written notice for all regular and special meetings shall be forwarded to the board, which should be at least 15 days prior to the meeting
2. Quorum – Eight (8) board members constitute a quorum.
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 – None .The association does NOT allow the board to vote via , mail, e-mail, or teleconference

Section C – Parliamentary Procedure

The most recent edition of Robert’s Rules of Order, Newly Revised, governs all meetings

Article VIII **Committees**

Section A – Standing Committees

The association shall have the following Standing Committees: Nominating, Finance and Youth

1. Nominating Committee – The committee reviews candidates and prepares slates for adult board, delegate and alternate positions. The committee will prepare slates for the Youth Committee and Youth Delegates/alternates based on the recommendation of the Youth Committee. The committee publicizes criteria and procedures for the elected positions. (See the USBC Association Policy manual for composition of the Nominating

Committee and its election)

2. Finance Committee - The committee is responsible for reviewing and monitoring the annual budget and other financial matters.
3. Youth Committee - Youth Committee members whose positions are subject to election by the Youth Representatives are elected by a majority vote of those Youth Representatives, present and voting. The Youth Committee is responsible for:
 - a. Developing eligibility requirements for board members representing the youth, to be approved by the members and Youth Representatives
 - b. Electing at least 20% of the board members from the Youth Committee
 - c. Developing eligibility requirements for the Youth Committee, subject to approval of the Youth Representatives
 - d. Recommending youth dues, to be approved by the board
 - e. 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 those adult members, youth representatives and officers and directors, present and voting. The definition of a delegate is an individual, 18 years of age or older, who holds USBC membership. (See Article VI, Section A of the National Bylaws for representation)

Section B – State Annual Meeting

1. Delegates and alternates representing adults are elected by Plurality vote** of those adult members present and voting
2. Youth Delegates and alternates are elected by plurality vote** of those local Youth Representatives present and voting

Section C – Eligibility

1. USBC National Annual Meeting – Delegates and alternates must be:
 - a. Elected by the board, adult members and Youth Representatives
 - 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 adult members or Youth Representatives
 - b. At Least (fourteen) 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 eligible to send delegates / Youth Delegates if it is declared delinquent or USBC has revoked its charter.

Section D – Election

Delegates, Youth Delegates and alternates serve one year, beginning August 1, and are elected by:

1. A slate provided by the Nominating Committee
2. Nominations from the floor (Qualifications submitted to Nominating Committee, in format approved by the committee)
3. Plurality vote**. The election shall be by ballot, except that a voice vote may be taken when the number of candidates does not exceed the number of positions to be filled
4. Alternates shall serve in order of their election

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

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

Section E – Vacancies

Vacancies are filled for the un-expired portion of each term as follows:

1. If elected by adult members, vacancies are filled by the alternates in the order which they were elected. If a vacancy still exists, the President fills the vacant position by appointment
2. If elected by the Youth Representatives, vacancies are filled by the alternates in order in which they were elected. If a vacancy still exists, the Youth Committee fills the vacant position by appointment

The appointees must meet the same 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 members / Youth Representatives present and voting. The amendment must be:

1. Submitted in writing to the Association Manager or President.
2. Submitted at least 60 days prior to the membership meeting when the association is considering the proposal.

Section B – Change in Dues

1. Adult Dues - Forward a notice to each league secretary and the board at least 15 days prior to the meeting at which the proposal change is considered. The Notice must:
 - a. Be in writing
 - b. Specify the amount of the change
 - c. Specify the reason for the change
2. Youth Dues – Changes in dues are adopted by the board, based on recommendations of the Youth Committee. Forward a notice to the Youth Committee and the board at least 15 days prior to the meeting at which the proposed change is considered. The notice must:
 - a. Be in writing
 - b. Specify the amount of the change
 - c. Specify the reason for the change

Notification of any adopted change in dues, and the reason for the changes, will be forwarded in writing to:

- a. Adult dues – each league secretary
- b. Youth dues – Youth Representatives (league and center only)

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.