



# **Bay Area USBC Association**

## **By-Laws**

**Revised: May 2023**

Bay Area USBC Association  
By-Laws

Table of Contents

Article I – Name	1
Article II – Nonprofit Corporation and Charter	1
Section A.    Nonprofit Corporation	1
Section B.    Charter	1
Section C.    Association Dissolution	1
Article III – Purpose	1
Article IV – Membership and Dues	1
Article V – Board of Directors - Management	2
Section A.    Board Composition, Authority and Duties	2
Section B.    Eligibility	2
Section C.    Election of Directors	3
Section D.    Term	3
Section E.    Resignation, Removal, and Vacancies	3
Article VI – Officers	3
Section A.    President and Vice President	3
Section B.    Election	4
Section C.    Term	4
Section D.    Authority and Duties	4
Article VII – Meetings	4
Section A.    Annual Meeting	4
Section B.    Board Meeting	5
Section C.    Parliamentary Procedure	6
Article VIII – Committees	6
Section A.    Standing Committees	6
Section B.    Other Committees	6
Article IX – Delegates, Youth Representatives and Alternates	6
Section A.    USBC Annual Meeting	6
Section B.    State Annual Meeting	6
Section C.    Eligibility	6
Section D.    Election	7
Section E.    Vacancies	7
Article X – Amendments	7
Section A.    Procedure	7
Section B.    Change in Dues	7
Section C.    Effective Date	8
Article XI – Fiscal Year	8
Article XII – Indemnification	8
Revisions	8

# Bay Area USBC Association By-Laws

## Article I – Name

The name of the organization is the **Bay Area USBC Association**, chartered by the United States Bowling Congress (USBC).

## 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 Performance Standards and stated requirements as set forth in the USBC Association Policy Manual.

### Section C. Association Dissolution

In the event of dissolution of this organization, all liabilities of the association shall be paid.

The remaining assets of the association shall be distributed for one or more exempt purposes determined By the Bay Area Board of Directors, with the meaning of Section 501 (c) (3) of the Internal Revenue code of corresponding section of any future tax code.

## Article III – Purpose

The purposes of the association as stated in the Articles of Incorporation, include, but are not limited to:

1. Providing equal opportunity for all in the sport of bowling without regard to race, religion, age, gender, disability, or national origin.
2. Promoting the game of American Tenpins.
3. Conducting and supporting bowling competition.
4. Engaging in any other activities permitted by an organization classified as tax exempt under Section 501(c)(3) of the IRC.

## Article IV – Membership and Dues

Membership is in effect from August 1 through July 31 and is composed of:

1. **Adults** who have paid the appropriate USBC, state (if applicable) and local association dues; and
2. **Youth** who have paid the appropriate USBC and state dues and local processing fee in the association’s jurisdiction.

An individual joining a summer league after March 15 shall pay the dues that are known to be, or become, effective for the next current season. 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 (where applicable) and local dues, except as provided in Rule 100e, Traveling League and 100I, Mail-o-Graphic League.

The adult members, by two-thirds vote, determine and adopt local adult dues, if any.

# Bay Area USBC Association By-Laws

The annual adult membership dues are as follows:

Local	\$11.00
State BA	\$1.00
USBC	\$15.00
Total	\$27.00

The annual senior fee in a senior league only is local \$9.00 \$25.00 total

The annual youth standard membership dues are as follows:

Local	\$8.00
USBC	\$4.00
Total	\$12.00

The board may waive all or part of local dues for other groups such as senior bowlers and members of other USBC associations having a reciprocal agreement with the Bay Area USBC Association.

Our association donates to the state for our youth awards 1 dollar per certified bowler

The association for the adult membership cannot charge additional non-dues assessments.

## **Article V – Board of Directors - Management**

### **Section A. Board Composition, Authority and Duties**

The management and governance of the association is vested in the board of directors. The members and Youth Representatives determine the number of directors. The total number of director's are 16. The total number of Board members (officers and directors) is 19.

The board shall not engage in any acts constituting a conflict of interest. The board's duties include but are not limited to:

1. Enforcing the bylaws.
2. Complying with the USBC Association Policy Manual.
3. Ensuring adherence to all USBC Performance Standards.
4. Conducting championship level competition for its membership constituency (men, women and youth) and complying with state and local laws in their area.
5. Selecting/appointing and evaluating the performance of the Association Manager.
6. Approving use of membership records.
7. Re-rating the league average of an association member when there is evidence the bowler's average does not represent the bowler's true ability.
8. Conducting suspension and reinstatement hearings if requested by USBC Headquarters.

(See the Suspension and Reinstatement Chapter for re-rate, suspension, reinstatement and appeal procedures.)

### **Section B. Eligibility**

A candidate for the board must be:

1. A USBC member in good standing of the association at the time of election and throughout their term.
2. Elected or appointed without regard to race, color, religion, gender, disability, national origin, or age, other than the minimum age of 14, 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

# Bay Area USBC Association By-Laws

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, are to be approved by the members and Youth Representatives.

## Section C. Election of Directors

Directors are elected by plurality vote by the members and Youth Representatives. **Directors whose positions are subject to election by the adult members are elected by a plurality vote of adult members, and all officers and directors, present and voting from:**

1. A slate.
2. Nominations from the floor.

Qualifications must be submitted to the Nominating Committee at least 24 hours prior to the opening of the General Membership Meeting.

At least 20% of the Board is elected by the Youth Representatives and those officers and directors who hold youth membership.

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

## Section D. Term

The term for directors is 3 years.

Year 1 (2023)  
Directors 1-6

Year 2 (2024)  
Directors 7-11

Year 3 (2025)  
Directors 12-16

## Section E. Resignation, Removal, and Vacancies

1. **Resignation.** A board member may resign from the board of directors by providing written notice of resignation to the president or, in the case of the president, to the board.
2. **Removal for Ineligibility.** A board member who is no longer eligible to serve on the board may be removed by a two-thirds vote of the board when a quorum is present.
3. **Removal for Cause.** When a board member is accused, in writing, of failure to properly perform the duties of their office or otherwise engaging in improper or unfair activities or conduct, the board may conduct a hearing following the Removal Procedures in the Suspension and Reinstatement Chapter. An appeal may be filed with USBC within 15 days of the removal. Two-thirds written consent of the full board is required to seek re-election and/or re-appointment to the board.
4. **Vacancies.** Vacancies in positions on the board are filled for the un-expired portion of each term as follows:
  - a. If elected by the members, director vacancies are filled by the president, subject to approval by the board.
  - b. The board fills vacancies in officer positions.

## Article VI – Officers

### Section A. President and Vice President

The officers of this association shall include a president, first vice-president and second vice-president.

### Section B. Election

Officers are elected by a plurality vote\* of the Board of Directors from the members of the Board of Directors.

1. Election of officers will take place at the last scheduled Board meeting of the current season but before the Annual Awards Banquet. All directors who shall be in office on the first day of the next season shall be eligible to vote.

# Bay Area USBC Association By-Laws

2. 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 C. Term

The term for elected officers is three (3) years. Officers can serve a maximum of two (2) consecutive terms in the same position. To be eligible for election for an officer position of our board, a candidate must have completed 1 full 3 year term as a board member. If a resignation or passing occurs, the President will appoint a suitable replacement for the remainder of the existing term of all vacant board and officer positions.

Year 1 (2023)  
2<sup>nd</sup> Vice President

Year 2 (2024)  
1<sup>st</sup> Vice President

Year 3 (2025)  
President

## 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.
2. **Vice President (first and second)**
  - 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 Meetings

An Annual Meeting of association members/Youth Representatives (delegates) 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. **Voice and Vote**

Voting officers, directors, and 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.
3. **Responsibilities**
  - a. All adult members, officers and directors shall elect delegates and alternates for the USBC Annual Meeting.
  - b. Adult Members and all officers and directors shall:
    - 1) Adopt bylaws, with the exception of the youth processing fee and Youth Committee eligibility requirements.
    - 2) Adopt local adult dues, up to the established maximum.

# Bay Area USBC Association By-Laws

- 3) Elect the total number of directors up for the election
  - 4) Elect delegates and alternates representing adult membership for the state annual meeting(s).
4. **Meeting Notice**  
Notice of the Annual Meeting shall be posted on the association website or an e-mail forwarded to the board, youth representatives and league secretaries. This must be posted at least 15 days prior to either an annual meeting or a special meeting. Special meetings may be called by the president or upon written request of at least three board members or at least 25 members of the association.
5. **Quorum**  
a. Annual Meetings: Quorum at the AGM or any special meeting shall be 20 of those in attendance who are in good standing and eligible to vote.
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. There must be 20 association members present to constitute a quorum.
7. **Action**  
a. 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.  
b. Virtual presence will be allowed when the ability to do so when and if available.

## Section B. Board Meetings

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

1. **Notice.** Written, emailed or website notice for all regular meetings shall be forwarded to the board, which will be at least 15 days prior to the meeting.
2. **Quorum.** Ten (10) board members constitute a quorum for all board meetings.
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. When the ability to attend off site and virtually becomes available these other options will be allowed.

## 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, delegates representing adult membership and alternate positions. The committee publicizes criteria and procedures for the elected positions. (See the USBC Association Policy Manual for composition of the Nominating Committee.)
2. **Finance Committee.** The committee is responsible for reviewing and monitoring the annual budget and other financial matters.
3. **Youth Committee.** The Youth Committee is appointed by the President
  - a. Developing eligibility requirements for the Youth Committee, subject to approval of the board of directors

# Bay Area USBC Association By-Laws

- b. Recommending youth dues, to be approved by the board.
- c. 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, and Alternates**

### **Section A. USBC Annual Meeting**

Adult delegates and adult alternates are elected by plurality vote\* of those adult members present and voting. (See Article VI, Section A of the USBC National Bylaws for representation.)

\*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 B. State Annual Meeting**

1. Delegates and alternates representing adults are elected by plurality vote\* of those adult members present and voting.

### **Section C. Eligibility**

1. **USBC Annual Meeting.** Delegates and Alternates must be:
  - a. Elected by adult members.
  - b. At least 18 years of age.
  - c. A USBC member in good standing of the association at the time of election and throughout their term.
2. **State Annual Meeting.** Nominees must be:
  - a. Elected by adult members
  - b. At least 14 years of age.
  - c. A USBC member in good standing of the association at the time of election and throughout their term.

If a member is elected to represent more than one association to attend the same meeting, the first election shall stand and any succeeding election shall be declared null and void.

A local association is not eligible to send 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**

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

1. A slate provided by the Nominating Committee.
2. Nominations from the floor. Qualifications must be submitted to the Nominating Committee.
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.

### **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 in which they were elected. If a vacancy still exists, the president fills the vacant position by appointment.
- 2.. The appointee must also meet the same eligibility requirements as elected positions.



# Bay Area USBC Association By-Laws

## 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 30 days prior to the membership meeting when the association is considering the proposal. (See Section B Change in Dues)

### Section B. Change in Dues

1. **Adult Dues.** Changes in dues will be adopted by the board based on recommendations from the association membership, the board and mandates from USBC.
2. **Youth Dues.** Changes in dues are adopted by the board, based on recommendations of the Youth Committee.

Notification of any adopted change in dues, and the reason for the change, will be announced at our AGM's

### 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.

The Bylaws were approved at the Bay Area USBC Membership Meeting held on August 11<sup>th</sup> 2021.

## Revisions

May 2023 – Article IV Membership and dues: Certification Fees increase for adults and seniors

May 2022 – Complete removal of the youth delegates and representative language. Date updates for directors and Officers.

August 2021 – Article VII Meetings, changing quorum numbers for all meetings AGM, Special and board

October 2020- Complete refresh of Articles IV, V, VI, VII and X

April 2019 – Article V, Section D, Election of Directors, Term

May 2018 – Article IV, Membership Dues, Article V, Election of Directors, Section D, Term

June 2017 – Article IV, Membership Dues, Article V, Election of Directors, Section D, Term

April 2017 – Article VII, Section 7 Special meetings called must have 25 association members present to constitute a quorum.

January 2016 – Article IV, Membership Dues, Article V, Board of Directors, Section D, Term

April 2014 – Article IV, Membership Dues; Article VII – Meetings, Section A, Annual Meeting #5.

January 2012 – Article VI, Officers, Section B, Elections changed following January 2012 membership meeting vote to have the Board of Directors elect association officers.

## Bay Area USBC Association By-Laws

- November 2011 – Added new Item 6, Special Meeting and renumbered following items (Note: This is not a change; Special Meeting section was simply split from preceding item).*
- November 2011 – Replaced Article VII, Section A, Item 3 with USBC recommended wording.*
- November 2011 – Replaced Article VII, Section A, Item 1 with USBC recommended format and renumbered items following items.*
- November 2011 – Article V, Section B added last sentence “Additional eligibility requirements, if any, are to be approved by the members and Youth Representatives.*
- November 2011 – Delete last item (d) in Article V, Section B, #2 (Individual must not be bowling in any non-certified American 10 pin leagues, excluding summer programs).*
- November 2011 – Added following to Article V, Section A, Item 8 under Board duties add to last sentence “if requested by USBC Headquarters”.*
- November 2011 – Added new last sentence stating association cannot charge additional non-dues assessments as per USBC recommended by-laws.*
- November 2011 – Delete statement about Board adopting USBC Youth dues; it is now determined by USBC National Youth Committee.*
- November 2011 – Corrected first paragraph of Article IV to format in USBC recommendations*
- November 2011 – Added Article 2, Section C: Association Dissolution to comply with USBC requirements*
- Revised January 20, 2008 to change election of directors to plurality vote, allow 25 members to call for special meeting*
- Revised May 9, 2007 to correct error in initial term of office for 1<sup>st</sup> and 2<sup>nd</sup> Vice President*
- Revised July 24, 2006 to reflect the increase in MI State USBC BA and MI State USBC Youth membership fees*
- Approved as of January 22, 2006*