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# United States Bowling Congress (USBC) Indiana State USBC WBA Bylaws

## Introduction

The following document is the mandatory form of bylaws to be adopted by each WBA state association and used in conjunction with the *USBC Association Policy Manual*. Complete all blanks where indicated.

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 **Indiana State USBC WBA 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 Revenues Code (IRC).

### Section B. Charter

The association shall be chartered by USBC and is subject to its authority. To maintain its charter, the association must:

1. Provide services for women.
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 Internal Revenue Code, or corresponding section of any future federal tax code.

### **Section C. Charter Dissolution**

Upon termination of its charter, the USBC 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 center(s) 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 Internal Revenue Code, 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, age, sex, sexual orientation, disability, or national origin. The term "sex" does not apply to WBA.
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.



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## **Article IV Membership and Dues**

Women who have obtained USBC and local association membership, in accordance with USBC and local association bylaws, become members of this association through payment of applicable annual state dues, if any.

The Delegates and Board, by two-thirds vote, determine and adopt dues, if any.

**The annual state adult dues are \$ 2.00** (Cannot exceed \$5.)

The Board may waive all or part of state 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.

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 that includes the Officer and Director positions. The Board and the Delegates determine the number of positions on the Board and their term. **The total number of Board members is 11, with 8 total number of Directors.**

**A local association shall be represented by no more than two (2) places on the Board of directors.**

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

1. Enforce the bylaws.
2. Comply with the *USBC Association Policy Manual*.
3. Conduct championship level competition for its membership constituency (women) and complying with state and local laws in their area.
4. Implement USBC programs as requested.
5. Select/appoint the Association Manager.
6. Approve use of membership records.

### **Section B. Eligibility**

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



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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, sex, sexual orientation, disability, national origin, or age, other than the minimum age of 14 years, unless state laws mandate a specific age and be reasonably representative of the members. The term “sex” does not apply to WBA.
    - 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 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 and Delegates.

- 1. A candidate to be eligible for nomination as a director shall have served on an Indiana local association Board of directors a minimum of three (3) years and shall have served as a delegate or attended the state annual meeting within the last three years. The year of nomination may be included in the requirements.**
- 2. A candidate to be eligible for nomination as an officer shall have served three (3) or more years in an elective position on the state Board of directors. The year of nomination may be included in the three-year requirement.**
- 3. A candidate to be eligible for nomination as an officer or director shall not currently be serving as a member of the Indiana State USBC BA Board of directors.**

### **Section C. Election of Directors**

Directors are elected by majority vote<sup>1</sup>, unless plurality vote<sup>2</sup> is adopted by the Board and Delegates. **Directors are elected by a plurality vote of the Board and the WBA delegates present and voting from:**

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

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<sup>1</sup> 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.

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



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Qualifications must be submitted, in writing, at least 24 hours prior to the opening of the annual meeting.

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

#### **Section D. Term**

**The term for Directors is 3 years.** The number of years in a term, the number of terms allowed and a stagger system are determined by the Board and the Delegates.

**The stagger system for three-year terms adopted by the association is:**

1.  
**President**  
**Directors # 1 & 2**

2.  
**1<sup>st</sup> Vice President**  
**Directors # 3, 4 & 5**

3.  
**2<sup>nd</sup> Vice President**  
**Directors #6, 7 & 8**

#### **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 Suspension and Reinstatement Chapter of 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. **Vacancies.** Vacancies are filled by the President, subject to approval by the Board.



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## Article VI Officers

### Section A. President and Two (2) Vice Presidents

The Officers of this association shall include a President and **two vice presidents**. *(The association determines if more than one Vice President or a Sergeant-at-Arms is necessary and defines their duties and responsibilities in the association's operations manual.)*

### Section B. Election

The Board and Delegates determine the election process.

1. **Officers are elected by a majority vote<sup>1</sup> of the Delegates and Board present and voting from:**
  - a. **A slate.**
  - b. **Nominations from the floor.**

Qualifications must be submitted, in writing, at least 24 hours prior to the opening of the annual meeting.

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

### Section C. Term

**The term for elected Officers is 3 years, not to exceed three years in a term.** The Board and Delegates determine the number of years in a term, the number of terms allowed and a stagger system.

### Section D. Authority and Duties

1. **President**
  - a. Presides at all meetings.
  - b. Acts as spokesperson for the association.
  - c. Serves as the liaison to the state proprietors association, if applicable.
  - d. Appoints committees with Board approval.

<p><b>Note:</b> Committees should be composed of both board members and non-board members.</p>
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2. **Vice President(s)**

**When there is more than one vice president, the order of their titles will determine who is in charge.**

  - a. Presides at all meetings when the President is absent.
  - b. Performs other duties as prescribed by the Board or requested by the President.



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### 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 and the Delegates shall be held at a time and place approved by the Board. *(See Article IX, Section B, for the time frame for election of Delegates and Alternates to the USBC Annual Meeting.)*

Attendance is open to all members. Voting Officers, Directors and Delegates/Alternates must be at least 14 years of age, unless state laws mandate a specific age.

#### **1. The association invites all WBA and Merged associations within its jurisdiction.**

Membership will be used to determine the number of Delegates/Alternates to which an association is entitled.

The number of Delegates/Alternates representing an association is determined by the Board and Delegates:

**Based on the previous season's membership as of July 31, each local association shall be entitled to delegates as follows:**

<b>1-250</b>	<b>2 delegates</b>
<b>251-500</b>	<b>3 delegates</b>
<b>501-1,000</b>	<b>4 delegates</b>
<b>1,001-2,000</b>	<b>5 delegates</b>
<b>2,001 or more</b>	<b>6 delegates</b>

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.

#### **2. Credentials.** Credentials are forwarded to the association at least 60 days prior to the opening of the annual meeting.



### 3. **Voice and Vote**

Voting Officers and Directors, and Delegates at least 14 years of age, unless state laws mandate a specific age, have voice and vote. Other members may attend with voice only. Absentee and proxy voting are not permitted.

### 4. **Responsibilities**

The Board and Delegates shall:

- a. Adopt bylaws.
- b. Adopt dues, up to the established maximum.
- c. Elect Officers and Directors to the Board.
- d. Elect one Delegate and one Alternate to the USBC Annual Meeting.

### 5. **Meeting Notice**

Written notice of the meeting shall be forwarded to the Board and Delegates at least 15 days prior to the annual meeting.

### 6. **Special Meetings**

Special Delegate meetings may be called by the President or upon written request of at least three Board members or at least twenty-five Delegates.

### 7. **Quorum**

**50 WBA Delegates constitute a quorum.** The Delegates and Board determine the number.

### 8. **Action**

A majority vote<sup>1</sup> of the Board and Delegates 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<sup>1</sup>. Election of directors requires a majority vote<sup>1</sup>, unless plurality vote<sup>2</sup> has been adopted in accordance with these bylaws. Election of Delegate/Alternate requires a plurality vote<sup>2</sup>. 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 at least 15 days prior to the meeting.
2. **Quorum. Seven (7) Board members constitute a quorum.** The Board and Delegates determine the number.
3. **Action.** A majority vote<sup>1</sup> of the 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. 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





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use of mail, email or teleconferencing. This type of action must be permissible by state law and approved by the Board and Delegates.

5.
  - a. The procedures found in the *USBC Association Policy Manual*, Chapter Eight, Section D, Item 4 must be followed.
  - b. **The association does allow the Board to vote via mail, email, or teleconference.**

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

The most recent edition of *Robert's Rules of Order, Newly Revised*, shall govern all meetings.

## **Article VIII Committees**

### **Section A. Standing Committees**

The association shall have a Finance Committee. The committee is responsible for reviewing and monitoring the association financial matters.

### **Section B. Other Committees**

The President may establish other committees, with Board approval.

## **Article IX Delegate and Alternate to USBC Annual Meeting**

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

A Delegate and Alternate to the USBC Annual Meeting are elected by plurality vote<sup>2</sup> of the Board and Delegates. (See Article VI, Section A, of the national bylaws for representation.)

### **Section B. Eligibility**

Delegates and Alternates must be:

1. Elected by the Board and Delegates.
2. At least 18 years of age.
3. 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.

**Note:** If the association's charter has been revoked they are ineligible to send Delegates to the USBC Annual Meeting.

### **Section C. Election**

Delegates and Alternates serve for one year, beginning August 1, and are elected by:

1. A slate.



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2. Nominations from the floor. Qualifications must be submitted, in writing, at least 24 hours prior to the opening of the annual meeting.
  3. Plurality vote<sup>2</sup>. 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 Annual Meeting requirements.

### **Section D. Vacancies**

Vacancies in Delegate positions are filled for the unexpired 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 may submit proposed amendments to these bylaws. The association bylaws may be amended by a two-thirds vote, at any Delegate meeting, by the Board and Delegates, present and voting.

The amendment must be:

1. Submitted in writing to the Association Manager or President.
2. **Submitted by August 1 prior to the meeting when the association is considering the proposal.** The date or number of days is to be set by the Board and Delegates. *(See Section B, Change in Dues.)*
3. **Forwarded by the state association at least 15 days before the meeting to:**
  - a. Local Association Managers.
  - b. Board.
  - c. Delegates.

### **Section B. Change in Dues**

Forward a notice to the Board and Delegates 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 dues and the reason for the change will be forwarded in writing to each local association.



**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.