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# United States Bowling Congress (USBC) Merged State USBC Association Bylaws

## Introduction

The following document is the mandatory form of bylaws to be adopted by each merged 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 **Maine State 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 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*.

### Section C. Association Dissolution

Upon termination of its charter of this organization all of its assets remaining after payment of its lawful obligations shall be distributed in accordance with the requirements of Section 501(c)(3) of the Internal Revenue Code and regulations promulgated thereunder.



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### **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**

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

Youth who have obtained USBC membership and paid the local processing fee, in accordance with USBC bylaws, become members of this association through the payment of applicable annual state dues.

The delegates representing adult membership, and all officers and directors by a two-thirds vote determine and adopt adult dues, if any.

**The annual state adult dues are \$1.00**

The annual state youth dues are \$0.50.

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.

### **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 delegates representing adult membership, Youth Delegates, and Board determine the number of positions on the Board of Directors and their term. **The total number of Board members is 22, with 18 total number of directors.** At least 20% of the total number of board members (Youth Directors) will be elected by:



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1. Youth Delegates.
  2. Officers and directors who hold youth membership.
  3. Youth Directors.

**The number of Youth Directors is 7.**

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. Conducting championship level competition for its membership constituency (men, women and youth) and complying with state and local laws in their area.
4. Implementing USBC programs as requested.
5. Selecting/appointing the Association Manager.
6. Approving use of membership records.

**Section B. Eligibility**

A candidate for the Board (elected or appointed) 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. At least 20% of the Board must represent youth and be elected by:
    - 1) Youth Delegates.
    - 2) Officers and directors who hold youth membership.
    - 3) Youth Directors.
  - 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. 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 delegates representing adults, Youth Delegates, and Board.

**Section C. Election of Directors**

Directors are elected by a majority vote<sup>1</sup>, unless plurality<sup>2</sup> is adopted, by the delegates representing adults, Youth Delegates and the Board. **They are elected by majority vote** from:

1. A slate.

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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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## 2. Nominations from the floor.

At least 20% of the total number of board members must be Youth Directors.

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

Directors whose positions are subject to election by the delegates representing adults are elected by:

1. Delegates.
2. Officers and directors.

Youth Directors are elected by:

1. Youth Delegates.
2. Officers and directors who hold youth membership.
3. Youth Directors.

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

### **Section D. Term**

**The term for directors is 2 years.** The delegates representing adult membership, Youth Delegates, and Board determine the number of years in a term and the number of terms allowed. For two- and three-year terms the delegates representing adult membership, Youth Delegates, and Board establish a stagger system.

Stagger System – 2 years

President, Sgt. at Arms, ½ of the Directors, even years

Vice President, ½ of the directors, odd years

2 adult directors from each local association, 1 even and 1 odd year

1 youth director from each local association, ½ of the total even years,  
the other half odd years

### **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 meeting following the Removal Procedures in the Suspension and Reinstatement Chapter of the *USBC Association Manual*. 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.



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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 delegates representing adult membership, and officers and directors, director vacancies are filled by the president, subject to approval by the Board.
    - b. The Board fills vacancies in Youth Directors and officer positions.

**Note:** When filling Youth Director vacancies please consult with the Youth Committee for their recommendations.

## **Article VI Officers**

### **Section A. President and Vice President and Sergeant-At-Arms**

The officers of this association shall include a president and vice president and Sergeant-At-Arms.

### **Section B. Election**

The delegates representing adult membership, Youth Delegates, and all officers and directors determine the election process.

1. **Officers are elected by a majority vote<sup>1</sup> of the delegates representing adult membership 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 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 2 years, with no term limit.** The delegates representing adult membership, Youth Delegates, and Board determine the number of years in a term and the number of terms allowed.

### **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.

**Note:** Committees should be composed of both Board members and non-Board members. *(See Committees in the USBC Association Policy Manual for more information.)*



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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*.
  4. **Sergeant-At-Arms**
    - a. **Perform duties as required by the board.**

## **Article VII Meetings**

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

An Annual Meeting of association delegates representing adult membership and Youth Delegates shall be held at a time and place approved by the Board of Directors. (See Article IX, Section C for the time frame for election of delegates and alternates to the USBC Annual Meeting.)

Attendance is open to all members. Voting officers, directors, delegates/alternates representing adult membership and Youth Delegates/alternates must be at least 14 years of age, unless state laws mandate a specific age.

1. **The association invites all associations within its jurisdiction, as follows:**
  - a. Associations serving men, women and youth are entitled to delegates representing adult membership and Youth Delegates/alternates.  
**Delegates/alternates.** Only adult membership will be used to determine the number of adult delegates/alternates to which an association is entitled.  
**Youth Delegates/alternates.** Only youth membership will be used to determine the number of Youth Delegates/alternates to which an association is entitled.
  - b. Associations serving men and women only (BA):  
**Delegates/alternates.** Association membership will be used to determine the number of delegates/alternates to which an association is entitled.
  - c. Associations serving women only (WBA):  
**Delegates/alternates.** Association membership will be used to determine the number of delegates/alternates to which an association is entitled.
  - d. Associations serving youth only (Youth Association):  
**Youth Delegates/alternates.** Association membership will be used to determine the number of Youth Delegates/alternates to which an association is entitled. Youth Delegates/alternates are defined as members, at least 14 years of age at the time of election, unless state laws mandate a specific age, elected by chartered local associations.



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The number of delegates representing adult membership and Youth Delegates/alternates an association is entitled to is:

- Local membership 0-1,000 = 4 adults, 1 youth
- Local membership 1,001-1,500 = 5 adults, 2 youths
- Local membership 1,501– up = 6 adults, 3 youths

A local association is not eligible to send delegates representing adult membership and/or Youth Delegates/alternates 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.

- e. **Credentials.** Credentials are forwarded to the state association **at least 30 days prior** to the opening of the annual meeting.

## 2. **Voice and Vote**

Voting officers and directors, delegates representing adult membership and Youth 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.

## 3. **Responsibilities**

- a. All Delegates representing adult members, Youth Delegates, and officers and directors shall elect two delegates and two alternates for the USBC Annual Meeting.
- b. Delegates representing adult membership and all officers and directors shall:
  - 1) Adopt bylaws, with the exception of youth dues.
  - 2) Adopt state adult dues, up to the established maximum.
  - 3) Elect up to 80% of the total number of members of the Board.
- c. Youth Delegates and those officers and directors who hold youth membership, and Youth Directors shall:
  - 1) Adopt bylaws with the exception of adult and youth dues.
  - 2) Elect at least 20% of the total number of members of the Board.

## 4. **Meeting Notice**

Written notice of the meeting shall be forwarded to the Board, delegates representing adult membership and Youth Delegates, at least 15 days prior to the annual meeting.

## 5. **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.

## 6. **Quorum**

- a. **25 Delegates representing adult membership constitute a quorum.** The delegates representing adult membership, Youth Delegates, and Board determine the number.



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- b. **4 Youth Delegates constitute a quorum for youth related elections and activities.** The delegates representing adult membership, Youth Delegates, and Board determine the number. (See Meetings in the *USBC Association Policy Manual*.)

**7. Action**

A majority vote<sup>1</sup> of the delegates representing adult membership and Youth Delegates, 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.

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 delegates and alternates requires a plurality vote<sup>2</sup>. Absentee and proxy voting 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.11 Board members constitute a quorum.** The delegates representing adult membership, Youth Delegates, and Board determine the number. (See Meetings in the *USBC Association Policy Manual*.)
3. **Action.** A majority vote<sup>1</sup> of the 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 delegates representing adult membership, Youth Delegates, and Board.

The procedures found in the *USBC Association Policy Manual*, Chapter Eight, Section D, Item 4 must be followed.

**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*, shall govern all meetings.





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## Article VIII Committees

### Section A. Standing Committees

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

1. **Finance Committee.** The committee is responsible for reviewing and monitoring the association's financial matters.
2. **Youth Committee.** The Youth 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 and Alternates to USBC Annual Meeting

### Section A. USBC Annual Meeting

Two delegates and two alternates are elected by plurality vote<sup>2</sup> of those delegates representing adult membership, Youth Delegates, and officers and directors, present and voting. (*See Article VI, Section A of the national bylaws for representation.*)

**Note:** The definition of a delegate is an individual, 18 years of age or older, who holds USBC membership.

### 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.
2. Nominations from the floor.

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



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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.

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 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(s) 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 state association bylaws may be amended at any delegate/Youth Delegate meeting by a two-thirds vote of the delegates representing adult membership, Youth Delegates, and Board, 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 meeting when the association is considering the proposal.** (The date or number of days is to be set by the delegates representing adult membership, Youth Delegates and Board. See Section B, Change in Dues.)
3. **Forwarded by the state association at least 45 days before the meeting to:**
  - a. Local Association Managers.
  - b. State Board of Directors.
  - c. Delegates representing adult membership and Youth Delegates eligible to vote.

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

Forward a notice to each delegate representing adult membership and Board member 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 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.