

**United States Bowling Congress (USBC)  
Kalamazoo Metro Bowling Association Bylaws**

**Introduction**

The following document is the mandatory form of bylaws to be adopted by each BA (men and women) and to be 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 association is chartered by the United States Bowling Congress. (USBC must approve the name and jurisdiction of the association prior to granting a charter.) The name of the organization is the **Kalamazoo Metro USBC BA**.

**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 USBC BA members (men and women only)
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 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 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 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 100l, Mail-o-Graphic League.

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

The annual adult membership dues are as follows:

**Local \$8.00. (Cannot exceed \$10)**  
**State \$0.00. (Cannot exceed \$1)**  
**USBC \$10.00. (Cannot exceed \$10)**

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.

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. The number of directors is determined by the members.

**The total number of directors is 21.**

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 and women).
5. Providing education, training, evaluations, recognition and other services as determined by USBC.
6. Implementing USBC programs.
7. Selecting/appointing and evaluating the performance of the Association Manager.
8. Approving use of membership records.
9. 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.
10. Conducting suspension and reinstatement hearings.

(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.
  - 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 to meet bonding requirements.
  - 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.

#### **3. Qualifications for officers require at least 2 years service as director.**

Additional eligibility requirements, if any, will be developed by the nominating committee to be approved by the BA membership.

**Section C. Election of Directors**

Directors are elected by a majority vote\* of the BA membership present and voting, from:

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

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. The number of terms allowed is five (5).** The number of years in a term, the number of terms allowed and a stagger system are determined by the BA membership.

Year One  
Directors 1-7

Year Two  
Directors 8-14

Year Three  
Directors 15-21

Even Year  
President  
2<sup>nd</sup> Vice President

Odd Year  
1<sup>st</sup> Vice President  
3<sup>rd</sup> Vice President

**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) The president, with board approval shall fill vacancies in director positions.
  - 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 and **3 vice presidents**. (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 the association's operations manual.)

**Section B. Election**

Officers are elected by a majority vote\* of the BA membership, present and voting, from:

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

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, not to exceed three years. The number of terms allowed is five (5).**

The number of years in a term, the number of terms allowed and a stagger system are determined by the BA membership. (See the *USBC Association Policy Manual* for suggested term limits and stagger system.)

**Section D. Authority and Duties**

**1. President**

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

*\*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.*

**Note:** All committees should be composed of both board members and non-board members.

**2. Vice Presidents**

- a. Presides at all meetings, **in numerical order** when the president is absent.
- b. Performs other duties as prescribed by the board or requested by the president.

**3. Association Manager**

The Association Manager is:

- a. Selected/appointed by and accountable to the board.
- b. Responsible for implementation of USBC's Performance Standards.
- c. 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.
- d. 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 BA membership 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 meeting.)

**1. Member**

Attendance is open to all members. Voting members, officers and directors must be at least 14 years of age, unless state laws mandate a specific age.

**2. Voice and Vote**

KMUSBCBA membership, voting officers and directors of this association, at least 14 years of age, unless state laws mandate a specific age, have voice and vote.

Members not meeting the above stated criteria may attend with voice only.

Absentee and proxy voting are not allowed.

**3. Responsibilities:**

BA members shall:

- 1. Adopt bylaws, including local dues amount, up to the established maximum.
- 2. Elect officers and directors to the board.
- 3. Elect delegates and alternates for the USBC and state annual meetings.

**4. Meeting Notice**

Written notice of the meeting shall be forwarded to the board and league secretaries, which should be at least 15 days prior to the annual meeting.

Special meetings may be called by the president or upon written request of at least three board members.

**5. Quorum**

**25 Members constitute a quorum.** The members determine the number.

(See the *USBC Association Policy Manual* for suggested quorums).

**6. Action**

A majority vote\* of those members, 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/directors requires a majority vote. Election of delegates and alternates requires a plurality\*\* vote. Absentee and proxy voting are not allowed.

**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 start of a meeting.
- 2. **Quorum. 11 Board members constitute a quorum.** The members determine the number.

*\*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.*

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

3. **Action.** A majority vote\* 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.

### **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 and Finance.

1. **Nominating Committee.** The committee reviews candidates and prepares slates and publicizes criteria and procedures for the elected positions for the board and delegates/alternates to state and USBC annual meetings.

(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.

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

The president may establish other committees, with board approval.

## **Article IX Delegates, Alternates**

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

Delegates and alternates to the USBC annual meeting are elected by plurality vote\*\* by those members present and voting. (See Article VI, Section A of the national bylaws for representation.)

### **Section B. State Annual Meeting**

Delegates and alternates to the state annual meeting are elected by plurality vote\*\* by those members, officers and directors present and voting.

### **Section C. Eligibility**

1. **USBC Annual Meeting.** Delegates and Alternates must be:
  - a. Elected by the BA members, officers and directors.
  - 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 the BA members, officers and directors.
  - 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/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.

### **Section D. Election**

Delegates/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.

*\*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.*

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

The election is to be held in compliance with the USBC or State Annual Meeting requirements at which the delegates will represent the association.

**Section E. Vacancies**

Vacancies are filled for the un-expired portion of each term as follows:  
If elected by the 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.  
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 local association bylaws may be amended at any membership meeting, by a two-thirds vote of the officers and directors and the BA membership present and voting. The amendment must be:

1. Submitted in writing to the Association Manager or president.
2. **Submitted at least 30 days** (date or number of days to be set by the BA membership, officers and directors) prior to the meeting when the association is considering the proposal. (See Section B for Change in Dues.)

**Section B. Change in Dues**

Forward a notice at least 15 days prior to the meeting at which the proposed change is considered to the BA League Secretaries.

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 BA 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.