

United States Bowling Congress (USBC) State Youth Association Bylaws

Introduction

The following document is the mandatory form of bylaws to be adopted by each Youth state association and to be used in conjunction with the *USBC Association Policy Manual*.

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.

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: **Ohio State USBC Youth.**

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 subject to its authority. To maintain its charter, the association must:

1. Provide services for USBC Youth (youth 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

Individuals 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 Youth Association board, by two-thirds vote, determines and adopts youth dues, if any.

The annual state youth dues are \$0.50 (Cannot exceed \$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. The number of directors is determined by the Youth Representatives. **The total number of directors is 11.**

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. Adopting youth dues, up to the maximum established by USBC.
5. Conducting championship level competition for its membership constituency: youth only.
6. Providing education, training, evaluations, recognition and other services as determined by USBC.
7. Implementing USBC programs.
8. Selecting/appointing and evaluating the performance of the Association Manager.
9. Approving use of membership records.

Section B. Eligibility

A candidate for the board must be:

1. A USBC member in good standing 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 years, unless state laws mandate a specific age and be reasonably representative of the membership.

Any member of the board authorized to sign contracts or acting as a signatory on association accounts must be a minimum age of 18.

Additional eligibility requirements:

1. **Additional eligibility requirements, if any, will be developed by the Nominating Committee to be approved by the youth representatives**
2. **Must be actively involved in a certified youth program in their area of the state.**

Section C. Election of Directors

Directors are elected by a majority vote* of Youth Representatives 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 at least 24 hours prior to the opening of the annual meeting.

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

Section D. Term

The term for directors is 2 years. Stagger system is determined by youth representatives. The following staggered system will be used:

Even year: Directors 1 – 5, Odd year: Directors 6 - 11.
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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.

**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.*

**Article VI
Officers**

Section A. President and Vice President

The officers of this association shall include a **president, vice president and a sergeant-at-arms.** (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 Youth Representatives 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 at least 24 hours prior to the opening of the annual meeting.

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

Section C.Term

The term for elected officers is 2 years. Stagger system is determined by the youth representatives. The following staggered system will be used:

Even year: President

Odd year: Vice President and Sergeant-at-arms
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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, except nominating, with board approval.

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

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. 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*.

4. **Sergeant-at-arms**

Performs other duties as prescribed by the board or requested by the President.

**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.*

Article VII Meetings

Section A. Annual Meeting

An Annual Meeting of Youth Representatives/alternates shall be held at a time and place approved by the board of directors.

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

1. **The Association Invites All Associations and Youth Representatives within its Jurisdiction, as follows:**

- a. **Associations:**

- 1) Youth associations will invite all youth associations as well as those associations that have a combined membership of men, women and youth.
- b. **Youth Representatives and Alternates.** Defined as members, at least 14 years of age, unless state laws mandate a specific age, who are elected by chartered local associations as follows:
 - 1) Only youth membership will be used to determine the number of Youth Representatives and alternates an association is entitled to send to the USBC state Youth Association meeting.

Below and up to 250 – 1 Delegate	751 and up to 1000 – 4 Delegates
251 and up to 500 – 2 Delegates	1001 and over – 5 Delegates
501 and up to 750 – 3 Delegates	

A local association is not eligible to send Youth Representatives/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.

- c. **Credentials.** Credentials are forwarded to the state association **at least 30 days** prior to the opening of the annual meeting.
- 2. **Voice and Vote**
 - a. Youth Representatives, voting officers and directors of the association, 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. Youth Representatives shall:
 - 1) Adopt bylaws, with the exception of youth dues.
 - 2) Elect officers and directors to the board.
- 4. **Meeting Notice**
Written notice of the meeting shall be forwarded to the board and Youth Representatives at least 15 days prior to the annual meeting. Special meetings may be called by the president or upon written request of a least three board members.
- 5. **Quorum**
 - a. **20 Youth Representatives constitute a quorum.** The Youth Representatives determine the number.

*Youth Associations will also allow adult USBC members involved in youth programs to attend with voice only.

- 6. **Action**
 - a. **Youth Associations.** A majority vote** of Youth Representatives, 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 and directors requires a majority vote**. Election of state youth representatives/alternates requires a plurality vote.* Absentee and proxy voting are not permitted.

Section B. Board Meeting

The board shall meet at least annually. Special meetings may be held upon the request of any board member if a majority of the board approves. **As permitted by Ohio law, in case of an emergency when action must be taken before the next regularly scheduled board meeting, a special meeting may be called by the President via internet and/or phone conference.**

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. 9 board members constitute a quorum.** The Youth Representatives determine the number.
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*, shall govern 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, prepares slates and publicizes criteria and procedures for elected positions for the board.
(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 Youth Representatives

Section A. USBC Annual Meeting

Not applicable for Youth associations.

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

***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.*

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 by a two-thirds vote at any Youth Representative meeting, by the Youth Representatives present and voting. The amendment must be:

- a. Submitted in writing to the Association Manager or president.

- b. **Submitted at least 60 days** (date or number of days) to be set by the Youth Representatives prior to the meeting when the association is considering the proposal. (See Section B Change in Dues.)

Amendments must be forwarded by the state association **at least 30 days** before the meeting to:

- a. Local Association Managers.
- b. Board of directors.
- c. Youth Representatives eligible to vote.

Section B. Change in Dues

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

The notice must:

- 1. Be in writing.
- 2. Specify the amount of the change.
- 3. Specify the reason for the change.

Changes in youth dues are adopted by the board.

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.