



Gaylord Bowling Association

Operations Manual

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Chapter 1. Association Structure

The purpose of the Gaylord Bowling Association includes, but is not limited to:

- Provide Equal Opportunity for all in the sport of bowling without regard to race, religion, age, gender, disability or national origin.
- Promote the game of American Tenpins
- Conducting and supporting bowling competition.
- Engaging in any other activities permitted by an organization classified as tax exempt under Section 501(c) (3) of the IRC.

The Gaylord Bowling Association was originally chartered by the USBC in.... The charter was renewed in ... To maintain the charter, the Association must:

- Provide services for men, women and youth
- Adopt bylaws approved by USBC
- Not enact any bylaws or rules inconsistent with USBC bylaws
- Adhere to performance standards and stated requirements as set forth in the USBC Association Policy Manual.

The Gaylord Bowling Association carries two houses, Gaylord Bowling Center in Gaylord Michigan and Legion Lanes in Grayling, MI.

Upon dissolution of its charter, the USBC association shall transfer all of its assets remaining after payment of its lawful obligations to the organization serving the centers previously under their jurisdiction. If, at the time of dissolution, the association does not have an active USBC certified center, the assets will be transferred to the state association.

If the organization fails to transfer its assets within 30 days, USBC shall be entitled to take whatever action it deems appropriate to ensure transfer.

The requirements are applicable to all associations whose charter has been revoked as well as all current and future associations.

**United States Bowling Congress (USBC)
Merged Local Association Bylaws**

Introduction

The following document is the mandatory form of bylaws to be adopted by each merged local association and 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.

Notes and footnotes appear only to provide clarification and examples. Parenthetical statements are for information only.

**Article 1
Name**

The name of the organization is the Gaylord 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 Bylaws*.
4. Adhere to Performance Standards and stated requirements as set forth in the *USBC Association Policy Manual*

Section C. Association Dissolution

Upon dissolution of its charter, the USBC association shall transfer all of its assets remaining after payment of its lawful obligations to the organization serving the centers previously under

Revised: May 11, 2014

their jurisdiction. If, at the time of dissolution, the association does not have an active USBC certified center, the assets will be transferred to the state association. The receiving association must be exempt under Section 501(c)(3) of the Internal Revenue Code.

If the organization fails to transfer its assets within 30 days, USBC shall be entitled to take whatever action it deems appropriate to ensure such transfer.

The requirements are applicable to all associations whose charter has been revoked as well as all current and future associations.

Article III Purpose

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

1. Provide 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.

Each individual shall pay annual USBC membership dues, local dues (adult) or local processing fee (youth) and state association dues, except as provided in Rule 100e, Traveling league and 100l, Mail-o-Graphic League.

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

The annual adult membership dues are as follows:

Local	\$10.00	(Cannot exceed \$10.)
State	\$1.00	(Cannot exceed \$1.)***
USBC adult standard membership	<u>\$10.00</u>	
Total	\$ 21.00	

The annual youth standard membership dues are as follows:

Local Processing Fee	\$ 2.00
State	\$.50
USBC youth standard membership	\$ <u>14.50</u>
Total	\$ 17.00

*** Women have the option of joining one or both state associations.

The board may waive all or part of local adult dues/youth processing fee 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 members and Youth Representatives determine the number of positions on the Board of Directors and their term. **The total number of directors is eight. The total number of Board members is eleven.** At least 20% of the total number of Board members will be elected by:

1. Youth Representative who consist of:
 - a. Youth members, at least 14 years of age.
 - b. One adult representative, who is a USBC member, from each certified youth league (A league is not eligible for representation if it has not submitted a league application.)
 - c. One center representative, who is a USBC member, from each center having at least one certified youth league
2. Youth Directors.

The number of Youth Directors is 3.

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.
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.

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

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 be elected by
 1. Youth Representatives.
 2. 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.
 - d. Director 3 will have the additional qualification that he/she be a proprietor as defined in 2.c. above or a Center Manager within the Association.

Additional eligibility requirements, if any, are to be approved by the members and Youth Representatives.

Section C. Election of Officers

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

1. A slate provided by the Nominating Committee.
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 adult members are elected by adult members and all officers and directors.

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

Youth Directors are elected by:

1. Youth Representatives.
2. Youth Directors

Qualifications must be submitted in a format specified by the Board.

Section D. Term

The term for directors is two years. Two year terms will be staggered in the following pattern:

Even Years: First Vice President and 1,3,5,7 (youth director).

Odd Years: President, Second Vice President, and 2, 4, 6 (youth director), 8 (youth member director).

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 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:
 - i. If elected by the members, director vacancies are filled by the president, subject to approval by the Board.
 - ii. The Board fills vacancies in Youth Directors and Officer Positions.

<p>Note: When filling Youth Director vacancies please consult with the Youth Committee for their recommendations.</p>
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Article VI Officers

Section A. President and Vice President

The officers of this association shall include a president and two vice presidents.

Section B. Election

The members and Youth Representatives determine the election process. Officers are elected by a majority vote of the adult members, youth representatives and officers and directors, present and voting from:

1. A slate.
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 two years. Officers will be limited to two consecutive terms in the same office. An Officer that has completed two terms in same office may again be nominated after he has vacated the office for one term or more.

Section D. Authority and Duties

1. President

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

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

2. Vice President

- a. 1st Vice President presides at all meetings when the President is absent. If 1st Vice President and President are both absent, 2nd Vice President shall preside.
- 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/treasury 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 in the *USBC Association Policy Manual*.

Article VII Meetings

Section A. Annual Meeting

An Annual Meeting of association members/Youth Representatives 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 and Youth Representatives.

2 **Voice and Vote**

Voting officers, directors, and adult members and 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, Youth Representatives, officers and directors shall elect delegates and alternates for the USBC Annual Meeting.
- b. Adult members and all officers and directors shall:
 - i. Adopt bylaws, with the exception of the youth processing.
 - ii. Adopt local adult dues, up to the established maximum.
 - iii. Elect up to 80% of the total number of members of the Board.
 - iv. Elect delegates and alternates representing adult membership for the state annual meeting(s).
- c. Youth Representatives and Youth Directors:
 - i. Adopt bylaws, with the exception of adult dues and youth processing fee.
 - ii. Elect Youth Delegates and alternates for state annual meeting.
 - iii. 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, Youth League and Center Representatives and league secretaries, which should be at least 30 days prior to the annual meeting.

5 **Special Meetings**

Special 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.

6 **Quorum**

- a. Fourteen members constitute a quorum.
- b. Two Youth Representatives constitute a quorum for youth related elections and activities

7 **Action**

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, unless otherwise provided by law or these bylaws. Election of officers and directors requires a majority vote*. Election of directors requires a plurality vote**. Election of delegates, Youth Delegates and alternates requires a plurality vote*. 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 or emailed notice for all regular and special meetings shall be forwarded to the Board, which should be at least 15 days prior to the meeting.
2. **Quorum.** Six Board members constitute a quorum.

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 and 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 membership/Youth Representatives and the Board. The procedures found in the *USBC Association Policy Manual*, Chapter Eight, Section D, Item 4 must be followed.
The association does 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*, governs all meetings.

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 association financial matters.
2. **Youth Committee.** The committee is responsible for monitoring, promoting, The president may establish other committees, with board approval.

Section B. Other Committees

The president may establish other committees, with Board approval.

Article IX Delegates, Youth Representatives and Alternates

Section A. USBC Annual Meeting

Adult delegates and adult alternates are elected by plurality vote* of those adult members, Youth Representatives, and officers and directors, present and voting (See Article VI, Section A of the USBC 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. State Annual Meeting

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

2. Youth Delegates and alternates are elected by plurality vote* of the following present and voting:
 - A. Youth Representatives
 - B. Youth Directors

Section C. Eligibility

1. **USBC Annual Meeting.** Delegates and Alternates must be:
 - a. Elected by the Board, adult members and Youth Representatives.
 - 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 or Youth Representatives.
 - b. At least 14 years of age.
 - c. A USBC member is 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/Youth Representatives 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, Youth 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 a format specified by the Board.

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.

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 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.

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

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 twenty days prior to the membership meeting when the association is considering the proposal.

Section B. Change in Adult Dues

Forward a notice to each league secretary 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 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.

Committees

The Gaylord Bowling Association, according to its Bylaws, shall have the following Committees: Finance and Youth.

The Finance Committee consists of volunteers from the Board of Directors or other association members and shall consist of at least two members. This committee is responsible for, but not limited to the following duties:

- Financial Audits on a quarterly basis.
- Reporting discrepancies to the Board immediately.

The Youth Committee consists of delegates from the Board of Directors as well as any volunteers that may want to assist. This committee is responsible for, but not limited to the following duties:

- Monitoring, promoting and overseeing Youth Bowling operations
- Assisting in Youth Bowling Tournaments and Scholarship Opportunities
- Ensure anyone working with Youth Bowlers has been certified through the Volunteer Program.

The Gaylord Bowling Association has chosen to have the following committees in addition to the Finance and Youth Committees: Tournament Committee, Lane Inspection Committee, Awards Committee, Banquet Committee and Hall of Fame Committee.

The Tournament Committee consists of volunteers from the Board of Directors as well as any association members. The committee is responsible for, but not limited to the following duties:

- Establishing and promoting an annual City Tournament
- Overseeing tournament operations
- Approving Tournament Payouts
- Submitting Tournament Financial Report to the Board

The Lane Inspection Committee consists of volunteers from the Board of Directors as well as any association members. The committee is responsible for, but not limited to the following duties:

- Lane Inspection and certification in both Gaylord Bowling Center and Legion Lanes.
- Reporting to each respective house any inspection compliance issues.
- Running any other annual inspection of the lanes, including taping of the lanes.

The Awards Committee consists of volunteers from the Board of Directors as well as any association members. The committee is responsible for, but not limited to the following duties:

- Reporting needs for awards outside of what is offered by USBC
- Working with Tournament Committee and Leagues to ensure bowlers are recognized for achievements
- Maintaining awards at sustainable levels so Association has awards on hand.

The Banquet Committee consists of volunteers from the Board of Directors as well as any interested association members. The committee is responsible for, but not limited to the following duties:

- Establishing an end of the year banquet for Association members.
- Promoting attendance at annual event.
- Working with association members and community to determine where to host event and updating the Board with the costs associated with the event.

The Hall of Fame Committee consists of volunteers from the Board of Directors as well as any interested association members. The committee is responsible for, but not limited to the following duties:

- Establishing rules for developing Bowling Association Hall of Fame
- Maintaining Bowling Association Hall of Fame
- Overseeing Bowling Association Hall of Fame nominations and inductions