



**Operations Manual**  
**Section I – Preface**  
**Merged State Association Bylaws**

**Introduction**

The following document is the mandatory form of bylaws to be adopted by each state association and used in conjunction with the *USBC Association Policy Manual*. Complete 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 **Washington State USBC Association**, chartered by the United States Bowling Congress. (USBC must approve the name and jurisdiction of the association, prior to granting a charter.)

**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 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*, renewal, revocation and appeal procedures.)

**Section C. Association Dissolution**

If the association is liquidated and dissolved, all assets remaining after payment and discharge of its duties, obligations and liabilities will be distributed proportionately at the direction of the board, to any organization(s) as stipulated. The board determines the division of the assets including trusts, the assets is distributed to any organization described in IRC, Section 501 (c) (3) of 1986, as amended. Any such assets not so disposed will be disposed of by the Circuit Court in



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which the principal office of the Corporation is then located. They are disposed of exclusively for the purposes described in IRC, Section 501 (c) (3) of 1986 as amended, or to such organization(s) as said Court determines are organized and operated exclusively for such purposes.

Approved by Delegates at Annual Meeting on March 29, 2009.  
Moved from Article XIII by USBC codification on July 23, 2009.

**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 the payment of applicable annual state dues, if any.

The delegates representing adult membership, by two-thirds vote, determine and adopt adult dues, if any. The annual state adult dues are **\$1.00** (Cannot exceed \$1.)

The board, by two-thirds vote determine and adopts youth dues, if any, based on the recommendation of the Youth Committee. The annual state youth dues are **\$.50** (Cannot exceed (\$0.50). **Update by Codification.**

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 delegates representing adult membership and Youth Delegates determine the number of directors. The total number of directors is **14, to include 10 adult directors and 4 youth directors**. The total number of board members is **17**. At least 20% of the total number of



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board members will be elected by the Youth Delegates. The number of board members elected by the Youth Delegates is **4**. Approved by Delegates at Mar. 29, 2009 Annual Meeting.

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, based on the recommendation of the Youth Committee.
5. Conducting championship level competition for its membership constituency (men, women and youth) and complying with state and local laws in their area.
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 of the **Washington State USBC** at the time of election and throughout their term. Revised by membership approval Mar. 30, 2008.
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 represented by youth and elected by the Youth Delegates.
    1. Eligibility requirements for electing a Youth Director to the WSUSBC Board:
      - a) Hold a current USBC membership card and
      - b) Be a current member on the WSUSBC Youth Committee or
      - c) Have served on a Youth Committee. Added by Delegate approval at Jul. 16, 2011 Annual Meeting.
  - 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 inactive in the management of the bowling center and remains so during a term as an officer or director.



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3. A candidate for the position of an officer shall have served on a state bowling association board of directors for at least three years. The year the nomination is made may be included in these eligibility requirements. Added by membership approval Mar. 30, 2008.

**Washington State USBC will be comprised of 2 districts and will include certain Idaho associations. The dividing line for the districts will be the Pacific Crest Trail in the Cascade Mountains. There will be 6 adult directors from the West district and 4 adult directors from the East district. No more than 2 adult directors can be elected from an individual association. Youth Directors will be elected from the Youth Committee and will be elected to represent the 2 districts. No more than 2 youth directors can be elected from an individual association. The association that issues the first local membership card will determine a director's association.**

Approved by Delegates at Mar. 29, 2009 Annual Meeting.

Additional eligibility requirements, if any, will be developed by the nominating committee to be approved by the delegates representing adults and Youth Delegates.

**Section C. Election of Directors**

Directors whose positions are subject to election by the delegates representing adults are elected by a plurality vote of the delegates, present and voting, from: Amended membership approval Mar. 30, 2008.

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.

At least 20% of the board is elected by the Youth Delegates. Amended by USBC codification.

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 delegates representing adult membership and Youth Delegates 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 and Youth Delegates establish a stagger system. (See the *USBC Association Policy Manual* for suggested terms of office and stagger systems. Insert officer and director stagger system here.)

<u>Group A</u>	<u>Group B</u>	<u>Group C</u>
President	Vice President	Sgt @ Arms
2 West Adult Directors	2 West Adult Directors	2 West Adult Directors
1 East Adult Director	2 East Adult Directors	1 East Adult Director
1 Youth Director	2 Youth Directors	1 Youth Director

(In this chart you can identify each director position based on their district or type, i.,e. proprietor)

**Section E. Resignation, Removal, and Vacancies**



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1. **Resignation.** A board member may resign from the board of directors 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 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 reelection 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. If elected by the delegates representing adult membership, vacancies are filled by the president, subject to approval by the board.
  - b. If elected by the Youth Delegates, vacancies are filled by the Youth Committee.
  - c. 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, a vice president and a sergeant-at-arms.** (The association determines if more than one vice president or 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 delegates representing adult 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 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. The delegates representing adult membership and Youth Delegates determine the number of years in a term and the number of terms allowed. **There will be a limit of two (2) consecutive terms in any individual officer position.** (See the *USBC Association Policy Manual* for suggested term limits and stagger system.)



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Group A  
President

Group B  
Vice President

Group C  
Sergeant-at-Arms

**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 and Youth, 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. Perform 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.

*\*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.*

- 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 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.



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**Delegates/alternates.** Only adult membership will be used to determine the number of delegates 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 to which an association is entitled.

- c. Associations serving women only (WBA):

**Delegates/alternates.** Association adult membership will be used to determine the number of delegates 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 Youth Delegates/alternates to which an association is entitled. Youth Delegates/alternates are defined as members, at least 14 years of age unless state laws mandate a specific age, elected by chartered local associations.

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

**For merged associations: 2 delegates for up to 2,500 adult members, 4 delegates from 2,501 to 5,000 adult members. 6 delegates from 5,001 to 7,500 adult members and 8 delegates from more than 7,501 adult members.**

**For non-merged associations, 1 delegate per 2,500 adult members, 2 delegates for 2,501 to 5,000 adult members, 3 delegates for 5,001, to 7,500 adult members, and 4 delegates for more than 7,501 adult members.**

**For affiliate associations, 1 delegate will be allowed.**

**Each chartered local youth association will be entitled to 3 representatives of which 1 must be current USBC Youth member, age 14 or higher. Adult representatives must have a current USBC card. Associations with more than 249 youth members will be entitled to one additional Youth Delegate for each 250 members, based on membership as of July 31st of the previous season. In no case shall an association exceed a maximum of ten (10) Youth Delegates.**

A local association is not eligible to send delegates representing adult membership and 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**



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Credentials are forwarded to the state association at least 60 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**

b. Delegates representing adult membership shall:

- 2) Adopt bylaws, with the exception of youth dues.
- 3) Adopt state adult dues up to the established maximum.
- 4) Elect up to 80% of the total number of members of the board.
- 5) Elect two adult delegates and two alternates for the USBC Annual Meeting.

b. Youth Delegates shall:

- 1) Adopt bylaws with the exception of adult and youth dues.
- 2) Adopt Youth Committee eligibility requirements.
- 3) Elect the Youth Committee.

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

**5. Quorum**

- a. **40** Delegates representing adult membership constitute a quorum.. The delegates representing adult membership and Youth Delegates determine the number.
- b. **15** Youth Delegates constitute a quorum for youth related elections and activities. The delegates representing adult membership and Youth Delegates determine the number.

**Approved by Delegates on Mar. 28, 2010.**

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

**6. Action**

A majority vote of the delegates representing adult membership and Youth Delegates, state 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. Elections of officers/directors requires



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a plurality vote. Election of delegates and alternates requires a plurality vote.  
Absentee and proxy voting are not permitted. Amended by codification on Jul. 23, 2009.

**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.

1. **Notice.** Written notice for all regular and special meetings shall be forwarded to the board at least 15 day prior to the meeting.
2. **Quorum. 10** board members constitute a quorum. The delegates representing adult membership and Youth Delegates determine the number.  
Approved by Delegates at Mar. 29, 2009 Annual Meeting.
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.

The board has approved the use of e-mail voting when a decision is required between the regularly scheduled Board meetings. Added with membership approval 03/04/2007.

**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: Finance and Youth.

1. **Finance Committee.** The committee is responsible for reviewing and monitoring the annual budget and other financial matters.
2. **Youth Committee.** The Youth Committee is elected by plurality vote by the Youth Delegates, Officers and directors who represent youth membership.  
Approved by Delegates at Mar. 29, 2009 Annual Meeting.  
Amended by codification on Jul. 23, 2009.
  - a. Eligibility requirements for being elected to the WSUSBC Youth Committee:
    - 1) Hold a current USBC membership and maintain that membership throughout elective term.
    - 2) Actively support Youth activities in the WSUSBC area.
    - 3) Submit a letter of reference from any youth activity program.  
Added by Delegates at Jul. 16, 2011 Annual Meeting.

**Section B. Other Committees**

The president may establish other committees with board approval.



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**Article IX**  
**Delegates and Alternates**

**Section A. USBC Annual Meeting**

Two adult delegates and two adult alternates are elected by plurality vote of those delegates representing adult membership, present and voting. (See Article VI, Section A of the national bylaws for representation.)

**Section B. Eligibility**

**Delegates and Alternates** must be:

1. Elected by the delegates representing adult membership.
2. At least 18 years of age.
3. A 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 provided by the Nominating Committee.
2. Nominations from the floor. Qualification must be submitted to the Nominating Committee at least 24 hours prior to the opening of the annual meeting.

**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.**

1. Alternates shall serve in order of their election.

The election is to be held in compliance with the USBC Annual Meeting requirements.

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

**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 by appointment.

The appointee must also meet the same eligibility requirements as elected positions.

**Article X**  
**Amendments**



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**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 and Youth Delegates present and voting.

The amendment must be:

1. Submitted in writing to the Association Manager or president.
2. Submitted at least **120** days (date or number of days to be set by the delegates/Youth Delegates) prior to the meeting when the association is considering the proposal. (See Section B Changes in Dues.)
2. Forwarded by the state association at least **30** days before the meeting to:
  - a. Local Association Managers.
  - b. Board of Directors.
  - c. Delegates representing adult membership and Youth Delegates eligible to vote.

**Section B. Change in Dues**

1. **Adult dues.** Forward a notice to each delegate representing adult membership and Youth Delegate at least 15 days prior to the meeting at which the proposed change is considered. The notice must:
  - a. Be in writing.
  - b. Specify the amount of the change.
  - c. Specify the reason for the change.
1. **Youth dues.** Changes in youth dues are adopted by the board, based on recommendations of the Youth Committee.

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.