



APENDIX A – ASSOCIATION BYLAWS

I. Introduction

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

II. Article I – Name

- A. The name of the organization is **the Pennsylvania State USBC Youth Association**, chartered by the United States Bowling Congress

III. Article II - Nonprofit Corporation and Charter

- A. Section A. Nonprofit Corporation
 - 1. 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).
- B. Section B. Charter
 - 1. The association shall be chartered by USBC and subject to its authority. To maintain its charter, the association must:
 - a. Provide services for USBC Youth.
 - b. Adopt bylaws approved by USBC.
 - c. Not enact any bylaws or rules inconsistent with USBC’s bylaws.
 - d. Adhere to stated requirements as set forth in the *USBC Bylaws and USBC Association Policy Manual*.
 - e. *Not use any part of the net earnings of the organization for the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.*
 - f. *Not have a substantial part of the activities of the organization for carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.*
 - g. *Not carry on any other purposes not permitted to be carried on by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.*
- C. **Section C. Charter Dissolution**
 - 1. *Upon termination of its charter, the USBC association shall transfer all of its assets remaining after payment of its lawful obligations to the USBC association that is a 501(c)(3) tax-exempt organization(s) serving the bowling centers previously under their jurisdiction.*
 - 2. *If the named recipients are unwilling to accept the assets, are no longer qualified as 501(c)(3) organizations, or are no longer in existence, then the assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.*



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3. *If the organization fails to transfer its assets within 30 days of their termination, USBC shall be entitled to take whatever action it deems appropriate to ensure such transfer.*
4. *These requirements are applicable to all associations whose charter has been revoked as well as all current and future associations.*

IV. Article III – Purpose

- A. *The purposes of the association shall be to operate exclusively for charitable and educational purposes, including fostering national or international amateur sports competition within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, and 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.*

V. Article IV - Membership and Dues

- A. *The annual youth standard membership dues are \$4, state/local association dues are not allowed.*
- B. *The association cannot charge additional non-dues assessments.*
- C. *Membership is not transferable.*

VI. Article V - Board of Directors – Management

A. Section A. Board Composition, Authority and Duties

1. *The management and governance of the association is vested in the board of directors. The number of directors is determined by Youth Representatives. **The total number of Board members is 18, with 16 total number of Directors.***
2. *The board shall not engage in any acts constituting a conflict of interest. The board's duties include but are not limited to:*
 - a. *Enforcing the bylaws.*
 - b. *Complying with the USBC Association Policy Manual.*
 - c. *Conducting championship level competition for its membership constituency (youth) and complying with state and local laws in their area.*
 - d. *Implementing USBC programs as requested.*
 - e. *Select/appoint the Association Manager.*
 - f. *Approving use of membership records.*

B. Section B. Eligibility

1. *A candidate for the board (elected or appointed) must be:*
 - a. **Adult.** *A USBC member in good at the time of election and throughout their term.*
Youth. *USBC Youth members bowling in USBC Leagues within the association's jurisdiction.*
 - b. *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.*
 - c. *Any member of the board authorized to sign contracts or acting as a signatory on association accounts must be a minimum age of 18.*



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d. Additional eligibility requirements, if any, are to be approved by the Board and the Youth Delegates.

1) ***There shall be a maximum of 3 directors allowed from each District as outlined in the Pennsylvania State Youth Association Manual.***

C. Section C. Election of Directors

1. Directors are elected by majority vote¹, unless plurality vote² is adopted, by the Youth Delegates and the Board. **Directors are elected by a majority vote from:**
 - a. A slate.
 - b. Nominations from the floor.
2. Qualifications must be submitted least 24 hours prior to the opening of the annual meeting.
3. Voting will be by ballot if there is more than one nominee for each position.

D. Section D. Term

1. The term for directors is **two** years. The number of years in a term, the number of terms allowed and a stagger system are determined by Youth Representatives.
2. ***Eight Directors each year for a two year term, no term limits.***

E. Section E. Resignation, Removal, and Vacancies

1. **Resignation.** A Board member may resign from the Board 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 Policy Manual*. An appeal may be filed with USBC Headquarters 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 are filled by the President, subject to approval of the Board.

VII. Article VI – Officers

A. Section A. President and Vice President

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

B. Section B. Election

1. Officers are elected by a majority vote (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) of the delegates representing adult membership present and voting from:
 - a. A slate.
 - b. Nominations from the floor.
2. Qualifications must be submitted at least 24 hours prior to the opening of the annual meeting.
3. Voting will be by ballot if there is more than one nominee for each position.

¹ 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.

² 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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C. Section C. Term

1. The term for elected officers is **two** years, not to exceed three years. The number of years in a term, the number of terms allowed and a stagger system are determined by the Board and Delegates.
2. **The President shall be elected on odd numbered years and the Vice-President shall be elected on even numbered years, both for a two-year term, unlimited terms.**

D. 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: 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. Acting 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*.

VIII. Article VII – Meetings

A. Section A. Annual Meeting

1. An Annual Meeting of Youth Representatives shall be held at a time and place approved by the board of directors.
2. Attendance is open to adult members³, USBC Youth members bowling in USBC Leagues within the association’s jurisdiction. Voting Officers, Directors and Delegates/Alternates must be at least 14 years of age, unless state laws mandate a specific age.
 - a. The association invites Youth and Merged (with youth membership) associations and Delegates within its jurisdiction.
 - b. USBC Youth membership, consisting of those bowling in USBC Leagues within the association’s jurisdiction, will be used to determine the number of Youth Delegates and Alternates an association is entitled.
 - a) **Each chartered Association with Youth Membership will be entitled to four (4) youth representatives and four (4) alternates.**
 - c. A local association is not eligible to send delegates representing adult membership and 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.

3. Credentials - Credentials are forwarded to the state association at least **7** days prior to the opening of the annual meeting.

³ Adult USBC members involved in youth programs can attend with voice only.



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4. Voice and Vote - 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.
5. Responsibilities – The Board and Delegates shall:
 - a. Adopt bylaws with the exception of youth dues.
 - b. Elect officers and directors to the board.
 - c. Elect one delegate and one alternate to the USBC Annual Meeting
6. 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 at least three board members.
7. Quorum - **12** Youth Delegates constitute a quorum. The Delegates and Board determine the number.
8. 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.
 - b. Election of officers requires a majority vote. Election of directors requires a majority vote, unless plurality vote has been adopted, in accordance with these bylaws. Election of delegates and alternates require a plurality vote. Absentee and proxy voting are not permitted.

B. Section B. Board Meeting

1. 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.
 - a. **Notice.** Written notice for all regular and special meetings shall be forwarded to the board at least 15 days prior to the meeting.
 - b. **Quorum.** **10** board members constitute a quorum. The Youth Representatives determine the number.
 - c. **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.
 - d. **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 and Board.
 - 1) The procedures found in the *USBC Association Policy Manual*, Chapter Five, Section D, Item 4 must be followed.
 - 2) The association **does** (does/does not) allow the board to vote via mail, e-mail, or teleconference.

C. Section C. Parliamentary Procedure

1. The most recent edition of *Robert's Rules of Order Newly Revised*, shall govern all meetings.

IX. Article VIII – Committees

A. Section A. Standing Committees

1. The association shall have a Finance Committee. The committee is responsible for reviewing and monitoring the association's financial matters.



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B. Section B. Other Committees

1. The president may establish other committees with board approval.

X. Article IX - Delegate and Alternate to USBC Annual Meeting

A. Section A. USBC Annual Meeting - A delegate and alternate to the USBC Annual Meeting are elected by plurality 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.) of those Youth delegates and officers and directors present and voting. (See Article VI, Section A of the national bylaws for representation.)

B. Section B. Eligibility - Delegates and Alternates must be:

1. Elected by the board and Youth delegates.
2. At least 18 years of age.
3. **Adult.** A USBC member in good standing at the time of election and throughout their term.
Youth. USBC Youth members bowling in USBC Leagues within the association's jurisdiction.
4. 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.

C. Section C. Election

1. The delegate and alternate serve for one year, beginning August 1, and are elected by:
 - a. A slate.
 - b. Nominations from the floor.
2. Qualifications must be submitted, in writing, at least 24 hours prior to the opening of the annual meeting.
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. Alternate shall serve in order of their election.
5. The election is to be held in compliance with the USBC Annual Meeting requirements.

D. Section C. Vacancies

1. Vacancies in delegate positions are filled by the alternates in the order in which they were elected for the un-expired portion of each term. If a vacancy still exists, the president fills the vacant position by appointment.
2. The appointee must also meet the same eligibility requirements as elected positions.

XI. Article X – Amendments

A. Section A. Procedure

1. Any USBC adult member involved in youth programs and USBC Youth members bowling in USBC Leagues within the association's jurisdiction may submit proposed amendments to these bylaws. The bylaws may be amended by a two-thirds vote at any Delegate meeting, by the Board and Delegates, present and voting.
2. The amendment(s) must be:
 - a. Submitted in writing to the Association Manager or President.
 - b. **Submitted at least 30 days prior to the meeting when the association is considering the proposal.** The date or number of days is to be set by the Board and Delegates.



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- c. Forwarded by the state association at least 15 days before the meeting to:
 - 1) Local Association Managers.
 - 2) State Board.
 - 3) Delegates.
- B. Section B. Effective Date**
 - 1. All amendments are effective August 1 following adoption, unless otherwise specified when adopted.

XII. Article XI - Fiscal year

- A. The fiscal year of this association is August 1 through July 31.

XIII. Article XII – Indemnification

- A. 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.



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