

# HOOSIER BOWLING WRITERS BYLAWS



## ARTICLE I NAME

The name of the organization is the Hoosier Bowling Writers.

## ARTICLE II PURPOSE

### Section A. Purpose

The purpose of the Hoosier Bowling Writers (hereinafter referred to as HBW) is to bring together all persons interested in the promotion of the sport of bowling; to encourage and support any outlet for the publication of local association news in which its members may have their writing(s) published, and to provide an awards program for its members.

The HBW organization shall support in all its endeavors the Indiana State USBC WBA and its publication *IN INDIANA*, the Indiana State USBC BA, and the Indiana State USBC YA.

## ARTICLE III MEMBERSHIP AND DUES

### Section A. Membership

Membership will be composed of individuals or bowling proprietors/managers who are interested in the promotion of the sport of bowling.

Charter membership shall be held by those who attended the organizational meeting held in Lansing, Illinois on March 16, 1990, and those who previously signified their intention to join HBW after its organization.

### Section B. Dues

Membership dues will be \$10.00 per year for the period of August 1<sup>st</sup> to July 31<sup>st</sup> of each year. Members who have not paid their dues by October 1<sup>st</sup> shall be in arrears and their names shall be removed from the mailing list, unless reinstated.

The board may waive all or part of membership dues for:

1. Life Members
2. Member Emeriti

## ARTICLE IV BOARD OF DIRECTORS – MANAGEMENT

### Section A. Board Composition, Authority and Duties

The management and governance of the HBW is vested in the Board of Directors. Officers of the HBW will consist of President, Vice President, Secretary-Treasurer and Sergeant-at-Arms. The total number of directors is four (4). The total number of Board members (officers and directors) is eight (8).

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 HBW Bylaws.
2. Compliance with the *HBW Operations Manual*.
3. Adopting proposed dues for consideration by the membership.

4. Providing education, training, recognition and other services as determined by the Board of Directors.
5. Implementing HBW programs.
6. Approving use of HBW membership records.

### **Section B. Eligibility**

A candidate for the Board (selected or appointed) must be:

1. A HBW member in good standing of the organization at the time of election and throughout their term of office.
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 the organization's accounts must be a minimum age of 18.

**To seek election as an officer a candidate must have served on the organization's Board of Directors and have been an HBW member for a minimum of three (3) years.**

A majority\*\* Vote will be required for election as an officer of HBW.

Additional eligibility requirements, if any, will be developed by the Nominating Committee to be approved by the Board of Directors.

### **Section C. Election of Directors**

Directors whose positions are subject to election by the members are elected by plurality\* vote of members, officers and directors, 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, in a format specified by the committee and approved by the Board of Directors.

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\* 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.

### **Section C. Terms**

The term for officers and directors is two (2) years based on the following staggered system:

Even Years	Odd Years
Vice President	President
Secretary-Treasurer	Sergeant-at-Arms
Director #3 and #4	Director #1 and #2

Term of office shall be August 1<sup>st</sup> through July 31<sup>st</sup> following election.

### **Section D. 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 meeting and determine if a resignation should be requested. 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. Director vacancies are filled by the president, subject to approval by the Board.
  - b. The office of president shall be filled by the vice-president within seven (7) days. If the vice president determines not to succeed, the Board of Directors will elect a new president.

## **ARTICLE V OFFICERS**

### **Section A. President, Vice President, Sergeant-at-Arms and Secretary-Treasurer**

The officers of this organization will include a president, vice president, sergeant-at-arms and secretary-treasurer. (*The board of directors 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 HBW Operations Manual.*)

### **Section B. Election**

Officers are elected by a majority vote\* of the members and officers and directors, 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, in a format specified by the committee. Voting will be by ballot if there is more than one nominee for each position.

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\* 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.

### **Section C. Term**

The term for elected officers is two (2) years.

### **Section D. Authority and Duties**

#### **1. President**

- a. Presides at all meetings.
- b. Acts as spokesperson for the organization.
- c. Appoints committees, with Board approval.
- d. Sign or a fax-similar all warrants and checks with the Secretary-Treasurer and receive monthly duplicate bank statements and deposit slips for verification (Secretary-Treasurer to provide copies if bank does not provide same).
- e. Act as ex-officio of all committees except nominating.
- f. Report in writing to the membership at each annual meeting.
- g. Transfer all records and equipment belonging to HBW to any successor.

#### **2. Vice President**

- a. Presides at all meetings in the absence of the president.
- b. Performs other duties as prescribed by the board or requested by the president.

### 3. Sergeant-at-Arms

- a. Performs duties as prescribed by the board or requested by the president.
- b. Check room for the Annual Meeting, including the Flag, water pitchers and glasses at the head table, provide sign-in sheets for member sign-in, confirm update of members eligible to vote and provide to the chairman of tellers prior to the Annual Meeting, arrange for table and area to count votes, and correlate all reports to be distributed.
- c. Any other duties as outlined in the HBW *Operations Manual*.

### 4. Secretary-Treasurer

- a. Acts as the ex-officio of all committees except nominating
- b. Responsible for keeping a complete record of proceedings at all meetings.
- c. Receive all requests for membership and issue membership cards.
- d. Receive all monies and deposit all funds in a bank or credit institution which is a member of and whose deposits are insured by the Federal Deposit Insurance Corporation in the name of the organization.
- e. Keep an accurate record of receipts and disbursements.
- f. Issue all warrants and obtain signature or fax-similar of the president and co-sign with the president all checks.
- g. Purchase necessary supplies for HBW.
- h. Report in writing to the membership at the Annual Meeting.
- i. Transfer all records and equipment belonging to HBW to any successor.

## **ARTICLE VI MEETINGS**

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

An Annual Meeting of organization members shall be held at a time and place approved by the Board of Directors each year.

#### 1. **Attendance**

Attendance is open to all members holding current HBW cards.

#### 2. **Voice and Vote**

Voting officers, directors, and members have voice and vote. Absentee and proxy voting are not permitted.

#### 4. **Responsibilities**

a. Members shall:

- 1) Adopt bylaws.
- 2) Adopt dues.
- 3) Elect members of the Board.

#### 5. **Meeting Notice**

Written notice of the meeting shall be forwarded to the Board and HBW members at least 15 days prior to the annual meeting.

#### 6. **Special Meetings**

Special membership meetings may be called by the president or upon written request of at least three board members or at least ten (10) members of the organization.

**5. Quorum**

- a. 10 Members constitute a quorum.

**6. Action**

A majority vote of those members 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 requires a majority vote. Election of directors requires a plurality vote. Absentee and proxy voting are not permitted.

**Section B. Board Meeting**

The Board shall meet at a minimum of two (2) times a year. 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 meeting.

Special meetings of the Board may be held on three (3) days notice of the date, time and place of the meeting.

2. **Quorum.** Two (2) officers and three (3) directors 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 or 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 HBW 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 and the Board.

**Section C. Parliamentary Procedure**

The most recent edition of *Robert's Rules of Order, Newly Revised* governs all meetings

**ARTICLE VII  
COMMITTEES**

**Section A. Standing Committees**

The organization shall have the following Standing Committees:

1. **Nominating Committee.** The committee reviews candidates and prepares slates for board, positions. The committee publicizes criteria and procedures for the elected positions.
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 VIII AMENDMENTS**

### **Section A. Procedure**

Any member of the organization may submit proposed amendments to these bylaws. The organization's bylaws may be amended by a majority vote of the membership at a membership meeting or by US mail or e-mail. The amendment must be:

1. Submitted in writing to the Secretary-Treasurer or President
2. Submitted at least 30 days prior to the membership meeting when the organization is considering the proposal.

### **Section B. Change in Dues**

1. **Dues.** Forward a notice to each HBW member and the board 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.

Notification of any adopted change in dues, and the reason for the change, will be forwarded, in writing to:

- a. Each HBW member.
- b. Members of the Board of Directors.

### **Section C. Effective Date**

All amendments are effective August 1, following adoption, unless otherwise specified when adopted.

## **ARTICLE IX FISCAL YEAR**

The fiscal year of this organization is August 1<sup>st</sup> through July 31<sup>st</sup>.

## **ARTICLE X OFFICIAL INSIGNIA**

The official insignia of the HBW shall be a scroll with HBW Indiana imprinted thereon, a quill and ink well, bowling pins and ball, all within an outline of the State of Indiana.

## **ARTICLE XI 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 organization to the full extent permitted by law.

Approved by the Board of Directors: August 22, 2009  
Approved by the Membership: March 6, 2010