

# **CENTRAL FLORIDA SENIORS BOWLING CLUB (CFSBC) BY-LAWS**

## **ARTICLE I Name of Club**

The organization shall be known as the Central Florida Seniors Bowling Club, and will be referred herein as CFSBC.

## **ARTICLE II Purpose**

The CFSBC is formed for the following objectives and purposes:

1. To unite SENIOR bowlers who are USBC members.
2. To conduct certified tournaments agreed upon by the Board of Directors.
3. To encourage competitive bowling in a pleasant and social atmosphere.
4. To encourage all members to play the game in a wholesome, sportsmanlike manner, bringing credit and honor to themselves, the sport and the CFSBC.

## **ARTICLE III Membership and Fees**

1. Membership in the CFSBC shall be comprised of individual men and women who are currently members of the USBC and are age 55 and over.
2. Annual membership fee for the CFSBC shall be determined by the Board of Directors to be paid by January 1<sup>st</sup> of the current bowling season. The fee should be paid prior to tournament participation.
3. Application for membership may be made at any time, providing the Club has not exceeded the cap of 550 members. If membership is made and there are over 550 active members in the Club, the applicant(s) will be placed on a waiting list. The list will be based on the date of the application and the order in which it was received. When an opening arises the candidate(s) will be contacted by the Board Secretary or an Officer of the Board and offered the open membership slot.
4. Each member agrees to be bound by all final decisions of the Board of Directors of the CFSBC concerning application or interpretation of USBC By-Laws, CFSBC By-Laws, playing rules, and other matters relating to the sport of bowling as governed by USBC.
5. New members who join the Club (and pay their dues) in October, November or December will not have to pay dues for the next year.
6. Members will be expected to adhere to the CFSBC Dress Code which is on the Club's Website (cfsbowling.com).
7. Membership in the CFSBC shall be suspended if membership in the USBC is suspended and shall continue to be terminated until such time as the person is reinstated for membership in the USBC.
8. The Board of Directors may suspend or revoke membership if a member displays disruptive, anti-social behavior, or unsportsmanlike conduct, by a majority vote of the board.

## **ARTICLE IV Tournaments**

All CFSBC tournaments must be certified.

## **ARTICLE V Board of Directors – Annual Meeting, Election of Officers/Directors, Duties of Officers/Directors,**

1. The annual meeting shall be held in December. It is open to all members. All regular business shall be considered and the election of officers held.

2. Directors are elected to fill open positions on the Board that are subject to election. Elected officers of the CFSBC shall be: President, Vice President, Secretary, Treasurer, Sergeant-at-Arms and seven (7) Directors.
3. One (1) Officer and six (6) Directors or Officers shall constitute a quorum at all meetings.
4. A candidate for Board Directors is eligible for elective office if they are a member in good standing of the CFSBC and the USBC. However, it is recommended that candidates seeking any Officers position have experience by serving on the Board as Directors for a minimum of one term. This allows the candidate to have a working knowledge of the Club and familiarity with Board members, by-laws, and the mission of the CFSBC. This also insures that, if elected, they will be qualified to fill the position and will provide a smooth transition making the elected person an asset rather than a possible liability.

#### Election and Voting at Annual Meeting

1. Officers and directors shall be elected at each annual meeting to succeed positions that expire.
2. All voting shall be by ballot, or a voice vote may be taken, when there is only one (1) candidate for the office or directorship.
3. If a majority vote is not reached on the third ballot, the candidate having the lowest vote total shall be eliminated. Balloting shall continue following the same procedure until a candidate receives the required majority.

#### Term of Officers and Directors

1. The terms of all Officers and Directors shall be for two (2) years.
2. The President, Secretary, Treasurer, and four (4) Directors shall be elected in odd years.
3. The Vice-President, Sergeant-at-Arms and three (3) Directors shall be elected in the even years.
4. Newly elected Officers and Directors will begin their terms in January following the December Annual Meeting. Odd and Even years pertains to the year after the December elections. i.e., if a person is elected in December 2020, their term will begin in January of 2021. Even years the same applies– if elected in December 2021 their term will begin in January of 2022.

#### The President

1. Shall call and preside at all meetings of the CFSBC and the Board of Directors.
2. Shall name all committees, unless otherwise provided in the motion ordering such committees to be named.
3. Shall ensure that all vacancies occurring on the Board are filled by a majority vote of the Board. Appointee(s) shall hold the position for the remainder of the unexpired term.
4. Shall appoint the chairperson and members of all committees with Board approval.
5. Shall ensure that any officers or persons who have access to CFSBC funds be bonded.
6. Shall call a Board meeting within thirty (30) days if requested by five (5) members of the BOD, or if petitioned for by a majority of members. Membership will be notified of regularly scheduled Board meetings, by postings on the web site.
7. Shall serve as the principal spokesperson for the CFSBC.
8. Shall keep members of the CFSBC informed of policy matters.
9. Shall hold the minimum of four Board meetings per year; preferably quarterly providing there is Club business to be discussed.

#### Vice President

1. Shall fill the office of the President in his/her absence and shall perform the duties of that office and perform such additional duties as may be required.

#### Secretary

1. Shall verify applications for membership.
2. Shall ensure that all members are USBC members.
3. Shall prepare a written report on the status of the CFSBC membership and present at all Board meetings.
4. Shall prepare a year-end report to the general membership at the Annual Meeting in December.
5. Shall keep minutes of all proceedings of the CFSBC and prepare a written transcript of meetings and make this available to the Board previous to the next Board meeting.
6. Shall order all supplies and keep a record of all expenditures and submit to the Treasurer.

7. Shall issue all members a Club Member Number; and facilitate all Club awards.
8. Shall answer all correspondence as directed by the President or Board of Directors.
9. Shall assist the President with any assignment that may be required.
10. Shall coordinate the 50/50 Board Volunteers.
11. Shall assist the Chairman of the Nominating Committee when necessary.
12. Shall be paid monthly at a fee to be determined by the Board, per number of members enrolled in Club.
13. Shall appoint an assistant with Board approval.
14. Shall turn over to their successor records, books, and other property of the CFSBC in his/her possession

#### Treasurer

1. Shall keep a true and correct account of all receipts, expenditures and disbursements.
2. Shall pay all CFSBC bills.
3. Shall submit to the President, a monthly financial statement showing receipts and disbursements for all CFSBC business.
4. Shall submit, at the Annual Meeting, a written year-end report and statement of financial transactions made throughout the year (this report will be placed on the CFSB website yearly).
5. Shall ensure all monies of the CFSBC are deposited in a bank, which is FDIC insured to the credit of the Central Florida Seniors Bowling Club (CFSBC) as soon as possible, not to exceed 14 days.
6. Shall issue a receipt for all dues paid to the CFSBC.
7. Shall be paid monthly at a fee to be determined by the Board, per number of members enrolled in Club.
8. Shall appoint an assistant with Board approval.
9. Shall turn over to his/her successor all records, books, and other property of the CFSBC in his/her possession.

#### Sergeant-at-Arms

1. Shall maintain order during the meetings and tournaments.
2. Shall conduct all vote counting and other duties as required.
3. Shall ensure that all members are following the CFSBC Dress Code.

#### Tournament Director

1. Shall be appointed by a majority vote of the Board of Directors.
2. Shall arrange for tournaments dates/types/costs, and related items as directed by the Board.
3. Shall submit a report to the Board of Directors at any Board meeting called by the President.
4. Shall make recommendations regarding Tournaments and make suggestions for more efficient operation(s).
5. Shall maintain the Club's website and keep it up-to-date.
6. Shall ensure that nothing is published on the website without the approval of the President or an Officer(s)
7. Shall be paid a fee determined by the Board; the fee is based upon the number of members enrolled in the Tournament.
8. Shall appoint an assistant with Board approval.

#### Removal of an Officer, Director or Committee Member

1. The Board of Directors will remove any member of the Board, with a majority vote of the Board, for the following reasons:
  - a. Conduct that is in conflict with the CFSBC's objectives and purposes. Acting contrary to the best interest of the CFSBC or the sport of bowling.
  - b. Failing to attend two (2) Board meetings per year without notifying the BOD why attendance is not viable.
  - c. The inability to perform his/her duties.

### **ARTICLE VI Management**

The management of the CFSBC shall be vested in the Board of Directors who shall have full control and power to carry out the objectives set forth in these By-Laws.

## **ARTICLE VII Member Averages**

A member must use their year book average on their first tournament. Thereafter, their average would be established after each additional tournament.

## **ARTICLE VIII Procedural Matter**

### Procedural Matters

- Any procedural matters not provided for in these By-Laws shall be governed by the USBC or Roberts Rules of Parliamentary Law and Procedure (latest edition).
- Board Meetings must have a quorum present. Meetings may constitute options which include remote options or video conferencing and conference calling.
- The President shall have the authority to conduct a Special Meeting of the Board and general membership to resolve important or emergency issues that may arise

### Amendment of the By-Laws and Calling a Special Meeting

1. The By-Laws may be amended at the Annual Meeting by the membership with a majority vote (see number 3a below).
2. The President has the authority to call a Special Meeting of the Board to amend the By-Laws. A vote to amend the By-Laws requires a two-thirds vote at a duly called meeting of the Board. Any changes in the amendments must be presented to the membership at the Annual meeting in December. All changes must also be published on the Club's website.
  - The purpose of these changes would be to improve and ensure the efficiency and competent operations of the CFSBC. The meeting(s) can be conducted by mail or telecommunication, or any means of communication through which participating Directors may simultaneously hear/read each other's communications during the meeting.
- 3.. A majority of votes received shall determine the outcome.
  - a. Any CFSBC member may submit a proposed amendment to the By-Laws in writing - it must be received by the CFSBC President or Secretary at least sixty (60) days prior to the December-Annual meeting.
  - b. The Secretary shall publish proposed By-law amendments or revisions on the Club's website or by other means not less than thirty (30) days prior to the Annual Meeting.

### Executive Session

1. If necessary, an Executive Session of the Board will be held to discuss problems involving personal affairs of any individual or issues deemed confidential.
2. The minutes of the Executive Session shall be kept separate and unavailable to the general membership.
3. Only the Officers of the Executive Board of Directors and the person(s) involved may attend an Executive Session of the Board.
4. At the following meeting when the Executive Minutes are approved, all copies of the minutes shall be collected by the Secretary or assistant and destroyed. They will remain confidential and shall be kept by the Secretary for the files, for a period to be determined by the Board of Directors.

## **ARTICLE IX Dissolution of the CFSBC**

Upon dissolution, the assets of the CFSBC shall be distributed as the Board of Directors decides among organizations exempt from Federal Income Tax.