

## **LOCAL ASSOCIATION CHARTER GUIDELINES**

Since the founding of the National Duckpin Bowling Congress in 1927, local associations have served the membership of the National Duckpin Bowling Congress (herein after called "Congress") in their respective geographical areas. These local associations, on behalf of the Congress, provide services to the membership of the Congress that are impossible to provide from a centrally located office. It is recognized that the activities and services performed by each local association vary depending on the desires of the membership of each local association.

The Congress, as the chartering organization, can require that these ancillary local organizations perform certain functions and tasks to establish a minimum level of services that the membership of the Congress can expect from any local association regardless of the locality or size of that local association. These "Local Association Charter Guidelines" have been established by the Board of Directors of the Congress to establish the minimum level of services that each local association must provide to the membership of the Congress in its area to maintain a charter signifying affiliation with the Congress.

### **A-100 OBJECTIVES AND PURPOSES**

**A-101** Local associations shall carry out the purposes and objectives of the Congress as set forth in the Congress Articles of Incorporation and By-Laws and these Local Association Charter Guidelines.

**A-102** Local associations will assist the game of duckpins and the duckpin industry by fostering among its members the spirit of good fellowship and fair play; by maintaining and increasing interest in duckpin bowling; by obtaining and exercising care, supervision, and direction over the bowling interests of its members; and by promoting an increase in sanctioned bowlers and certified duckpin bowling centers.

### **A-200 AUTHORITY**

**A-201** The Board of Directors of the Congress empowers each chartered local association with the authority to act on behalf of the Congress to the extent noted within the By-Laws of the Congress and these Local Association Charter Guidelines.

**A-202** Local associations are empowered to perform the following functions in their respective jurisdictions:

**(a) Appoint Congress Executives and members of the Board of Directors.**

**(b) Appoint directors for sanctioned tournaments.**

**(c) Conduct sanctioned tournaments.**

**(d) Interpret Congress playing rules.**

**(e) Distribute Congress awards and sanctioning materials.**

**A-203 The Board of Directors of the Congress empowers each chartered local association with the authority to establish an organizational structure within the parameters set forth within these Local Association Charter Guidelines.**

**A-204 The Board of Directors of the Congress empowers each association with the authority to utilize the logo of the Congress and the authority to indicate on all forms, stationery and other printed materials that the local association is affiliated with the Congress.**

**A-205 The Board of Directors of the Congress reserves the right to review the performance of each local association and to withhold the annual renewal of a charter from any local association not in compliance with these Local Association Charter Guidelines.**

**A-206 The Board of Directors of the Congress reserves the right to suspend or revoke the charter of any local association for non-compliance with these Local Association Charter Guidelines.**

### **A-300 ORGANIZATION**

**A-301 Any geographically supportive group of sanctioned members of the Congress may form a local association with the permission of the Board of Directors of the Congress. Petitions for the formation of a local association must be presented to the Board of Directors of the Congress for review. Said petitions shall be accompanied by the intended By-Laws of the local association. Upon review of the documentation, the Board of Directors of the Congress shall make a final determination.**

**A-302 Local associations shall represent an area determined by the Board of Directors of the Congress.**

**A-303 Local associations may elect to be incorporated but must in any event operate as a non-profit organization described in the Internal Revenue Code. Every local association must apply for and receive a Taxpayer Identification Number (TIN) or an Employer Identification Number (EIN).**

**A-304 Local associations shall adopt a set of By-Laws to establish the local association's organizational structure and to govern the activities of the local association. These By-Laws shall, at a minimum, address the following:**

- (a) Meetings and meeting notifications.**
- (b) Governing bodies and the selection method of the individuals serving on these bodies.**
- (c) Duties and the selection method of association officers.**
- (d) Selection method for individuals who represent the local association at Congress meetings and activities.**
- (e) Selection method for Congress Executives.**
- (f) Financial management policies and procedures.**
- (g) The establishment of a fiscal year consistent with that of the Congress (July 1<sup>st</sup> – June 30<sup>th</sup>).**

#### **A-400 FUNCTIONS AND RESPONSIBILITIES**

**A-401 The prime function of each local association is to serve the Congress in the performance of member services and in promoting increased membership in the Congress.**

**A-402 Each local association shall perform the following services to the membership of the Congress in their respective areas:**

- (a) Local Association's Board of Directors or Standing Committee must hold a minimum of four (4) meetings per year**
- (b) Compile and publish the averages of all games bowled within the local association's area by members of the Congress in leagues or tournaments.**
- (c) Compile and publish by October 1<sup>st</sup> a list of ranked men and women bowlers in their area.**
- (d) Meet with league officers to advise them of changes in the programs, rules and regulations of the Congress and instruct officers in the performance of their duties.**
- (e) Interpret playing rules for sanctioned leagues.**
- (f) Assist in the distribution of sanctioning materials.**
- (g) Assist league officers in the sanctioning process.**
- (h) Assist league officers in the awards procurement process.**
- (i) Assist in proper presentation of Congress awards.**
- (j) Assist in the resolution of disputes within sanctioned leagues and between sanctioned bowlers, leagues and proprietors.**
- (k) Conduct the National Tournament when located within the local association's jurisdiction.**

**A-403 Each local association shall strive to increase participation in duckpin bowling and membership in the Congress. Local associations shall attempt to contact officers of non-sanctioned leagues and request the opportunity to address their league during an organizational meeting to explain the benefits of sanctioning to league members.**

## **A-500 FISCAL MANAGEMENT**

**A-501 Each chartered local association shall be funded, in part, by the Congress in the form of member bowler rebates. The amount, format and distribution of funding to the local association shall be determined by the Board of Directors of the Congress.**

**A-502 Chartered local associations shall be empowered to augment their funding in any manner that does not conflict with the By-Laws of the Congress or violate the provisions of the Internal Revenue Code, state or local laws governing the procuring of funds by non-profit organizations.**

**A-503 Each local association shall designate a chief financial officer (or secretary or treasurer, as applicable) who shall be responsible for keeping a proper and accurate account of all financial transactions. This chief financial officer shall be responsible for preparing financial reports as required by the local association and by the provisions noted within these Local Association Charter Guidelines.**

## **A-600 CHARTER REGULATIONS**

**A-601 The Board of Directors of the Congress requires that each chartered local association forward a copy of their By-Laws, and their Articles of Incorporation and determination of non-profit status by the Internal Revenue Service (if applicable), to the Congress not later than thirty (30) days after the adoption or issuance of these documents.**

**A-602 For the annual charter renewal process, the Board of Directors of the Congress requires that each chartered local association furnish to the Congress copies of the following information on or before August 31<sup>st</sup> of each year:**

- (a) By-Laws, with any changes noted.**
- (b) Name, address and phone number of association officers.**
- (c) Name, address and phone number of association representative to the Congress including the capacity in which these individuals will represent the association.**
- (d) Financial status report for last complete fiscal year.**
- (e) Operating budget for current fiscal year.**
- (f) Bonding information (if applicable).**
- (g) Corporate tax returns for the last complete fiscal year or a statement to the effect that the local association has fulfilled all liabilities concerning corporate tax obligations (if applicable).**

**A-603 At the discretion of the Board of Directors, a local association not complying with the above reporting requirements noted may have any funds due withheld until such time that the information is received by the Congress.**

## A-700 GUIDELINE NONCOMPLIANCE

**A-701** The Board of Directors of the Congress shall establish charter guidelines to be followed by local association in carrying out their services to the sanctioned bowlers. Said charters will be reviewed annually and can be suspended or removed by the Board of Directors on a two-thirds (2/3) vote of the members of the Board of Directors attending the meeting if, in their opinion, the local association does not follow the charter guidelines.

**A-702** Any local association's charter may be suspended for cause by the Board of Directors of the Congress by a two-thirds (2/3) vote of the members of the Board of Directors attending the meeting. All local associations shall be advised of any meeting of the Board of Directors during which the suspension of a local association's charter may occur. Should a meeting be called to review a particular local association's performance, said local association shall be advised by certified mail of the meeting and shall be given the opportunity to present to the Board of Directors reasons why the charter of the local association should not be suspended.

**A-703** When a local association's charter is suspended, the local association's right to act on behalf of the Congress is suspended. Unless otherwise decided by the Board of Directors by a two-thirds (2/3) vote of the members of the Board of Directors attending the meeting (1) during the period of suspension, the local association shall not receive funding from the Congress and (2) funds so withheld may be paid when, and if, the charter is reinstated. The association's representatives to the Congress governing bodies may attend meetings of those bodies but shall not be entitled to vote during the period of suspension.

**A-704** Any local association's charter may be revoked for cause by the Board of Directors of the Congress by a two-thirds (2/3) vote of the members of the Board of Directors attending the meeting. All local associations shall be advised of any meeting of the Board of Directors during which the revoking of a local association's charter may occur. Should a meeting be called to review a particular local association's performance, said local association shall be advised, by certified mail, of the meeting and shall be given the opportunity to present to the Board of Directors reasons why the charter of the local association shall not be revoked.

**A-705** When a local association's charter is revoked, the association's affiliation with the Congress will cease to exist and no further funds will be paid to the association. The association's representatives to the Congress governing bodies shall not be recognized. The Board of Directors will review the list of individual executives from that area for

removal or reappointment as deemed in the best interests of Congress.

A-706 The Board of Directors of the Congress, in lieu of acting to suspend and/or revoke a local association's charter, may establish an oversight committee to direct the activities of a local association.

#### **A-800 CONFLICTS OF INTEREST**

A-801 Any individual in attendance at any meeting, function and/or activity of a local association shall disclose known possible conflicts of interest regarding any matters pertaining to the local association and/or the Congress at the time that said matters are discussed and acted upon. The minutes shall reflect any disclosures of possible conflicts of interest made. No individual disclosing a possible conflict of interest may vote in any matters relating to such interest without the permission of two-thirds (2/3) vote of the members of the Board of Directors attending the meeting.

A-802 No officer or member of a governing body of a local association may receive compensation for his/her service to the local association, except as stated in the By-Laws of the local association.

#### **A-900 CHANGES TO THE LOCAL ASSOCIATION CHARTER GUIDELINES**

A-901 These local association charter guidelines can be changed, modified and/or dissolved by a two-thirds (2/3) vote of the members of the Board of Directors attending the meeting.

A-902 Changes in the local association charter guidelines made by the Board of Directors of the Congress shall become effective on a date specified by the Board of Directors.