



## **BY-LAWS**

### **Updated March 2024**

#### **TITLE**

This organization shall be known as the California Women's 500 Club, a non-profit organization, hereinafter referred to as the "State 500 Club."

#### **PURPOSE**

The purpose of the State 500 Club is to provide for competitive events and other functions related to bowling which lie within its province to initiate and/or sponsor.

#### **ELIGIBILITY**

(A) To be eligible for membership in the State 500 Club, a bowler must have rolled a scratch series of 500 or more in a USBC certified league or tournament. Only the first three (3) consecutive games of a series count.

(B) An applicant for membership must have her 500 series verified by a signature of a local 500 Club officer. In the absence of a local 500 Club, a local association officer or league officer can verify the score and the bowler's membership in USBC.

#### **DUES**

(A) Membership dues for the State 500 Club shall be a one-time fee of \$30.00.

(B) The cost for a name change or a duplicate card shall be \$5.00.

#### **MEETINGS**

(A) There shall be one annual State 500 Club Open Meeting held at a time and site set by the President with the approval of the board of Directors.

(B) There shall be a Board of Directors' meeting held annually prior to the Annual State 500 Club open meeting. The State 500 Club President may request a board meeting whenever she deems necessary or when requested to do so by a board member.

(C) A Board member may request a board meeting whenever she deems it necessary to facilitate the function of the Board of Directors of the State 500 Club. Such a request must be made in writing to the President.

(D) The quorum at the State 500 Club annual open meeting shall be twenty-five (25) members, five (5) of whom must be members of the State 500 Club Board of Directors.

#### **CONDUCT OF MEETINGS**

(A) There shall be one annual State 500 Club Open Meeting held at a time and site set by the President with the approval of the board of Directors.

(B) There shall be a Board of Directors' meeting held annually prior to the Annual State 500 Club open meeting. The State 500 Club President may request a board meeting whenever she deems necessary or when requested to do so by a board member.



## **BY-LAWS**

### **Updated March 2024**

(C) A Board member may request a board meeting whenever she deems it necessary to facilitate the function of the Board of Directors of the State 500 Club. Such a request must be made in writing to the President.

(D) The quorum at the State 500 Club annual open meeting shall be twenty-five (25) members, five (5) of whom must be members of the State 500 Club Board of Directors.

### **CONDUCT OF MEETINGS**

Roberts Rules of Order shall govern the proceeding of all meetings for the State 500 Club. The regular order of business shall be as follows:

- (a) Call to order
- (b) Salute to the flag
- (c) Roll call of Officers and Directors
- (d) Reading of the minutes of the last meeting and action thereof
- (e) Reports of Officers in their order
- (f) Reports of special committees
- (g) Unfinished business
- (h) New business
- (i) Election of Officers and Directors (at open meeting)
- (j) Adjournment

### **OFFICERS, DIRECTORS, AND ELECTIONS**

(A) The officers of the State 500 Club shall consist of a President, 1st and 2nd Vice President Secretary/Treasurer and Sergeant-at-arms; said officers, together with six (6) directors, shall constitute the Board of Directors with a membership of eleven (11).

(B) The officers and directors of the State 500 Club shall be elected by ballot at the annual open meeting of the State 500 Club. The officers shall be elected by a majority vote and the directors shall be elected by plurality vote. The officers and the directors hold their respective offices for a term of two (2) years and with an unlimited number of terms. Each term of office starts August 1 following the election.

(C) The President, 2nd Vice President, Sergeant-At-Arms and one half of the directors shall be elected on even numbered years. The 1st Vice President, Secretary/Treasurer, and one half of the directors shall be elected on odd numbered years.

(D) When only one candidate is nominated for an office a voice vote shall be taken.

(E) Any officer or director of the State 500 Club, who shall be disqualified or suspended under the rules of USBC, to finish her term of office.

(F) Any officer found to be negligent and/or derelict in her duties may be relieved of her office, and the office declared vacant, at the discretion of the Board of Directors.

(G) Anyone having held a State 600 or 700 Club membership is eligible to seek election as a California Women's 500 Club officer or director after three (3) years of membership.



## **BY-LAWS**

### **Updated March 2024**

(H) The Board of Directors shall be composed of the fully elected officers and directors and shall be empowered to act either by voice or email vote on all Club matters requiring decisions during the interim between Annual Meetings.

(I) The Board of Directors shall direct and control the Annual Tournament of the Club.

### **MEMBER EMERITUS**

The Board of Directors of the State 500 Club may select a nominee for Member Emeritus, if they so desire. The nominee's name is to be submitted to the membership at the annual open meeting for approval by a two-thirds vote of the members present and voting. No more than one Member Emeritus may be elected at the same annual meeting. Nominee must have served at least four (4) years as a member of the Board of Directors and rendered valuable service to the Club. Member Emeritus nominee must be out of office at least nine (9) months prior to nomination.

Member Emeritus may attend State 500 Club Board Meetings with voice only.

### **CANDIDATES**

(A) A candidate to be eligible for nomination as an officer or director of the State 500 Club shall have been a member of a USBC league during the current season and must not be bowling in any uncertified league and be a member of the State 500 Club.

(B) A candidate to be eligible for a Line Officer of the State 500 Club shall have served at least one complete term of office on the Board of Directors during the two year period immediately preceding the nomination. The year of the nomination is included as a part of a complete term of office.

(C) A candidate to be eligible for a Director of the State 500 Club shall be an active member of a local bowling association for two years or more, or, shall have served as an Officer or Director of a local 500 Club for two (2) years at the time of the nomination. The candidate may be fulfilling the two years period at that time.

### **VACANCIES**

Vacancies occurring in office shall be filled by the President with the approval of the Board of Directors. The appointees shall hold that position for the remainder of the unexpired term.

### **RECORDS**

(A) Officers upon completing their term of office, or upon resigning, or upon removed from office shall turn over all the records of such office to their successor. All monies shall be properly accounted for and shall be receipted for by the appropriate officer.

All outgoing officers and directors should provide their successor with as much job familiarization and as much pertinent information as is possible.

### **DUTIES OF OFFICERS**

#### **(A) PRESIDENT**

- (a) She shall preside at all meetings and conduct them in accordance with the rules adopted.
- (b) She shall be an ex-officio member of all committees except the Nominating Committee.

**BY-LAWS**  
**Updated March 2024**

(c) She shall appoint an auditing committee, a finance committee, Legislative committee, a nominating committee, and publicity chairperson.

(d) She may also appoint such other committees as are deemed necessary or contributive to a greater good of the Club.

(e) She shall see that all officers, directors and committees function within the framework of the Bylaws.

(f) She shall arrange for appropriate accommodations for the annual State 500 Club open meeting.

(g) She shall approve the final report of the tournament winners from the Secretary/ Treasurer before payment is made.

**(B) VICE PRESIDENT**

The Vice Presidents, in order of their precedence in the absence of the President, shall perform the duties of that office and shall discharge such other duties as may be required of them.

**(C) SECRETARY/TREASURER**

(a) She shall keep a true accurate record of memberships and of all the proceedings of the meetings and the tournaments initiated or sponsored by the State 500 Club.

(b) She shall receive all monies and shall deposit them in a bank account to the credit of the "California Women's 500 Club".

(c) She shall keep a true and accurate account of all receipts and disbursements, and shall at each meeting submit a written report of all transactions

(d) She shall notify all of the Board of Directors and local 500 clubs secretaries, at least (30) days in advance of all State 500 Club activities, giving dates, time, place and purpose.

(e) She shall perform the duties assigned to her in connection with the tournament, she shall account for all tournament funds and she shall see that all tournament rules are procedurally adhered to.

(f) She shall submit the tournament statement of the winners to the President for the final approval before payment is made.

(g) She shall purchase all supplies necessary to maintain her office.

(h) She shall receive \$100.00 per month (\$1200.00 a year).

(i) She shall be ex-officio of all committees except the Nominating Committee.

**(D) SERGEANT-AT-ARMS**

(a) She shall maintain order during the meetings and shall perform such other duties as may be requested by the president.

(b) She shall lead the salute to the flag.

(c) She shall see that all members attending the Annual Open Meeting sign the register.

**(E) DUTIES OF DIRECTORS**

(a) She shall attend all Board Meetings and the Annual Open Meeting of the State 500 Club.

(b) She shall serve on and chair committees.



## **BY-LAWS**

### **Updated March 2024**

- (c) She shall perform any other duties assigned to her by the State 500 Club President.
- (d) She shall represent her area at invitations. She shall attend local 500 Club meetings and special functions when invited to do so.
- (e) She shall write a report for the State 500 Club Annual Open Meeting and bring copies of said report to the Annual Open Meeting, number of copies as directed by the secretary.

### **BY-LAW CHANGES**

- (A) All changes to the Bylaws whether by addition, deletion or modification, shall be voted upon by the general assembly at the Annual Open Meeting. Adoption of a proposed change shall require a majority vote of the members present and voting. EXCEPTION: (A) under ELIGIBILITY page one (1) will require a unanimous vote of those present and eligible to vote at the Annual Open Meeting.
- (B) Unless otherwise specified in the proposed change, any and all changes in the Bylaws shall become effective August 1st following their adoption.
- (C) All recommendations for changes in the Bylaws must be forwarded to the Legislative Committee Chairperson by September 1st preceding the annual open meeting.
- (D) All proposed changes to the Bylaws shall be assembled by the Legislative Committee Chairperson in the usual recommendation form and forwarded to the State 500 Club Secretary/Treasurer to be included in the January mailing to all local 500 Club Secretaries.
- (E) The secretary of the California Women's 500 Club and/or a committee appointed by the President, may revise, codify renumber and correct any provision in the bylaws to eliminate errors in spelling or grammar, and to bring about clarification, proper order and sequence, but in so doing she or they shall not change the meaning or purpose of any provision so changed, renumbered or clarified.

### **TOURNAMENTS**

All tournaments initiated or sponsored by the State 500 Club shall be under the direction of the Board of Directors.

### **LOCAL 500 CLUBS**

Local 500 Clubs shall notify the State 500 Club Secretary/Treasurer of all changes in officers, giving the names and addresses, zip code and telephone number of such officer.

### **PINS AND PATCHES**

Pins and patches shall be available for purchase at the Annual Meeting and all State 500 Club Tournaments.