

PAHRUMP VALLEY TOURNAMENT BOWLING CLUB (PVTBC)
BYLAWS, OPERATING RULES AND PROCEDURES

(Revised December 19,2020)

SECTION 1. BYLAWS

ARTICLE I. NAME

This organization shall be known as the **PAHRUMP VALLEY TOURNAMENT BOWLING CLUB**, hereinafter referred to as PVTBC.

ARTICLE II. OBJECTIVE

- a. It shall be a representative, legislative, and executive body with complete and final jurisdiction over its members and all events it conducts.
- b. It shall encourage the creation and development of bowling events for all PVTBC members.
- c. It shall encourage the creation and development of bowling events for the community.
- d. It shall foster the spirit of good fellowship without regard to race, color, religion, age, sex or nationality.
- e. It shall establish operating procedures governing the entry requirements, rules of play, schedules of events, sponsorship responsibilities and associated benefits.
- f. It shall adopt the operating rules for all of the events it sponsors.
- g. It shall establish and collect all fees associated with its activities and events.

ARTICLE III. PVTBC MEMBERSHIP

- a. Membership applications, with appropriate fees, will be submitted to a PVTBC Board Member.
- b. The following requirements must be met:
 1. All active PVTBC members and applicants must be a member of the United States Bowling Congress (USBC).
 2. Members must be local Pahrump residents.

ARTICLE IV. MEMBERSHIP FEES

Each new member is required to pay an initial membership fee at the time of membership application. The amount of the initial membership fee, or any subsequent membership fee, will be established by the Board of Directors.

ARTICLE V. MANAGEMENT – BOARD OF DIRECTORS (also referred to as Board)

- a. The PVTBC Board of Directors is charged with the management of the organization.
- b. The Board of Directors shall be composed of nine (9) members representing both men and women members and shall consist of the President, Vice-President, Recording Secretary/Treasurer, and 6 directors.
- c. The Board of Directors shall meet a minimum of twice yearly and a quorum shall consist of a majority of the current Board. Meetings may be called at any time, if necessary. All meetings will be open to all members.
- d. Any Board member missing one (1) consecutive meetings or assigned duties, may be subject to dismissal by the Board.
- e. Bylaws, rules, minutes, financial statements, and anything pertinent to the Club will be made available to all members.

ARTICLE VI. BOARD OF DIRECTORS

- a. The term of office for all Board of Directors members will be two (2) years. President, Secretary & Board Members 2, 4, & 6 will be for even years & Vice President & Board Members 1, 3, & 5 will be for uneven years. The term begins on January 1 following the election and ends December 31. Every attempt will be made to keep a 5/4 ratio of male and female members on the Board of Directors.
- b. Only current paid PVTBC members that have bowled in at least one tournament in the current year are eligible to seek positions. The PVTBC membership will be polled prior to the annual election to determine if there are any potential office seekers. The Nominating Committee, appointed by the Board of Directors, will recommend a slate of candidates from this poll and the slate will be sufficient in number to fill all positions. The Nominating Committee will select candidates for consideration from the membership-at-large.
- c. Officers and directors will be elected by the current paid general membership that has bowled in at least one tournament, by ballot at a membership meeting to be held in December of each year or by absentee ballot if unable to attend (a place will be on the absentee ballot for write-in candidates). The nominating committee will propose a slate of officers and nominations will also be accepted from the floor.
If any vacancy occurs on the Board of Directors, the remaining Board members will fill the vacancy by appointment. Resigning officers must submit their resignation in writing with the effective date of resignation.
- d. Vacancy – The Vice President shall fill the vacancy in the office of the President until a proper election can be held in December to elect a new President. The President shall recommend a replacement in any other office or director position, with a majority approval of the Board of Directors. The person/persons designated to fill the position/positions will remain in office until a proper election can be held in December to fill that position/positions.

ARTICLE VII. BOARD OF DIRECTORS – DUTIES AND AUTHORITY

- a. The Board shall exercise its right of management and shall carry out the objectives of the organization and direct its business consistent with current or established policies and rules of the PVTBC, outlined in Section 2, Operating Rules and Procedures.
- b. It shall be empowered to act for the PVTBC in establishing, revising and amending policies to regulate any matter not fully covered in Section 2, Operating Rules and Procedures stated herein.
- c. It shall have the authority to suspend or otherwise discipline any PVTBC member for infractions of the PVTBC Rules and Bylaws.
- d. It shall have the authority to conduct a hearing for any Board member charged with malfeasance or other conduct that may be harmful to the PVTBC. Removal of any Board member on the proof of such charges is empowered by the Board.
- e. It shall arrange for audits, as determined by the Board, but no less than twice a year.
- f. It shall have the authority to hear and settle all protests arising from any tournament activity not settled by the Tournament Director.

ARTICLE VIII. PRESIDENT – DUTIES AND AUTHORITY

- a. Shall serve as the Chief Executive Officer of the PVTBC
- b. Shall serve as presiding Chairperson at all PVTBC meetings and be responsible for the agenda.

- c. Shall recommend to the Board all committee appointments for its approval.
- d. Shall carry out all the provisions, objectives, rules and purposes of the PVTBC.
- e. Shall be responsible for coordinating and conducting all PVTBC functions. May appoint a Tournament Director and/or Tournament Committee to coordinate and conduct any function. May appoint any PVTBC member to assist in this regard.
- f. Shall represent the Board and the membership at any meeting consequential to the PVTBC.
- g. Shall prepare any materials and documentation necessary at any disciplinary hearing.
- h. Shall appoint an Audit Committee.
- i. Shall be a signatory on the PVTBC bank account.
- j. Shall receive, review and verify monthly, all bank financial statements.

ARTICLE IX. VICE-PRESIDENT – DUTIES AND AUTHORITY

- a. Shall assist the President in the performance of his/her duties.
- b. Shall be prepared to perform the duties of the President if the President is unable to perform them for any reason.
- c. Shall be a signatory on the PVTBC bank account.

ARTICLE X. RECORDING SECRETARY/TREASURER –DUTIES AND AUTHORITY

- a. Shall serve as the recording officer of the PVTBC and, as such, will gather, update, and maintain a complete and comprehensive record of all data pertaining to each member and/or activity of the PVTBC.
- b. Shall be an attendee at all Board meetings to record Board business and shall provide copies of the meeting minutes to each Board member for approval and retention.
- c. Shall maintain the Standings for all tournaments.
- d. Shall coordinate with local news media for coverage of events, post the results in the bowling center(s), and deliver event results to the media for local publication.
- e. Shall be responsible to disseminate information pertaining to PVTBC functions.
- f. Shall serve as the financial officer of the PVTBC and, as such, will maintain complete and comprehensive records of all monetary matters relating to the PVTBC.
- g. Shall provide all related financial data to the Audit Committee when required.
- h. Shall be a signatory on the PVTBC bank account.
- i. Shall handle the financial affairs of all PVTBC tournaments under the direction of the Tournament Director and/or Tournament Committee.
- j. Shall be responsible for conducting the normal daily financial affairs of the PVTBC.
- k. This will be a paid position.

ARTICLE XI. PVTBC FUNDS

- a. All funds will be deposited in a banking institution approved by the Board in the account named PAHRUMP VALLEY TOURNAMENT BOWLING CLUB.
- b. Withdrawal of funds shall be by check, signed by any two (2) of the following: President, Vice President, or Recording Secretary/Treasurer.
- c. The Board must approve all non standard, non-operating expenditures from the account.
- d. In the event the PVTBC is disbanded, there will be a tournament for all members with the format and prize list to be determined by the Board, any remaining funds to be donated to the local youth bowling organization.

ARTICLE XII. PVTBC TOURNAMENT SPONSORS

- a. Any entity paying a set monetary sum to the PVTBC for the purpose of conducting a PVTBC tournament will be referred to as a TOURNAMENT SPONSOR OR CO-SPONSOR. The Board will determine the sequence of sponsorship and the method of recognition provided to Tournament Sponsors.
- b. \$2.50 from the Sponsor fee goes to the prize fund on tournaments where it is needed and the remainder to remain in treasury funds.

ARTICLE XIII. USBC SANCTIONS

- a. The PVTBC will be sanctioned by USBC for any regular tournaments; “fun” tournaments will not be sanctioned.

ARTICLE XIV. RULES GOVERNING CHANGES TO THE BYLAWS

A meeting of the general membership must be held and the approval of the majority present must be given in order to change, delete, or add any part of the above bylaws. Any changes must have been placed on the agenda at least one (1) week prior to the meeting before it can be considered.