

**BYLAWS OF  
SOUTHWEST DEAF BOWLING ASSOCIATION, INC.  
(Updated 01/21/2023 - OFFICIAL)**

**ARTICLE I – Name**

**SECTION 1** – The name of the organization shall be Southwest Deaf Bowling Association, Inc., hereinafter referred to as the Association that is not limited to SWDBA, SWDWBA, and SWDBA Mixed.

**ARTICLE II – Purpose**

**SECTION 1** – The Association shall be a non-profit, non-sectarian, non-racial organization serving all deaf and hearing persons without regard to race, religion, or nationality.

**SECTION 2** – The purposes of the Association shall be **(a)** to provide a social outlet for deaf members and their friends; **(b)** to furnish and provide recreation and welfare for the deaf; **(c)** to sponsor and promote goodwill among the deaf; **(d)** to sponsor and conduct bowling activities for the deaf bowlers, such as the Annual Teams, Doubles and Singles Events and other tournaments; and **(e)** to cooperate with all other associations of the deaf. The objectives are intended to be within the scope of Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

**ARTICLE III – Membership**

**SECTION 1** – Any deaf, hard of hearing, or hearing adult who is a child of a deaf adult (CODA) or other Association representative is eligible to become a member of the Association upon payment of membership dues.

**SECTION 2** – Members shall have voice and voting rights at any meetings.

**SECTION 3** – Applicants must complete, sign and submit to the principal office, an application on the form provided by the Association.

**SECTION 4** – CODA can't run officers, or have historical records.

**ARTICLE IV – Membership Dues**

**SECTION 1** – Dues are established by the Board Members, and may be changed only by the Board upon 30 days notice to members.

**SECTION 2** – No refunds of membership dues will be made.

**ARTICLE V – Board Members**

**SECTION 1** – The ultimate control and management of the Southwest Deaf Bowling Association, Inc. shall be vested in the General Meeting and it shall be its function and purpose to enforce and carry out the provisions of this Bylaw.

**SECTION 2** – All board members must be present at the General Meeting.

**SECTION 3** – All board members shall elect all executive committees of the Association.

**SECTION 4** – Any and all proposed amendments to the Bylaws of the Southwest Deaf Bowling Association, Inc. shall be submitted in writing by the proposer to the Vice President for presentation to the Executive Committee at least thirty (30) days before the date of the Annual Meeting of the Association. Unless it is so submitted, the same shall be acted upon or discussed at any such meeting unless ordered by two-thirds (2/3) affirmative vote of all of the board members present and voting.

**ARTICLE VI – Board of Directors**

**SECTION 1** – Directors shall by virtue of their office.

**SECTION 2** – Each Director shall serve a term of four (4) staggering years and may be re-elected.

**SECTION 3** – Four (4) Board of Directors shall audit and examine from time to time all reports of transactions made by the Secretary-Treasurer of the Association.

**SECTION 4** – The Board of Directors shall hold an official meeting prior to the Southwest Deaf Bowling Association, Inc.'s Annual Tournament to perform any audits or reviews of any changes in the Bylaws, and Rules and Regulations.

**SECTION 5** – The Board of Directors shall be composed of all the officers of the Association and all bowling members representing their respective teams participating and present at the annual tournament/meeting.

## **ARTICLE VII – Executive Officers**

**SECTION 1** – Officers shall by virtue of their office. The officers of the Association shall be a President, Vice President, Secretary, Treasurer, Tournament Director and HOF Director.

**SECTION 2** – The Executive Officers of the Association shall be elected to staggering terms of three (3) years by the board members at the regular annual general meeting; they shall take office at the beginning of the fiscal year.

**SECTION 3** – The President shall be the principal executive officer of the Association and shall, in general, supervise and control all of the business and affairs of the Association. He/She shall preside at all meetings of all board members. He/She may sign, with the Secretary and Treasurer or any proper officer of the Association authorized by the Board Members, any deeds, mortgages, bonds, contracts, or other instruments which the Board Members has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board Members or these Bylaws or by statute to some other officer or agent of the Association; and in general, he/she shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board Members from time to time, not limited to Hall of Fame.

**SECTION 4** – In the absence of the President or in event of his inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting, shall preside and be subject to all the restrictions upon the President. Any Vice President shall perform such other duties as from time to time, may be assigned to him/her by the President or by the Board Members. The Vice President shall be the chairman of the Executive Committee and the Law Committee.

**SECTION 5** – The Secretary shall keep the minutes of the meetings of the Board Members; see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; be a custodian of the corporate records; keep a register of the post office address of each member which shall be furnished to the Secretary by such member; and in general perform all duties incident to the office of Secretary. If required by the Board Members, the Treasurer shall give a bond for the faithful discharge of his/her duties in such sum and with such surety or sureties as the Board Members shall determine. He/She shall have charge and custody of and be responsible for all funds and securities of the Association; receive and give receipts for money due and payable to the Association from any source whatsoever, and deposit all such money in the name of the Association in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of Article VII of these Bylaws; and in general, perform all the duties incident to the office of Secretary and Treasurer and such other duties as from time to time may be assigned to him/her by the President or by the Board Members.

#### **ARTICLE VIII – Executive Committee**

**SECTION 1** – The Executive Committee shall have the power to act for and on behalf of the Association in setting policies or procedures, to regulate any matter not fully covered by the Bylaws, and Rules and Regulations. It shall carry out, enforce all the objectives of the Association, and transact any and all of its business when all Board Members are not in session, subject to the approval of that body.

**SECTION 2** – The Executive Committee, chaired by the Vice President, shall be composed of all the officers elected by the membership present at the Southwest Deaf Bowling Association, Inc.'s Annual Meeting. They must present at the general meeting.

**SECTION 3** – The Executive Committee shall meet at least two (2) times a year, and they can have an emergency meeting up to three (3) times a year if necessary.

**SECTION 4** – Any and all changes in the Bylaws, and Rules and Regulations shall be considered first by the Executive Committee during the executive committee meeting and they shall present them to the general meeting. All proposed changes in the Bylaws or Rules and Regulations must be submitted to all bowling members for final disposition.

**SECTION 5** – The Executive Committee shall have full power to hear and determine any and all protests or disputes arising in the jurisdiction of the Association. It shall have the power to cite before it any person and to inspect the records or papers pertaining to any case brought before it, for the purpose of giving everyone involved a full and fair hearing of all matters with which they are concerned.

**SECTION 6** – Its decision thereon shall be final, except in matters wherein an appeal shall lie with the United States Bowling Congress (USBC) as provided by the Bylaws thereof.

**SECTION 7** – A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the Executive Committee for the unexpired portion of the term.

**SECTION 8** - Any and all proposed amendments to the Bylaws of the Southwest Deaf Bowling Association, Inc. shall be submitted in writing by the proposer to the Vice President for presentation to the Executive Committee at least thirty (30) days before the date of the Annual Meeting of the Association. Unless it is so submitted, the same shall be acted upon or discussed at any such meeting unless ordered by two-third (2/3) affirmative vote of all of the Board Members present and voting.

**SECTION 9** – The Executive Committee shall permit the Treasurer to pay all legitimate bills of the expense of the Association without any delay. Any bill or claim may be questioned, shall not be paid until it has been referred to the body for approval. The Executive Committee shall devise ways and means for defraying the expense of the Association. It is within the province of the Executive Committee to put into effect improvements in procedure or provide additional service to its members if the Association funds permit and no United States Bowling Congress (USBC) rules are violated. Such actions as are deemed necessary by the Executive Committee, and when it is not advisable to call a special meeting of all bowling members, it must be reported to the body at the meeting for continuance thereof.

**SECTION 10** – Any members that reside in the same household are not allowed to run officers together.

**SECTION 11** – Any invoices made must be verified by the **Treasurer** and one of the officers or board members (as a part of an audit) to avoid misuse, fraud, or embezzlement.

**SECTION 12** – The President of the Association with the approval of the Board Members, shall create all committees, standing or special, for a period determined necessary by the Board Members, to carry out its duties and responsibilities defined by the Board Members.

**SECTION 13** – The President shall appoint one member of each committee as Chairperson.

**SECTION 14** – Each committee shall adopt rules for its own government not inconsistent with these Bylaws or with rules adopted by the Executive Committee members.

**SECTION 15** – No committee shall make any financial transactions, commitments, or binding contracts without the approval of the Board Members.

**SECTION 16** – Each committee shall provide a written report to the Executive Committee members at each meeting.

**SECTION 17** – Each committee shall serve until it is discharged from its assignment.

#### **ARTICLE IX – Books and Records**

**SECTION 1** – The Association shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Board Members and Executive Committees and shall keep at its registered or principal office a record giving names and post office addresses of its Board Members. All books and records of the Association may be inspected for any proper purpose at any reasonable time.

#### **ARTICLE X – Contracts, Checks, Funds, and Gifts**

**SECTION 1** – The Board Members may authorize any officer(s) or agent(s) of the Association, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and behalf of the Association and such authority may be general or confined to specific instances.

**SECTION 2** – All checks, drafts, or orders for the payment of money (including Zelle), notes, or other evidence of indebtedness issued in the name of the Association, shall be signed by such

officer(s) or agent(s) of the Association and in such manner, as shall from time to time be determined by resolution of the Board Members.

**SECTION 3** – All funds of the Association shall be deposited from time to time to the credit of the Association in such banks, trust companies, or other depositories as the Board Members may select.

**SECTION 4** – The Board Members may accept on behalf of the Association any contribution, gift, bequest, or electronic device for the general purposes or any special purpose of the Association.

**SECTION 5** – USBC Sanction Number must be listed on the bowler entry form to verify that the tournament is sanctioned and approved by USBC.

**SECTION 6** – SWDBA Saving Funds shall remain under \$12k. Any funds above \$12k will go directly toward the prize funds or supplies with approval by the board of directors.

#### **ARTICLE XI – Per Diem**

**SECTION 1** – The Tournament Director's salary shall be set and approved by the Board Members based on a value of per bowler per event. He/She shall receive a dollar and a quarter (\$1.25) per bowler per event from the expense fees.

**SECTION 2** – The Executive Committee members who are in attendance in each meeting up to five times a year shall be reimbursed up to ten dollars (\$10.00) shall be set and approved by the Board Members.

#### **ARTICLE XII – Fiscal Year**

**SECTION 1** – The fiscal year of the Association shall begin on the first day of August and end on the last day of July in each year.

#### **ARTICLE XIII – Amendments to Bylaws**

**SECTION 1** – These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a majority of the Board Members, shall present to any regular meeting or at any special meeting, if at least five days written notice is given of intention to alter, amend or repeal or to adopt new Bylaws at such meeting.

#### **ARTICLE XIV – Termination**

**SECTION 1** – If any officer failed to satisfy the required tasks or duties shall be considered a violation of the Bylaws, the result might be the termination of the officer's position if passed by two-thirds (2/3) by executive committees. The terminated officer can appeal, which must be in writing and received within 30 days of the date he/she receives the letter to defend its position but will remain suspended until the Annual Meeting. A temporary position can be filled with the approval of the executive committees by voting two-thirds (2/3) and will perform its duties until the Annual Meeting.

#### **ARTICLE XV – Parliamentary Authority**

**SECTION 1** – The rules contained in Robert's Rules of Order, Newly Revised, shall govern this Association in all cases in which they are applying and in which they are not inconsistent with these Bylaws.

**SECTION 2** – The Order of Business shall be as follows:

Call to order by the presiding officer

Roll call (names recorded in the minutes)

Reading/correction/approval of minutes of the previous meeting of the Board Members

Reading minutes of the Executive Committee meeting

Officers' reports

Unfinished business

New business

Election of Officers **to three (3) year term**

Election of Board of Directors (member-at-large) **to four (4) year term**

Election of Hall of Fame Director **to three (3) year term**

Tournament Bids (bids to be submitted by Bona Fide Deaf Club or Association)

Report of Committee



Announcements

Adjournment

**ARTICLE XVI – Dissolution**

**SECTION 1** – In the event of the dissolution of the Association, SWDBA shall distribute the assets of the Association to all deaf organizations that hosted SWDBA tournaments.