

**THE NATIONAL BOWLING ASSOCIATION, INC
PHOENIX BOWLING SENATE
CONSTITUTION AND BY-LAWS**

ARTICLE I

NAME

This organization shall be known as the Phoenix Bowling Senate, hereafter in some cases, shall be referred to as the “Senate” or PBS.

ARTICLE II

OBJECT

The Phoenix Bowling Senate is formed for the following object and purpose:

SECTION 1. To unite in a central organization all qualified bowlers and interested non-bowlers in the City of or Metropolitan Area of Phoenix. It shall be subsidiary and auxiliary to the National Bowling Association, Inc, which is the parent body, and the provisions of this Constitution and By-Laws shall govern this organization subject to the Constitution, By-Laws, Rules and Regulations of the National Bowling Association, Inc.

SECTION 2. To maintain and increase interest in the bowling game, and to have and exercise a general care and supervision over all bowling interests within its jurisdiction.

SECTION 3. To disseminate news, including the activities, accomplishments, and other items of interest, to and about its membership through official organs known as “The TNBA Bowler and Annual Souvenir Program Book.”

ARTICLE III

MEMBERSHIP AND ORGANIZATION

SECTION 1. The Phoenix Bowling Senate shall be the governing body in local bowling affairs pertaining to its organization, subject to the authority of the parent body, TNBA, Inc. It shall be a representative, legislative, and executive body. The membership shall be composed of bowlers and non-bowlers who have obtained current membership through the PBS under the rules of TNBA, Inc. All bowlers are required to be members of USBC. Membership may be obtained by submitting proper application and payment of annual dues. (Amended 2/10)

SECTION 2. Any member who has a complaint against another member of the Phoenix Bowling Senate shall be required to make such complaint in writing and submit it to the Executive Committee, where upon the Committee will, after a hearing at which time both sides can present their case, the PBS reserves the right to reprimand such person(s) in whatever manner is deemed just by the Phoenix Bowling Senate, providing such complaint is found to be true and justifiable.

ARTICLES IV

MANAGEMENT

SECTION 1. The Phoenix Bowling Senate Executive Committee and members shall have full control and management of all affairs of this organization and shall carry out and enforce all the objects and purposes for which it is organized. The Phoenix Bowling Senate shall have full power to adopt, amend, or rescind the rules and regulations governing its members as long as they do not conflict with the Constitution, By-Laws, Rules, and Regulations of TNBA, Inc.

SECTION 2. This Bowling Senate shall have full power to hear and determine all protests arising from, or under a construction of the rules of the Senate and its decision shall be final. The Senate shall have original and appellate jurisdiction over all violations of rules and regulations of this organization and shall have power to suspend, expel, or otherwise discipline any bowler, interested non-bowler or team identified with this organization.

SECTION 3. Members present at any meeting of this Senate shall be entitled to act and vote upon any issue presented for consideration.

ARTICLE V

OFFICERS AND THEIR ELECTION

SECTION 1. The elected officers of the PBS are the President, Vice President, Secretary, Assistant Secretary and Treasurer. These members shall be known as the Executive Committee.

- A. The President shall hold office for a term of four years.
- B. The Vice President shall hold office for a term of four years.
- C. The Secretary shall hold office for a term of three years.
- D. The Assistant Secretary shall hold office for a term of three years.
- E. The Treasurer shall hold office for a term of three years. (Amended 2/10)

SECTION 2. The officers of this Senate shall be elected by majority ballot vote of the membership and installed at the last membership meeting of the election year. All books and records shall be completed and turned over to the newly elected officers no later than August 31st of the election year. (Amended 2/10)

- A. When only one candidate is nominated for an office, a voice vote may be taken.
- B. No officer of this Senate, disqualified under the rules of TNBA, Inc, shall be permitted to finish his/her term in office.
- C. Newly elected officers shall begin their term in office no later than September 1st of the election year. (Amended 2/10)

SECTION 3. Vacancies occurring in office, either by death, resignation, or otherwise, shall be filled by the President and such persons appointed shall hold office until the next election at the annual meeting. If the office or President becomes vacant, the Vice President shall assume the duties of the President. No vacancy of an elected office can be filled unless written resignation is filed with the Secretary of this Senate, if reason for the vacancy is due to resignation.

SECTION 4. To be eligible for nominations or seek an office of the PBS, one must meet all of the following:

- A. Be a member of the PBS for the past two years.
- B. Must have attended the last two membership meetings prior to the election year.
- C. Must have attended TNBA, Inc convention as a delegate, within the past two years of the election year (President only). (Amended 2/10)

SECTION 5. The President shall appoint an Election Committee, with the approval of the Executive Committee, no later than May 1st of an election year. The Election Committee will coordinate the election. (Amended 2/10)

ARTICLE VI

THE EXECUTIVE COMMITTEE AND ITS DUTIES

SECTION 1. Officers of the Executive Committee:

- A. The President or Secretary, or a duly accredited representative of each 100% certified TNBA league of the Senate shall be a member of the Executive Committee. The PBS Directors and Chairpersons shall be members of the Executive Committee. The PBS Officers of the Senate shall be Officers of the Executive Committee. (Amended 2/10)
- B. The Executive Committee shall be the governing body during the interim between meetings of the Senate and shall have and exercise the power granted to it by this Constitution and By-Laws thereof, except that it shall have no power to alter, adopt, rescinded, or nullify any part or provision of this Constitution and By-Laws.
- C. The duties of the Executive Committee shall be to perform other administrative duties as deemed necessary by the general membership and two-thirds of the Executive Committee shall be present to constitute a quorum. (Amended 2/10)

SECTION 2. Duties of the Executive Committee:

- A. The Committee shall have power to name from its members, sub-committees as it may deem necessary to carry out its duties and also to prescribe duties thereof.
- B. The Committee shall manage and control all tournaments of the Senate. It shall conduct and supervise an annual membership tournament, the results of which shall decide team and individual champions of the Phoenix Bowling Senate.

- C. The Committee shall audit all bills and accounts of the Senate, and if they are found correct shall order them paid.
- D. The Committee shall provide ways and means for defraying the expenses of the Senate and for action thereof, by creating and approving a budget at the beginning of each year. (Amended 2/10)
- E. The Committee shall see to it that all Secretaries and the Treasurer are properly bonded in order to protect the funds of the organization.
- F. The Committee, through the Secretary, shall make a full report of all activities at each annual meeting of the PBS.
- G. The membership of Phoenix Bowling Senate shall have the power to remove from office any officer with 2/3 of the total membership present and voting.

ARTICLE VII

DUTIES OF OFFICERS

SECTION 1. Duties of the President:

- A. The President shall preside at all meetings of the Senate and of the Executive Committee.
- B. Shall appoint the chairpersons of all committees create unless otherwise provided for in a motion authorizing such committees.
- C. Shall be the Chief Executive Officer of the Senate and as such enforce all the laws, objects, and purposes thereof.
- D. Shall also perform such other duties as may pertain to the office.
- E. Shall provide a written report with any recommendations at the Annual meeting of the Senate.
- F. Shall sign all warrants and checks in conjunction with one of the duly authorized officers of the Senate.
- G. Shall with the consensus of the Executive Committee, remove from office any officer or committee chairperson for non-performance of duty.
- H. Shall appoint a Tournament Director who shall have supervisory control of all technical parts of the operation of the tournaments and have full power in drafting the schedule and prize list. (Amended 2/10)
- I. Shall make announcements and/or authorize announcements of various activities pertaining to the Senate, such as tournaments, fundraisers, bake sales, raffles, etc. (Amended 2/10)

- J. Shall make sure a PBS financial report is submitted to the National office by September 15th; using the financial forms provided by the National office. (Amended 7/10)

SECTION 2. Duties of the Vice President:

- A. The Vice President in the absence of the President shall perform the duties of that office.
- B. Shall discharge such other duties as may from time to time be required of that office.
- C. Shall chair the Audit Committee.

SECTION 3. Duties of the Secretary:

- A. The Secretary shall keep a true record of all proceedings of the meetings of the Senate and of the Executive Committee in books provided for such purposes.
- B. Shall keep a true account between the Senate and its members, a membership record, and such other records and books as may be determined by the Executive Committee.
- C. Shall compile, prepare, and keep a true and correct account, in books provided, the reports made to the office by members of the organization and all tournaments held by the Senate.
- D. Shall have charge of and conduct the correspondence of the Senate, and shall notify the members of any and all meetings of the Senate and the Executive Committee.
- E. Shall perform such other duties as may from time to time be required of him/her by the President or Executive Committee.
- F. Shall make a written report, with recommendations, to the Senate, at the close of term of office and at the annual meeting.
- G. Shall make a report to the Executive Secretary-Treasurer of TNBA, Inc. of the newly elected Senate officers, stating their addresses, immediately after election.
- H. Shall make an annual report of the Senate's activities and submit same to the Secretary-Treasurer of TNBA, Inc.
- I. Shall receive and give receipt for all dues, fees, and other monies of the Senate and shall immediately, upon receipt thereof, remit them with a detailed report to the Treasurer of the Senate, obtaining a receipt for same.
- J. Shall forward membership fees with names and full addresses of all members to the Secretary-Treasurer of TNBA, Inc. plus league certification fees and applications.
- K. Shall see that each TNBA certified league Secretary forwards the final average sheet of its members to the Executive Secretary-Treasurer of TNA, Inc.
- L. Shall turn over to his/her successor all books, papers, and property of the Senate belonging to the office.

- M. The Secretary shall have the minutes of the previous meeting within two weeks of the meeting. A copy of the minutes will be kept in the TNBA PBS Notebook for reference and sent to a member upon request. (Amended 2/10)

SECTION 4. Duties of the Assistant Secretary:

- A. The Assistant Secretary, in the absence of the Secretary, shall perform the duties of that office.
- B. Shall discharge such other duties as may from time to time be required of the office.
- C. Record Senate meeting reports in the absence of the Senate Secretary. (Amended 2/10)
- D. Respond to incoming mailings from the TNBA, Inc to the Senate President, as needed by the President. (Amended 2/10)
- E. Submit articles to the TNBA, Inc.'s Bowlers Magazine. (Amended 2/10)
- F. Send appropriate greeting cards to Senate members and their families. (Amended 2/10)
- G. Assist in the distribution of membership/sanction cards to TNBA members. (Amended 2/10)
- H. Participate in fund raising activities sanctioned by the Senate. (Amended 2/10)
- I. Perform other duties as assigned by the Senate Secretary. (Amended 2/10)

SECTION 6. Duties of the Treasurer:

- A. The Treasurer shall receive from the Secretary any and all monies or other property paid or donated to the Senate, and shall disburse them only on warrants signed by the Treasurer and the President or Vice President.
- B. Shall keep a true and correct account of all receipts and disbursements.
- C. Shall submit a written report and statement of all financial transactions of the Senate, its officers and Executive Committee, during the term of office, at the annual meeting.
- D. Shall make such reports and statements to the President and the Executive Committee as may from time to time be required by them.
- E. Shall deposit all monies of the Senate in a checking account in the name of the Phoenix Bowling Senate. All monies will be deposited no later than three (3) days after receipt. However, if monies are received on a three (3) day weekend, deposits will be made on the first working day following the weekend.
- F. Shall turn over his/her successor all books, papers, property, and monies belonging to the Senate and office.

- G. Shall submit a financial report to the National office by September 15th; using the financial forms provided by the National office. (Amended 7/10)

ARTICLE VIII

ANNUAL DUES OF THE MEMBERS, LEAGUES, AND SENATES

SECTION 1. The Senate joining fee is \$20.00, fourteen dollars of which are the annual dues of The National Bowling Association, Inc., payable only once per year regardless of the number of teams or leagues in which an individual may bowl. The remaining six dollars stay with the Senate.

SECTION 2. Each TNBA certified league, within the Senate, shall pay to TNBA, Inc. the sum of \$5.00 as a league certification fee.

SECTION 3. All annual dues and fees shall be paid to the Senate on or before October 1st of each year.

SECTION 4. All annual TNBA dues and league certification fees must be transmitted to the Executive Secretary-Treasurer of the TNBA, Inc. within thirty (30) days after receipt by the Senate.

SECTION 5. The Senate shall submit to the Executive Secretary-Treasurer of the TNBA, Inc. a roster of names and addresses of all members, together with a total of the amount of dues remitted during the current year, by April 1st of each year.

SECTION 6. Each individual Senate member shall receive a membership card endorsed by the President and Executive Secretary-Treasurer of TNBA, Inc. and is entitled to receive a copy of each issue of the "TNBA Bowler."

ARTICLE IX

MEETINGS

SECTION 1. The Phoenix Bowling Senate shall meet SEMI-ANNUALLY.

SECTION 2. The Executive Committee shall meet BI-MONTHLY, and at such other times as may be deemed necessary by the Committee. (Amended 2/10)

SECTION 3. The Senate shall hold such other meetings, from time to time, as may be deemed necessary of the President or Executive Committee.

SECTION 4. A quorum of at least ten (10) members shall be deemed necessary to transact the business of the Senate at the PBS membership meetings. (Amended 2/10)

SECTION 5. The Secretary or a designated representative shall notify each member by a fourteen (14) day notice, in writing, of the time and place of any and all meetings of the Senate and

Executive Committee. A follow-up notice will be sent approximately two (2) days before a meeting to remind the members. This may be done either by mail, personal contact, or by phone.

SECTION 6. The Senate shall have a membership meeting during the months of FEBRUARY & JULY. (Amended 2/10)

ARTICLE X

NATIONAL MEETINGS

SECTION 1. The Phoenix Bowling Senate shall elect or appoint from among its membership one (1) delegate and one (1) alternate for each sixty (60) members or major fraction thereof, to represent the Senate at the Annual Convention.

SECTION 2. The Secretary of the Senate shall certify to the National Secretary a complete list, including addresses of delegates and alternates, so elected or appointed, on or before the time designated, using the proper form furnished by the National office.

SECTION 3. The Senate shall be responsible for defraying the expenses of the President in attendance at the Annual National Convention and the Summer Executive Board Meeting, in the form of transportation to and from the convention site and housing. This Senate shall be responsible for the above expenses only with the recommendation of the Executive Committee, with the exception of per diem as allocated and paid for by the provisions of the National Constitution.

SECTION 4. The Phoenix Bowling Senate shall be responsible for defraying the expense of registration for delegates in attendance at the Annual National Convention. This Senate will be responsible for per diem for each delegate. If funds are available, pay for housing or a portion of housing. This Senate shall be responsible for the above expenses only with the recommendation of the Executive Committee.

ARTICLE XI

COMPLAINTS AND APPEALS

SECTION 1. When a member of The National Bowling Association, Inc. through this Senate, have a complaint against a fellow member, he/she may file with the Executive Committee of the Senate a written complaint which outlines, in detail, the charges against the defendant.

SECTION 2. When a complaint is filed against the Senate Treasurer and an audit is requested, the member filing the complaint will not be on the Audit Committee.

SECTION 3. When such charges have been filed, each defendant must be sent a separate notification. Such notification shall be in the form of a registered letter or certified mail, with a returned receipt requested; or delivery by a special messenger. Such notice must be mailed or delivered not less than ten (10) days in advance of the meeting.

SECTION 4. The Executive Committee shall conduct a hearing on these charges and if the Committee finds, and is satisfied, that the charges are substantiated, the Committee may expel, suspend, or discipline the offending member immediately.

SECTION 5. Notice of action of the Executive Committee shall be given to the complainant, the defendant, and the Executive Secretary-Treasurer of TNBA, Inc. The member (s) may appeal the decision of the Executive Committee of the Senate to the Executive Committee of TNBA, Inc. providing the appeal is made within ten (10) days, in writing, to the Executive Secretary-Treasurer of TNBA, Inc. after the defendant has received a copy of the decision by registered mail.

SECTION 6. A suspended bowler's membership shall continue in force during the time an appeal is pending. Reinstatement of membership in all cases where a suspension is imposed must be granted only upon written application to and approved by the Executive Committee of TNBA, Inc.

ARTICLE XII

AMENDMENTS

SECTION 1. Any and all proposed amendments to the Constitution and By-Laws of the Phoenix Bowling Senate shall be submitted in writing, by the proposed thereof, at least thirty (30) days prior to the Annual Meeting of the Senate, to the Executive Committee of the Senate, who shall consider them and reports its recommendations thereon to the Senate for final action thereon.

SECTION 2. Unless otherwise specified in the proposed change, any and all changes to the Constitution and By-Laws shall become effective on September 1st following passage of the same.

SECTION 3. Changes approved at the Annual Convention of the National Bowling Association, Inc. which will affect this Constitution, shall automatically be made a part of this Constitution and By-Laws without further action by this Senate.

SECTION 4. The Phoenix Bowling Senate, being an affiliate of TNBA, Inc. shall not enact any laws which may in any way conflict with the Constitution, By-Laws, Rules and Regulations of the parent association.

BY-LAWS

ARTICLE I

PROCEDURES OF ALL MEETINGS

SECTION 1. Robert's Revised Rules of Order shall govern the proceedings of all meetings of the Phoenix Bowling Senate and of the Executive Committee when not inconsistent with the Constitution and By-Laws of the Senate, or the National Bowling Association, Inc.

SECTION 2. The regular order of business at the Annual Meeting of the Senate and regular Senate business meetings, shall be as follows:

- A. Call to Order
- B. Reading of minutes of last meeting and action thereon.
- C. Reports of Officers
- D. Reports of Committees
- E. Unfinished Business
- F. New Business
- G. Election of Officers
- H. Good of the Senate
- I. Adjournment

SECTION 3. The order of business at all meetings of the Executive Committee of the Senate shall be as follows:

- A. Call to Order
- B. Reading of minutes of last meeting and action thereon.
- C. Reports of Officers
- D. Report of Committees
- E. Unfinished Business
- F. New Business
- G. Adjournment

ARTICLE II

ELECTION PROCEDURES

SECTION 1. Candidate's qualifications and procedures:

- A. Any person meeting the qualifications stated under Article V, Section 4 of the Constitution of the Phoenix Bowling Senate, shall be eligible to hold a PBS Elected Officer position.
- B. Candidates for the Elected Officer positions must provide a brief biography in writing to the Elections Committee no later than June 1st of the election year.

SECTION 2. Procedures for the Elections Committee:

- A. The Elections Committee shall consist of three PBS members.
- B. The Elections Committee will notify PBS members, in writing, were to send their nomination information no later than May 10th.
- C. The Elections Committee shall verify that the candidate meets the requirements stipulated in Section 1.
- D. The Elections Committee shall notify, in writing, each candidate who does not have the required qualifications as stipulated in Section 1. A candidate has 15 days after receipt of notification to challenge the findings of the Election Committee, which challenge must be in writing and a copy forwarded to the PBS President, by the candidate. The Election committee shall have 15 days after receipt of said notification to respond to the challenge. The Executive Committee prior to elections being held shall if not acceptable to the candidate, decide the final determination of the Election Committee.
- E. The Election Committee shall provide, in writing, to the PBS members prior to elections being held the names of the candidates that meet the requirements for the respective Elected Officer Position.

SECTION 3. The Election and Balloting:

- A. The nominee must be present to be considered.
- B. No nominations will be taken from the floor.
- C. No proxy votes will be allowed.
- D. No absentee ballots will be allowed.
- E. Ballots will be available at the meeting.
- F. A member of the election committee shall provide each eligible member a ballot and each member shall mark or fill out his/her own ballot.
- G. Ballots will be tallied by the Elections Committee and the Election Committee will report to the members the results of the election by the number of votes for

each nominee, announcing the nominee receiving the least number first.
(amended 7/10)

SIGNED: DATE: 9/1/2005

Constitution and By-Laws Committee:

Beverly A. Hill, Chairperson

Mona M. Clark

Ollie M. Clark, III

Louis J. Johnson

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