

SBCL BY-LAWS

As Amended through March 18, 2025

NAME: The name of the organization is Sassy But Classy Ladies (SBCL) bowling club.

MISSION: Our mission is to promote and develop bowling activities, fellowship and fun, and to compete competitively. We will participate in local, state, and national bowling tournaments as teams or individual bowlers representing SBCL, as well as sponsor social activities.

Each member must participate in a minimum of three (3) SBCL participating tournaments per year, unless a member is excluded under a category defined within the Bylaws, i.e., Inactive status, Lifetime member. Should a member not participate as required, the member will be issued a termination notice. A member may submit a written request for a waiver. A waiver request will be entertained on a case-by-case basis. (39)

MEETINGS: The SBCL bowling club will meet monthly, unless otherwise specified by the Executive Board. Bi-monthly meetings will begin February 2016. February and August would be mandatory months for meetings and every other September beginning in 2016 during election years. The meeting months in 2016 will be February, May, August, and November, unless otherwise specified. **(3)** Frequency of meetings clarified by Executive Board Meeting of January 30, 2016 as bi-monthly meaning every other month. Meeting months for 2016 will be February, April, June, August, October and December, unless otherwise specified.

A member is required to attend at least two (2) meetings per year. If only one (1) is attended, the member will be fined \$25.00 for non-attendance at a second meeting. Should a member continue to not participate in the SBCL membership meetings, a notice of termination will be issued by the Executive Board. A written request to waive the requirement may be submitted to the Executive Board. A decision will be issued on a case-by-case basis. (41)

EXECUTIVE BOARD: The Executive Board will be made up of the officers and founding members (Dena Spain and Sheila Wise) of SBCL. The officers will be made up of a President, Vice President, Secretary, Treasurer, and Sergeant-at-Arms. A member will hold an officer position for a term of two years and can be re-elected for the same position or a different position.

The Executive Board will be the final arbiter on any rulings. The Executive Board will meet bi-monthly. Addendum to the by-laws will be considered and approved by the Executive Board.

Within the election year, the Executive Board will appoint a Nominating Committee, consisting of three current members, of which one will Chair the entire process. Nominating Committee members cannot accept a nomination for a Board position during the current elections. The Committee shall be responsible for announcing the date of upcoming

election (August); receive nominations and create a ballot with a bio of each nominee, and include detailed instructions for returning the votes. The Committee will send electronic ballots to all members with an email address of record and mail hard copy ballots to members without an email address of record. All ballots must be received by the Chair by the established deadline. The Committee shall ensure that each vote received is tallied and verified then forward the results to the Executive Board to announce the newly elected Board members. In the event the Nomination Committee fails to meet these requirements, the Executive Board will oversee the election process.

OFFICERS:

- **President:** The President will preside over all SBCL meetings and will enforce objections, provisions and purpose of the SBCL by-laws. The President will review SBCL bank statements on a monthly basis. The President will appoint an audit committee to audit the Treasurer's records.
- **Vice President:** The Vice President will preside over meetings in the absence of the President. The Vice President will perform other duties as assigned by the President.
- **Secretary:** The Secretary will perform all duties assigned by the President and attend all SBCL meetings. The Secretary will keep on file, for permanent record, accounts of all proceedings of each meeting of SBCL. The Secretary shall compose all correspondence of SBCL and will notify the members of meetings by telephone or e-mail. Minutes from the SBCL meetings will be electronically disseminated to all members within seven days of each meeting.
- **Treasurer:** The Treasurer will receive and record all monthly fees received, make deposits, withdrawals, and disbursements of SBCL team entry fees. These fees should be disbursed within seven days from receipt of documentation. The Treasurer will report property and sponsorships donated or paid to SBCL. Any misappropriation of funds will be grounds for dismissal and prosecution.

The Treasurer and the Founders (Dena Spain and Sheila Wise) will open an account in a federally insured institution on behalf of SBCL. The Treasurer and the Founders are authorized signatures on all checks.

- **Sergeant-at-Arms:** The Sergeant-at-Arms shall keep order at all meetings and events, and will perform other duties as assigned by the President.

NOTE: An Officer

- May voluntarily step down from office.
- Can be removed by an Executive Board vote (excludes the officer in question).
- May not hold more than one position on the Executive Board.

EVENTS PLANNER: The Events Planner is responsible for planning and coordinating special events for Sassy But Classy Ladies (SBCL) which includes, but not limited to, activities such as the Annual Picnic, Recognition Program, Christmas, and other activities. The Events Planner

will be the liaison between SBCL and the vendor, and must always communicate with the Executive Board for approval prior to finalizing such commitments. Upon completion of an activity, the Events Planner will submit an itemized list of all expenditures, receipts attached, to the Treasurer with a copy to the Executive Board within seven days of an event.

The Events Planner is expected to provide good and sound information to the Executive Board as well as the members at all times.

TOURNAMENT ASSISTANT TOURNAMENT COORDINATOR(S): In accordance with SBCL By-Laws, as Tournament Coordinator (TC) and Assistant Tournament Coordinator (ATC) for SBCL, the duties and responsibilities are outlined as follows: Note: The ATC is a newly created position and will assist and perform all of the duties and responsibilities as assigned by the TC.

- Promote, coordinate and oversee SBCL participation in competitive bowling tournament events.
- Receive flyers, announcements, or requests from SBCL members of potential competitive tournament events. Ensure SBCL meets the tournament requirements before pursuing, registering or submitting applications.
- Notify SBCL Executive Board of all tournament events prior to promoting and announcing to SBCL membership.
- Maintain and have available for all SBCL members an updated Tournament Calendar with names of tournaments, proposed dates for participating, location(s), and payment deadlines.
- Coordinate and send timely reminders to members of payment due dates for upcoming tournaments to ensure SBCL is registered by the official registration due date.
- Request check or cashier's check from SBCL treasurer—giving ample time for treasurer to prepare check--prior to submitting to tournament officials within specified deadline.

Note: Payments for tournaments should be either cash or check payable to SBCL.

- Coordinate teams and doubles/singles roster as well as the attire for competition as stated in the By-Laws.
- Prepare Team Reimbursement Forms for each team captain to have completed with signatures of eligible members. Review Team Reimbursement Forms prior to submitting to Treasurer for approval and payment of team event reimbursement.
- Arrange for hotel accommodations, meeting room (if required), and travel arrangements, if deemed necessary.

- Distribute prize fund checks from tournaments to awardees in a timely fashion.
- Verify members' current USBC averages.

When the Tournament Coordinator (TC) elects to relinquish her position, she must provide written notification to the Board. She must allow four (4) months for the Club to find a replacement and transition. The resigning TC must also provide the necessary training to her replacement during the transition period. **(8)**

WEBMASTER (37)

Webmaster Responsibilities include, but not limited to the following:

Website

- Updated officers
- Updated meeting minutes
- Current Bylaws
- Current Registration form
- Team Reimbursement form
- Announcements
- Birthdays
- Member business talents

Update activities

- Tournaments with calendar
- Events and calendar
- Incentives

We Care

- Update Prayer list
- Condolences

Maintain updated gallery as provided by Executive Board

Maintain Memorial Page

Maintain the SBCL group page on FaceBook

MEMBERSHIP: All SBCL members must be sanctioned by USBC and in good standings. SBCL membership is limited to women only. The initial registration fee is \$30 which includes a one-time **NONREFUNDABLE (31)** application fee of \$10 and \$20 for the **next** month's dues. **(24)** The \$10 application fee will be used for administrative purposes. Monthly dues will be \$20 per member, due at the monthly meeting. Effective February 2016, SBCL will meet bi-monthly. December SBCL holds the annual Christmas celebration. Members are required to pay their dues monthly and are subject to all guidelines pertaining to delinquent dues. **(4)**

MEMBERSHIP TENURE: **(a)** Tenure as a member of the Sassy But Classy Bowling club will be established on the first (1st) anniversary during the month the member joined the club (ex., if

you joined in July, your first (1st) anniversary would be effective July 1 of the following year). Upon establishing tenure, a member will be eligible to receive perks (items the club pays for). A member will not receive any perks until **TENURE** is established. **(14)** Reinstated members will be required to reestablish tenure as if a new member. **(25)**

(b) Dues will be waived for a tenured member, in good standing, who has reached the age of 80. The member will be eligible to participate in tournaments and other Club events; however, the member will be required to pay for these activities the same as regular members. A member who is eligible to have dues waived will be entitled to Club “Perks,” if they have tenure of at least five (5) years. **(18) (32)**

LIFETIME MEMBER (33)

Members who have reached the age of 80 and no longer bowl will not be required to purchase a sanction card each year. The member will be eligible to participate in Club events; however, the member will be required to pay for these activities the same as regular members.

UNIFORM PURCHASES - SBCL Bowling Club has five (5) uniform shirts (apple green, lavender, purple, black and apple green/lavender combo), strictly for SBCL tournaments. The tournament shirts cannot be worn during league bowling, or any other tournament. **(20)** Each member joining the Club is required to purchase a minimum of two (2) shirts within 60 days of becoming a member. The shirt purchase will be for uniforms that will be used for any upcoming tournaments **prior** to the next open registration, at which time the remaining shirts must be purchased. **(6)** All five (5) shirts must be purchased within six (6) months of becoming a member. **(23)** Members will be subject to the fines as described in the by-laws under Team Attire if shirts are not purchased timely. **(12/20)**. A member who has not purchased all five (5) shirts within the allotted six (6) month period will be fined \$25.00. Additionally, the member will not be allowed to participate in tournaments and will be considered “not in good standing”. Should the situation continue, the case will be reviewed by the Executive Board and may be determined as cause for termination. This amendment is effective immediately. **(27)**

Effective as of March 18, 2025, the penalty for non-purchase of the required tournament shirts is clarified as follows:

Failure to make the necessary purchase will cause the Executive Board to issue a termination notice in accordance with our Mission as stated elsewhere within the Bylaws. Member(s) must purchase required tournament shirt(s) by the next shirt order, or their membership will be in jeopardy. (40)

If a member misses a meeting, at the next meeting attended, the member is expected to pay any past and current dues. If a member attends a meeting and does not pay by the time the meeting has adjourned, a \$5 penalty fee will be assessed. The \$5 penalty fee must be paid no later than the next scheduled club meeting. The member has until the end of the month to pay the monthly dues to qualify for any upcoming tournament team reimbursement.

INACTIVE STATUS : (a) Inactive Status allows a member to suspend paying dues for a period of **up to one (1) year**, due to health issues and providing they are in good financial standing. After one year, the member will be returned to active status unless there is a request from the member to extend the time (**except if a member is incapacitated and cannot provide notification**) (34). The request must be submitted in writing to the Executive Board for review and approval. **After one (1) year, the member will become active or resign, unless an extension is granted by the Executive Board. Should a member return to regular activities (including league bowling) without notification to the Board, and failure to pay monthly dues, member will be terminated after notification from the Board.** (35) An Inactive member may be reinstated without waiting until Open Registration and does not have to pay the registration fees. An Inactive member will continue to receive all SBCL communications. The member must pay to attend SBCL sponsored events. (2)

(b) Should a member's financial obligations to the club exist more than three months without good cause, then the Board will suspend the member for a period of one year from date of infraction. A member will become "inactive" when they have missed three consecutive months without paying. Notification will be sent via Certified Mail within 30 days of decision from the Executive Board. An inactive member will be allowed to reactivate their membership during open registration, one year from the date of becoming inactive. There will be no arrears by any club member.

Open registration for membership will be open January and July and will end January 31st and July 31st, respectively.

To ensure SBCL remains at a manageable capacity, SBCL's enrollment will be limited to approximately 120 members with the exception of former member reinstatement(s). A former member requesting reinstatement must meet all eligibility requirements (e.g., left in good financial status, voluntarily withdrew, etc.) and **must be approved with a majority vote by the Executive Board** (29)

We Care Fund is created to acknowledge members dealing with personal family issues. From the regular \$20 monthly membership fee paid, \$2 will be deducted and set aside for this purpose. The rules for the We Care Fund (**attached**) is amended to increase the amount for a deceased active member to \$150.00 (to family) or cost of floral arrangement, depending upon request of family. (5)

TERMINATIONS, SUSPENSIONS, AND DISMISSALS - A member may voluntarily terminate her membership from SBCL at anytime and will forfeit any money already paid into the club. The voluntary termination of membership must be in writing and received by the SBCL Executive Board prior to termination and/or release of membership. All financial obligations by the member *must* be satisfied before the membership is officially terminated. A member that voluntarily terminates membership may reapply for membership after six months by submitting a letter requesting reinstatement to the SBCL Executive Board.

Re-registration will be deemed necessary to reactivate membership. This fee will be \$30 (\$10 registration and \$20 current monthly dues). Membership can only be reactivated during open registration.

A member who is not in good standing with SBCL as determined by the SBCL Executive Board and/or USBC will be dismissed. Any conduct unbecoming of a SBCL member including, but not limited to, fighting, destruction of property, and/or use of vulgar language during meetings, tournament activities, or club affairs are grounds for dismissal. Notification of intent to dismiss a member will be sent Certified Mail within 30 days of decision from the Executive Board.

A member may appeal in writing to the Executive Board within 10 days of receiving letter of dismissal. Any member dismissed from SBCL may reapply for membership after one year from the date of dismissal during open registration.

TOURNAMENTS: The Tournament Coordinator shall promote, coordinate, and officiate all SBCL bowling events. Tournament Coordinator will set up SBCL teams for internal and external competition with SBCL members prior to using any non-members. The Tournament Coordinator shall approve reimbursement applications for individual team tournament play only. (Each member of SBCL will be issued reimbursement up to \$50 per tournament.)

- A member must be in good standing with SBCL and USBC to qualify for sponsorship in any tournament with no financial obligation due to the club. A team requesting sponsorship must be composed of all SBCL members unless the Executive Board has granted special exceptions.
- Any bowler outside of SBCL approved to bowl is responsible for all fees associated with bowling activities.
- All bowlers must pay for their participation in tournaments in advance and may be reimbursed (subject to available funds) by the club after competition has concluded.

Tournament entry fees for the treasurer, tournament coordinator and assistant tournament coordinator will be paid by SBCL for up to four (4) tournaments per calendar year beginning January 2019. **(10)** These members will not be entitled to reimbursement for team events. **(9)**

Effective March 18, 2025, this paragraph is revised as follows:

The positions of Tournament Coordinator, Assistant Tournament Coordinator and Webmaster will serve a probationary period of six (6) months. The probationary period will begin on the date a member assumes the position. The current Tournament Coordinator assumed those position on October 1, 2024. The Assistant Tournament Coordinator assumed the position on March 22, 2025. The Webmaster assumed the position on November 1, 2024. After the six (6) month probationary period, the Tournament Coordinator, Assistant Tournament Coordinator and Webmaster will be entitled to up to four (4) paid tournament entry fees per year. These individuals will not be entitled to Team entry fee reimbursements. (38)

INELIGIBILITY TO BOWL: Any SBCL member in arrears **will not be allowed** to sign up for a SBCL sponsored/participated tournament or as a replacement bowler in the event a member is not able to participate due to an emergency without prior approval of the Executive Board. If a

member has signed up for a tournament and their dues are in the arrears, the Board will remove the member from the list and will notify the member and the Tournament Coordinator of the disqualification. When the member satisfies the delinquency, they may sign up for tournaments again.

TEAM ATTIRE: The official club logo colors for **Sassy but Classy Ladies** are “Apple Green and Lavender”. The uniform tournament shirt can be different colors but must include the SBCL logo in Apple Green and Lavender. The Sassy But Classy Ladies logo is a registered Service Mark effective August 16, 2016. (7)

The official tournament shirts will not be altered in any fashion by placing any design, patch, or other means of alteration that revises its original form. Should a member display such alteration on an official tournament shirt, she will be fined twenty-five dollars (\$25.00). (36)

When participating in group activities such as tournaments, coordination of attire will be adhered to. For bowling events, all members must be in the uniform coordinated by the Tournament Coordinator. Members who have been in the Club for a year or more are not to wear another member’s shirt during a tournament. Should a member be found wearing someone else’s shirt, the member will be fined. (13) Each member must purchase a club shirt and any uniform accessories or garment(s).

The first time a member is out of uniform, a \$25 fine will be assessed. The second time a member is out of uniform, a \$25 fine will be assessed and the member will forfeit the next team reimbursement the member is entitled to receive.

A member bowling in a tournament that includes multiple events, if out of uniform, will be fined multiple times, i.e., first event Team (\$25.00 fine), second event Singles/Doubles (\$25.00 fine), for a total fine of \$50.00, unless waived by the Executive Board. (30)

Upon penalization, the member is obligated to pay the fine by the next scheduled monthly meeting. If a member reneges on her obligation to pay the fine by the next scheduled meeting, then she is not in good standings with the club and is disqualified from participating in tournaments until obligations are met; thus forfeiting any tournament fees paid and team reimbursement. If obligations are outstanding for more than three months, then the Board will suspend the member from the club for a period of one year from date of infraction.

REIMBURSEMENT: To be reimbursed for a team event, each member must complete an application for reimbursement and submit it to the Tournament Coordinator immediately following the bowling event. A copy of the reimbursement form and a copy of the recap team event sheet or any other document showing participation in the tournament must be presented to Tournament Coordinator before distribution of any reimbursements. In the event a member(s) participates in more than one team event in any tournament, the member(s) will receive only one reimbursement per tournament. (1)

If a member has paid for a tournament and is in arrears before the tournament, she is considered to be in arrears. She will be allowed to bowl in the tournament if she has already paid the fees, but will be disqualified from reimbursement of team event fees for that tournament.

USBC SANCTION CARD REIMBURSEMENT:

SBCL will reimburse members for the cost of the USBC sanction card annually. Reimbursement is open to members with at least one year vested (\$20.00 dues per month paid) membership and who are in good financial standing (dues must be current). Your league secretary must fully complete the sanction card receipt and sign before you submit to the treasurer for reimbursement. Reimbursements will become effective September 2019. SBCL Treasurer will determine date and place reimbursements will be distributed. **(11)**

SBCL will reimburse members annually, effective September 2023, for TNBA cards. A copy of the signed receipt must be submitted to the SBCL treasurer by the time specified by the SBCL treasurer. **(19)**

GAS MILEAGE REIMBURSEMENT: Any member traveling to a SBCL sponsored bowling tournament with at least two (2) **participating** SBCL ladies per vehicle may be reimbursed up to \$100.00 for **one (1) fill-up of gas.** **(21)** The Executive Board will determine which tournament(s) may be eligible for gas reimbursement. Gas receipt, endorsed by driver and passenger(s), must be submitted to the SBCL treasurer within ten (10) days after end of specified tournament. **(15)**

BOWLING INCENTIVE: A SBCL member who bowls a scratch series of 550 or above will be eligible to receive the Bowling Incentive of \$50.00 **during the bowling season**, effective September 1, 2022, **excluding bowlers who only bowl in summer leagues.** **(22)** Bowler may qualify for this award up to four (4) times within the specified time period, The recap sheet verifying the series must be submitted to the SBCL treasurer within ten (10) days of the date the series was bowled. **(16)**

A SBCL member with an average up to 160, who bowls a scratch series of 550 or above, will be eligible to receive the award. A SBCL member with an average of 161 or higher, who bowls a scratch series of 625 or above, will be eligible for the award. Should a member's average change during the course of the season, the incentive will be based on the current average and is eligible for the respective scratch series. A member who qualifies under both categories, will only receive the maximum incentives of four (4) per bowling season. **(17)**

RETURNED CHECKS AND BAD DEBT: If a check is returned due to insufficient funds, the member must satisfy her financial obligation within two weeks of being notified. All members are responsible for paying any fees assessed to SBCL and the amount of the returned check. After second offense, check-writing privileges will be revoked for one year. No postdated checks will be accepted.

TERMINATION OF CLUB: Upon agreement of founding members and current officers to terminate, the general membership must be notified within ten days or at the next official membership meeting, whichever is earliest. At that time, the Treasurer must provide the membership a copy of the most recent bank statement and a financial report.

DISBURSEMENT OF FUNDS IN THE EVENT OF CLUB TERMINATION: In the event *Sassy but Classy Ladies* bowling club folds, all funds in the bank account will be distributed to all active members in good standing.

Funds distributed would include all interest earned on balance from monies collected for dues, registration fees, fundraising events and activities, less any outstanding debts and/or fees to bank, etc.

An active member in good standing for this purpose is defined as having membership for at least one year or more. If the club should fold in its first year, all active members in good financial standing will be included in the distribution of all assets less outstanding debts.

DISTRIBUTION PROCESS: All active members in good financial standing who have maintained membership since inception of the club will receive an additional 2 percent of total funds in the account before distribution. After the 2 percent has been distributed to the original members then the remaining funds will be evenly distributed to all other qualifying members.

Allowing for any outstanding debts to be cleared, the bank account should be closed within 30 days. The aforementioned members must be notified of the date, time and place for distribution of funds.

The funds (*in cash*) and a financial statement should be prepared and distributed within 15 days following the account closing date.

A member unavailable at the time of distribution **must** notify the treasurer and founders, in writing, that a representative will be designated to receive their funds.

Amendments approved through September 9, 2023

- (1) Approved October 25, 2014
- (2) Approved October 25, 2014
- (3) Approved July 11, 2015
- (4) Approved July 11, 2015
- (5) Approved September 19, 2015
- (6) Approved February 20, 2016
- (7) Approved August 20, 2016
- (8) Approved April 15, 2017
- (9) Approved January 20, 2018
- (10) Approved September 15, 2018
- (11) Approved September 15, 2018
- (12) Approved January 26, 2019
- (13) Approved January 26, 2019
- (14) Approved September 21, 2019
- (15) Approved July 23, 2022
- (16) Approved July 23, 2022
- (17) Approved September 17, 2022
- (18) Approved September 17, 2022

- (19) Approved September 17, 2022
- (20) Approved September 17, 2022
- (21) Approved January 21, 2023
- (22) Approved January 21, 2023
- (23) Approved July 15, 2023
- (24) Approved September 9, 2023
- (25) Approved September 9, 2023
- (26) Approved September 9, 2023
- (27) Approved September 9, 2023
- (28) Approved September 9, 2023
- (29) Approved September 9, 2023
- (30) Approved September 9, 2023
- (31) Approved March 16, 2024
- (32) Approved March 16, 2024
- (33) Approved March 16, 2024
- (34) Approved March 16, 2024
- (35) Approved March 16, 2024
- (36) Approved March 18, 2025
- (37) Approved March 18, 2025
- (38) Approved March 18, 2025
- (40) Approved March 18, 2025
- (41) Approved March 18, 2025

WE CARE RULES

Purpose

The purpose is to provide gifts or flowers to members to avoid taking a separate collection each time such an occasion arises. Expenses will be withdrawn from club account.

I. Eligibility

Members of Sassy but Classy Ladies Bowling/Social Club and their immediate families are eligible to receive gifts and/or acknowledgement.

II. Notification

Notify any member of the Executive Board so that appropriate action may be taken.

III. Gift Contribution

The following indicates the occasions and amounts for gifts and/or flowers (cash and charitable donations may be given in lieu of flowers) of the recipient based on available club funds:

A. Death

- | | |
|---|----------|
| 1. Active Member | \$150.00 |
| 2. Member's immediate family (mother, father, grandparents, spouse, children, stepmother, stepfather, stepchildren) | \$ 50.00 |

B. Illness

- | | |
|--|------|
| 1. Member hospitalized or extended illness | Card |
|--|------|

C. Occasions

- | | |
|--|--------------------------|
| 1. Weddings (Member only) | \$50.00 *first time only |
| 2. Family Additions (member & spouse only) | Card |
| 3. Birth of Grandchild | Card |

SPECIAL NOTE: If funds are in danger of depletion, a special collection may be warranted.

- IV. Changes in Rules** Any additions, deletions or revisions to these rules must be approved by the Executive Board. Any suggested changes from a member must be given to an Executive Board member, and the issue will be discussed.

This document has been authorized by the founders and membership.

(signature on file with secretary)

Dena B. Spain, Founder

(signature on file with secretary)

Sheila L. Wise, Co-Founder