

National Deaf Mixed Bowling Association BY-LAWS

Article 1 - Duties of Officers.

Section A. President: President shall be the chief executive officer of NDMBA. He/she shall preside at all annual meetings of the NDMBA and Executive Board. He/she shall enforce all laws and regulations of the NDMBA and USBC. He/she shall be responsible for the total operation of NDMBA. He/she shall also perform such other duties pertaining to his/her office, including those described in these By-laws. He/she shall assist the Secretary-Treasurer with the management of the entire tournament. He/she shall be bonded along with the Secretary-Treasurer. In addition, he/she shall be responsible to: outline the work of the organization and keep bowlers informed on all matters pertaining to the organization, establish committees for special needs and/or programs, check on the progress of committee work and meet regularly with committee chairperson through arrangements agreed by both parties, make arrangements for meetings and make sure the Secretary-Treasurer notify bowlers of scheduled meetings, see that expenditures do not exceed the budget of the organization, coordinate recommended committee budgets/fund raising, be responsible for evaluation and annual report, consult regularly with appropriate resources of personnel, appoint three (3) Auditors, a Parliamentarian, two (2) Sergeant-at-arms, a Nominating Chairperson, and an Attendance clerk for signing in at the general meeting .

Section B. Vice President: The Vice-President, in the absence of the President or during a vacancy in that office, shall perform the duties of the President. He/she shall be the chairperson of the NDMBA law committee, which consists of the President, and Secretary-Treasurer as the committee members. The Law committee chairperson shall submit amendments to the constitution, by-laws, and tournament rules to the Executive Board and then to the subject of approval of the members at the annual general meeting. He/she shall assist the Secretary-Treasurer with the management of the tournament. He/she shall be responsible to send revised By-laws to the Executive Board 45 days before the tournament.

Section D. Secretary-Treasurer: The Secretary-Treasurer shall keep minutes of the annual meetings, conduct all official correspondence in this office. He/she shall record the minutes of the Executive Board and the general meetings. He/she may choose the recording secretary for the meetings. He/she shall choose the Executive Board to coordinate the variety of the tournament events. He/she shall be the tournament director. He/she shall print/mail the entry forms and tournament rules along with the financial report in February prior to the tournament. He/she shall make out contracts to send to the bowling establishment and the host liaison officer for signature and each copy for bowling establishment, host liaison officer, and the NDMBA files.

The Secretary-Treasurer shall receive and deposit all entry money and revenues from tournament. He/she shall submit a copy of the bank statement to the President on a quarterly basis, along with an audited financial report at the annual meeting. The Treasurer shall be bonded. All checks shall be headed "NDMBA". In case of emergency, the President shall have the authorization to sign the checks. He/she shall coordinate any fundraising events and shall coordinate the tournament events. He shall receive the salary based on \$10.00 per team

Section E. Board of Directors: The Board of Directors shall assist the officers with the management of the tournament. They shall be included with the Executive Board on important decisions concerning plans for the tournament or important matters such as fundraising.

1. Any Board member shall be removed if he/she fails to show up in the next NDMBA tourney except in any emergency via his/her email notification.
2. If any Board of Director is unable to come to the meeting and tournament, the President shall appoint another member to perform his/her duties during the tournament in subject to the approval of the Executive Board.

Section F. Duties of Host Liaison Officer:

1. The host liaison officer shall inform the NDMBA officers of his name, address, TDD number, VP number and email address at least two years prior to the tournament.
2. He/ she shall correspond with NDMBA Secretary-Treasurer on progress of plans, meeting location, tournament location, hotel location and any necessary information.
3. Bidding for hosting the future NDMBA tourney shall be brought to the Executive Board. Make a prize fund deposit of at least ½ of between \$3000 to \$5000.00 upon the letter approval of the host's bona fide organization. The NDMBA's selection of the host site shall be in subject to the approval of the NDMBA general meeting. Make an escrow deposit of \$500 for the two host teams to appear annually before its host year and the \$500 deposit will be refunded to the host only if the two host teams appear next year after its host year effective by 2009.
4. The bona fide host must comply with the USBC Rules book Chapter VII for hosting the tournament.
5. The guideline for the host is attached.

Article 2- Expense Compensation

Section A. The three Officers and the four Board members shall be reimbursed fully and 1/2 respectively for the transportation and rooms by the Host. The NDMBA shall reimburse another half to the Board members.

Article 3 - Order of Business

Section A. The annual meeting of NDMBA shall begin at 7:00 P.M. the night prior to the tournament.

Section B. The annual meeting of NDMBA shall be in order as following:

1. Call to Order
2. Roll call of officers and members with Pledge to Allegiance
3. Reading of the minutes of the last meeting and action thereon
4. Secretary-Treasurer's report
5. Reports of officers in order
6. Reports of standing committees and special committees
7. Unfinished business
8. New Business
9. Election and installation of officers and board of directors
10. Oath of the Officers/Board of Directors
11. Announcements
12. Adjournment

Section C. NDMBA Executive Board meet at least one (1) times a year: to work on entry forms and other pertaining matters to the organization's operation, providing that there is a quorum.

Section D. The Robert's Rules of Order shall govern the proceedings at all the meetings of the NDMBA and of the NDMBA Executive Board.

Section E. The oath of the officers is as follows:

I, _____ as _____, do hereby pledge myself to abide by the Constitution and the By-Laws of NDMBA and to faithfully perform the duties of my office to the best of my knowledge and ability.

Article 4 - Amendments:

Section A. Constitution and By-laws changes are to be referred to NDMBA Vice-President for consideration forty-five (45) days prior to the NDMBA meetings for approval.

Section B. Amendments to the Constitution and By-Laws may be proposed and adopted by a two-third (2/3) majority vote of the membership at a regular business meeting of the association.

Article 5 - Tournament Date/Site:

Section A. The Annual NDMBA tournament shall be held each year on the fourth (4th) week of June with provision that the host can negotiate for the different ideal date.

Section B. The site of the tournament shall be awarded on a competitive process during the NDMBA Executive Board. It shall be subject to the approval of the general meeting. The NDMBA can grant the sites to the next bona fide hosts at least three (3) years