



BYLAWS

THE GOVERNING DOCUMENT OF GALA BOWLING LEAGUE, INC. (GBL)

FEBRUARY 8, 2026

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APPENDIX

POLICY REGISTER

1. ARTICLES OF INCORPORATION, LOCATION, CORPORATE SEAL, AND FISCAL YEAR

- 1.1. **Articles of Incorporation.** The name and purpose of GALA Bowling League, Inc. (the “Corporation”) shall be as set forth in its Articles of Incorporation, these Bylaws, the powers of the Corporation and of its Board of Directors, and all matters concerning the conduct and regulation of the affairs of the Corporation shall be subject to the provisions in the Articles of Incorporation, as may be amended.
- 1.2. **Location.** The principal office of the Corporation in the State of Rhode Island shall initially be located at the place set forth in the Articles of Incorporation of the Corporation. The Board of Directors may change the location of the principal office from time to time upon providing notice to the Secretary of the State.
- 1.3. **Corporate Seal.** The Board of Directors may adopt and alter the seal of the Corporation.
- 1.4. **Fiscal Year.** The fiscal year of the Corporation shall end on June 30 in each year.

2. DEFINITIONS

- 2.1. **General.** Certain terms used in these Bylaws are defined within this Section 2 or in the context of their respective Sections. All such definitions shall apply throughout these Bylaws unless the context clearly indicates otherwise. Terms not specifically defined are interpreted in accordance with their generally accepted meaning within the Corporation’s customary practices.
- 2.2. **Gender.** The pronoun(s) “they” or “them” or “their” shall be considered as including all gender identities and will be used in both the singular and plural as indicated by context.
- 2.3. **Terms Defined.** For purposes of these Bylaws (including the Policy Register), the following terms shall have the meanings set forth below. Terms used in the singular shall include the plural, and vice versa, as the context requires.

Annual Operating Budget. The approved budget for each fiscal year as described in Section 9.

Articles of Incorporation. The Corporation’s founding document as filed with the Rhode Island Secretary of State, as amended from time to time.

Associate Member. A non-voting member of the Board of Directors as described in Section 5.

Board of Directors or the “Board.” The governing body of the Corporation, composed of the Officers and Directors appointed in accordance with these Bylaws.

Captain. A Member designated by their team in accordance with the procedure designated in the Policy Register, and who may serve as a liaison between the team and the Board of Directors.

Code of Conduct. The behavioral and sportsmanship expectations described in the Policy Register.

Corporation. Means GALA Bowling League, Inc.

Director. A member of the Board of Directors as described in Section 5.

Executive Session. A portion of a meeting of the Board of Directors closed to non-Directors and held for the purpose of discussing confidential, sensitive, personnel, disciplinary, legal, or similar matters.

Good Standing. A Member who is current on all fees, dues, and obligations and is not under suspension or disciplinary review and as defined in Section 3.

Guest. Any non-Member attending or participating a Corporation-sponsored event or activity at the invitation of a Member or the Corporation.

IGBO. The International Gay Bowling Organization, an organization that provides a collaborative sporting group within the LGBTQIA+ community, and in which the Corporation maintains membership with.

LGBTQIA+. Acronym for Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex, Asexual/Aromantic/Agender and more.

Majority Vote. More than half of the votes cast by those entitled to vote and present at a duly convened meeting of the Board of Directors at which a quorum is present.

Member. This term includes Regular Bowlers, Substitutes, and Pacers as defined in these Bylaws.

Members entitled to vote. Means Members in Good Standing who are eligible to vote under Section 3.8.

Membership. The collective body of all persons who meet the qualifications established in Section 3 of these Bylaws and are recognized by the Corporation as Members. Membership status does not, by itself, confer voting rights, which are governed by Sections 3.3 and 3.8.

Officer. Any person holding one of the Officer positions defined in Section 7.

Organizational Meeting. The annual meeting of the Membership described in Section 3.

Pacer. A Pacer is a Member who bowls to fill in to balance the rotation of the teams. A Pacer's scores do not count (i.e., they are bowling just for fun). A Pacer is not listed on a team's roster and may bowl only on occasion during the Season. A Pacer does not have to be sanctioned with USBC or IGBO (the International Gay Bowling Organization) This term is further described in Section 3 and in the Policy Register.

Policy Register. The document containing the Corporation's internal operating policies as adopted and amended by the Board of Directors pursuant to Section 18.

Regular Bowler. A Regular Bowler is a Member who regularly bowls during the season and who is listed on a team's roster. This term is further described in Section 3 and in the Policy Register.

Season. The regularly scheduled bowling period designated by the Board of Directors (e.g., 15 weeks for Fall or Winter). For operational or administrative purposes this may include the period in which regular gameplay has concluded, but the following Season has not begun, or registration has not yet opened.

Substitute. A Substitute is a Member who bowls for a team in place of an absent bowler (i.e., not at full playing strength), another Substitute or a team with an incomplete roster. A Substitute's scores count for the games bowled in accordance with the USBC *Playing Rules*. A Substitute is not listed on a team's roster. A Substitute must be sanctioned with both USBC and IGBO. This term is further described in Section 3 and in the Policy Register.

USBC. The United States Bowling Congress, the national governing body of bowling, and an organization in which the Corporation maintains sanctions with and follows the playing rules of.

Vacancy. Teams without a complete roster of bowlers (i.e., teams with less than four (4) Regular Bowlers) must use a vacancy bowler(s) and a score(s) of 150 for each Vacancy on their team.

Weekly League Fee. The regular fee paid by all Members exclusively used to cover the Corporation's costs, as further described in Section 11.

3. LEAGUE MEMBERSHIP

3.1. Sanctions. The Corporation shall be sanctioned with the United States Bowling Congress (USBC) and maintain membership with the International Gay Bowling Organization (IGBO).

3.2. Classes of Membership. The Corporation shall have the classes of members as follows:

3.2.1. Regular Bowler. Any person registered for the current Season or registered for the following Season, who agrees to adhere to these Bylaws, and the Policy Register as applicable, and who regularly bowls during the season and is permanently assigned to a team.

3.2.2. Substitutes and Pacers. As individually defined in Section 2.3, and collectively, any person registered for the current Season or registered for the following Season, who agrees to adhere to these Bylaws, and the Policy Register as applicable, and who does not regularly bowl during the season and is not permanently assigned to a team. Substitutes and Pacers are required to pay the Weekly League Fee for each week they bowl in accordance with Section 11. Scoring and other gameplay rules for Substitutes and Pacers shall follow the USBC Playing Rules, and any additional provisions as specified in these Bylaws or the Policy Register. The Board of Directors may limit participation in Corporation-sponsored events and activities by Substitutes and/or Pacers for financial or operational purposes. Notwithstanding anything in these Bylaws, Substitutes and/or Pacers are not eligible to serve on the Board of Directors.

3.3. Good Standing. A Member shall be considered in Good Standing if they are current on all fees, dues, and other obligations to the Corporation and are not under suspension or disciplinary review. Only Members in Good Standing shall be eligible to vote, serve on the Board of Directors, or participate in Corporation-sponsored events and activities.

- 3.4. Guests.** Members may invite guests to the Corporation's events and activities as permitted by the Board of Directors. Members are responsible for the behavior of their guests and must ensure that guests adhere to these Bylaws and the Policy Register (which includes the Code of Conduct). Misconduct by a Guest may result in removal of the Guest from the event or activity and, if warranted, disciplinary action toward the sponsoring Member as determined by the Board of Directors.
- 3.5. Suspension.** The Board of Directors may suspend any Member due to missed fees (as described in Section 11) or for violations of the Code of Conduct. A suspended Member is not guaranteed an opening on the same team (or the league in general) when or if they return.
- 3.6. Expulsion.** The Board of Directors may expel any Member found to be in gross violation of these Bylaws or the Policy Register (which includes the Code of Conduct) by the vote of two-thirds of the Board of Directors then in office. A Member may be removed for cause only after reasonable notice and opportunity to be heard before the body proposing to remove them.
- 3.7. Leaves of Absence.** A Member may take a leave of absence at any time. A Member taking a leave of absence shall be responsible for any Weekly League Fee(s) as described in Section 11 and is not guaranteed an opening on the same team (or the league in general) when or if they return. A leave of absence is not considered a suspension under Section 3.5.
- 3.8. Voting Rights.**
- 3.8.1. Regular Bowlers.** Regular Bowlers shall have equal voting rights in the election of the Board of Directors, on matters specifically designated for membership vote by these Bylaws, any matters designated for membership vote by a majority vote of the Board of Directors, or as otherwise required by law.
- 3.8.2. Substitutes and Pacers.** Notwithstanding anything in these Bylaws to the contrary, Substitutes and Pacers shall have no voting rights and shall not be eligible to vote in the election of the Board of Directors or on any other matter, whether designated for membership vote or otherwise, except as required by law.
- 3.9. Organizational Meeting.** The Organizational Meeting shall be held no earlier than four (4) weeks prior to the opening night of bowling for the Fall Season, and no later than the last week of September. The purpose of the meeting shall be to provide an opportunity for Members to ask any questions about the Corporation to the Board of Directors, to meet and create their team, select team names, receive a copy of the bowling schedule, review the Corporation's annual report (as filed with the Rhode Island Secretary of State) and the Corporation's annual financial report (as described in Section 9 and as available), and discuss any other items on the agenda as determined by the Board of Directors.

4. SPONSORS, BENEFACTORS, CONTRIBUTORS, ADVISORS, FRIENDS OF THE CORPORATION

- 4.1. Designation of Honorary Titles.** The Board of Directors may designate certain persons or groups of persons as sponsors, benefactors, contributors, advisors, or friends of the Corporation, or such other title as they deem appropriate. Such persons shall serve in an honorary capacity and, except as the Board of Directors shall otherwise designate, shall in such capacity have no right to notice of or to vote at any meeting, shall not be considered for purposes of establishing a quorum, and shall have no other rights or responsibilities.
- 4.2. Prohibition of Special Favors or Benefits.** No person or group designated with an honorary title shall receive special favors, privileges, or benefits from the Corporation that would result in any private benefit, in accordance with Internal Revenue Code (IRC) 501(c)(3) requirements.

5. BOARD OF DIRECTORS

- 5.1. Powers.** The affairs of the Corporation shall be managed by the Board of Directors who shall have and may exercise all the powers of the Corporation to the full extent provided by law, the Articles of Incorporation, or these Bylaws.
- 5.2. Number.** The Board of Directors shall include no fewer than three (3) natural persons in compliance with Rhode Island law. The Board shall always include at least a President, Vice President, Treasurer, and Secretary as described in Section 7. The number of Directors may be increased or decreased from time to time by majority vote of the Board of Directors then in office. No decrease in number shall have the effect of shortening the term of any incumbent Director.
- 5.3. Qualification.** To qualify for a Director position the person shall be a Regular Bowler in Good Standing.

- 5.4. Associate Members.** Notwithstanding anything in this Section 5, the Board may appoint, by majority vote, up to two (2) Associate Members who shall serve strictly in an advisory role to the Board. An Associate Member shall not be entitled to any voting rights or any other powers, responsibilities or authorities as described in this Section 5 unless explicitly stated otherwise. Associate Members may not be used to establish a quorum. An Associate Member shall serve at the pleasure of the Board, and until the earlier date of the end of the current fiscal year or December 31 but may be reappointed by the Board for additional terms.
- 5.5. Elections.**
- 5.5.1. Regular Elections.** The Directors shall be appointed annually by a plurality vote of the Members entitled to vote, which shall be held no earlier than four (4) weeks prior to the closing night of bowling for the Winter Season, and no later than the last week of April.
- 5.5.2. Special Elections.** Notwithstanding the provisions of Section 5.5.1, any vacant Director position, may be filled by special election. Such a special election may be held at any time provided that the Members entitled to vote are provided notification of the date, candidate(s), and voting procedure at least two (2) weeks in advance of the special election, and the vacant position shall be appointed by plurality vote of the Members entitled to vote.
- 5.6. Term of Office.** The terms of the Board of Directors shall commence immediately following the Semi-Annual Awards Banquet (as described in Section 14) for the Winter Season and shall conclude at the end of the Semi-Annual Awards Banquet for the Winter Season of following year, unless a shorter period shall have been specified by the terms of their election or appointment, or in each case until they sooner die, resign, are removed, or become disqualified.
- 5.6.1. Term Limits.** No Director may serve more than eight (8) consecutive terms (i.e., eight (8) years). A Director who has completed eight (8) consecutive terms must take at least one (1) term off before being eligible to serve again, after which they may serve an additional eight (8) terms with the same one (1) term break requirement between each term.
- 5.7. Vacancies.** In the event a Director position is vacant, the position shall be available to any person meeting the qualification requirements specified in Section 5.3. Vacant positions shall be filled by special election as described in Section 5.5.2, and any person elected to the vacant Director position shall serve the unexpired portion of the term. Any person interested in becoming a Director shall notify the Board of Directors of their interest.
- 5.8. Compensation.** The Board of Directors of the Corporation shall not be entitled to receive compensation for their services, except reasonable expenses related to performance of their duties as approved by the Board of Directors.
- 5.9. Meetings.**
- 5.9.1. Types.**
- (a) **Regular Meetings.** Regular Meetings of the Board of Directors may be held at such places and at such times as the Board of Directors may determine. Except that the Board of Directors shall hold at least one (1) Regular Meeting to review and approve the annual report to be filed with the Rhode Island Secretary of State and one (1) Regular Meeting to review and approve the annual financial report described in Section 9.
- (b) **Special Meetings.** Special Meetings of the Board of Directors may be held at any time and at any place when called by the President or by two (2) or more Directors.
- (c) **Planning or Strategy Meetings.** The Board of Directors may hold other meetings at any time and at any place when called by the President or by two (2) or more Directors. Such meetings are considered informal in nature and held for long-term planning or operational purposes.
- 5.9.2. Notice of Meetings.** Written notice of each Board of Directors meeting, stating the date, time, place, and purpose(s), shall be provided at least forty-eight (48) hours in advance to each Director entitled to vote. Notice may be delivered personally, by mail, by email, or via any electronic communication service regularly used by the Corporation to communicate with the Board. Notice is not required for any Director who submits a written waiver before or after the meeting, or who attends without objection. The notice or waiver need not specify the purpose(s) unless required by law, the Articles of Incorporation, or these Bylaws.
- (a) **Written Waiver of Notice.** Notice of meetings may be waived by any Director entitled to vote if a written waiver of notice is signed and executed by them (or their authorized legal representative)

before or after the meeting, or by attending the meeting without objecting to the lack of notice at the start of the meeting. Notice and waivers do not need to specify the purpose(s) of the meeting, unless otherwise required by law, the Articles of Incorporation, or these Bylaws.

- (b) **Notice to Members.** The Board of Directors shall not be required to provide specific notice of meetings to Members but shall make their meeting schedule generally available to all Members.

5.9.3. Open Meetings. Any Regular Bowler may attend any Regular or Special Meeting held by the Board of Directors, except when the Board enters Executive Session. The Board may, but need not, invite Substitutes, Pacers, or other persons to attend Regular or Special Meetings.

- (a) **Participation.** Any person in attendance who is not part of the Board may observe the proceedings but may not participate in discussions, deliberations, or votes unless specifically recognized by the President or presiding Director.
- (b) **Addressing the Board.** The Board may, at its discretion, invite comments or questions from persons attending at designated times during the meeting.
- (c) **Captains.** The Board shall reserve time during each Regular Meeting to hear comments or questions from attending Captains.
- (d) **Rules.** The Board may set rules for decorum and speaking time for any person in attendance.
- (e) **Executive Session.** The Board reserves the right to enter Executive Session at any time to discuss confidential, personnel, or disciplinary matters. Executive Sessions shall be closed to non-Board members.

5.9.4. Quorum. At any meeting of the Board of Directors, a majority of the Board of Directors then in office shall constitute a quorum. Any meeting may be adjourned by a majority of the votes cast upon the question, whether or not a quorum is present, and the meeting may be held as adjourned without further notice. Associate Members are excluded from quorum calculations per Section 5.4.

5.9.5. Actions.

- (a) **Action by Vote.** When a quorum is present at any Regular or Special Meeting, a majority vote of the present Board of Directors shall decide any question (i.e., vote) unless otherwise provided by law, the Articles of Incorporation, or these Bylaws. Each Director shall be entitled to one (1) vote, regardless of the number of positions that Director holds.
- (b) **Action by Writing.** Any action required or permitted to be taken at any meeting of the Board of Directors may be taken without a meeting if all the Directors consent to the action in writing and the written consents are filed with the records of the meetings of the Board of Directors. Such consents shall be treated for all purposes as a vote at a meeting.

5.9.6. Split Vote. In the event of a tie vote of the Board of Directors, the vote may be repeated. If any Director did not participate in the original vote (by voting in favor, opposed, or abstaining), all Directors must be given the opportunity to participate in the repeat vote. If the repeat vote results in another tie, the Board may continue to repeat the vote. After no more than two (2) repeat votes, the matter shall be referred to Members entitled to vote for a final vote. The decision of such Members shall be final and binding.

5.9.7. Presence Through Communications Equipment. Unless otherwise provided by law or the Articles of Incorporation, any person on the Board of Directors, may participate in a meeting of such board by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time, and participation by such means shall constitute presence in person at a meeting.

5.10. Resignations. Any person on the Board of Directors may resign at any time by delivering their resignation in writing to the President, Secretary, or to the Corporation at its principal office. Such resignation shall be effective upon receipt unless specified to be effective at some other time.

5.11. Removals. A Director or Officer may be removed with or without cause by the vote of two-thirds of the Board of Directors then in office. Removal for cause may occur only after reasonable notice and opportunity to be heard before the body proposing to remove them. Removal without cause may proceed immediately upon receiving the required two-thirds vote.

- 5.12. Rules and Regulations.** The Board of Directors may adopt rules, regulations, procedures, or policies not inconsistent with the provisions of these Bylaws for conduct of its business and otherwise carrying out the purposes of these Bylaws.

6. COMMITTEES

- 6.1. Committees.** Unless the Board of Directors otherwise designate, committees shall conduct their affairs in the same manner as is provided in these Bylaws for the Board of Directors. The members of any committee shall remain in office at the pleasure of the Board.
- 6.2. Director-Only Committees.** The Board of Directors may, by majority vote, elect or appoint one or more committees consisting solely of Directors and delegate to any such committee(s) any or all of the powers of the Board of Directors, except those which by law, Articles of Incorporation, or by these Bylaws cannot be delegated.
- 6.3. Mixed Committees.** The Board of Directors may also elect or appoint committees that include non-Directors. Such committee(s) may make recommendations and reports to the Board for approval or ratification of its actions, unless the Board of Directors have otherwise delegated their powers and duties in this regard to one (1) or more Directors serving on such committee. This type of committee must have a minimum of two (2) Directors serving on it.
- 6.4. Standing Committees.** There shall be two (2) permanent standing committees of the Corporation. Their duties and responsibilities shall be described in the Policy Register attached hereto. The positions on these committees are Director positions and shall be elected as described in Section 5.5. The members of the standing committees shall each, at the time of their initial meetings, elect a Chair and Vice-Chair from their membership. The Chair shall preside over any committee meetings and do other duties as delegated by the Board of Directors. The Vice-Chair shall fulfill any and all duties of the Chair in their absence.
- 6.5. Ad-Hoc Committees.** The Board of Directors may establish ad-hoc committees as necessary to carry out the objectives of the Corporation. These committees are temporary in nature and shall be dissolved upon completion of their assigned task or event. Ad-hoc committees may include, by way of example, the Tournament Committee, established to support the planning and execution of Corporation-sponsored tournaments, as further defined in the Policy Register.

7. OFFICERS

- 7.1. Number.** The Officers of the Corporation shall be President, Vice President, Treasurer, Secretary, and such other Officers (if any), as the Board of Directors may determine. The Corporation may also have such agents, if any, as the Board of Directors may appoint.
- 7.2. Qualification.**
- 7.2.1. General.** To qualify for an Officer position the person shall be a Regular Bowler in Good Standing.
- 7.2.2. Secretary Qualifications.** The Secretary shall be a resident of Rhode Island unless the Corporation has a resident agent duly appointed for the purpose of service of process.
- 7.3. Elections.**
- 7.3.1. Regular Elections.** The Officers shall be appointed biannually, based on the terms described in Section 7.4, by a plurality vote of the Members entitled to vote, which shall be held no earlier than four (4) weeks prior to the closing night of bowling for the Winter Season, and no later than the last week of April.
- 7.3.2. Special Elections.** Notwithstanding the provisions of Section 7.3.1, any vacant Officer position, may be filled by Special election. Such a special election may be held at any time provided that the Members entitled to vote are provided notification of the date, candidate(s) and voting procedure at least two (2) weeks in advance of the special election. Officers filling vacant positions shall be appointed by plurality vote of the Members entitled to vote and shall serve in that position until end of the term described in Section 7.4.
- 7.4. Term.** The terms of Officers shall commence immediately following the Semi-Annual Awards Banquet (as described in Section 14) for the Winter Season and shall conclude at the end of the Semi-Annual Awards Banquet for the Winter Season two (2) years later, unless a shorter period shall have been specified by the terms of their election or appointment, or in each case until they sooner die, resign, are removed, or become disqualified, and subject to the following.

- 7.4.1. President and Secretary.** The terms for President and Secretary shall commence and conclude during even years.
- 7.4.2. Vice President and Treasurer.** The terms for Vice President and Treasurer shall commence and conclude during odd years.
- 7.4.3. Term Limits.** No Officer may serve more than four (4) consecutive terms (i.e., eight (8) years). An Officer who has completed four (4) consecutive terms must take at least one (1) term off before being eligible to serve again, after which they may serve an additional four (4) terms with the same one (1) term break requirement between each term.
- 7.4.4. Term Upon Initial Adoption.** Notwithstanding the provisions of Sections 7.4.1-7.4.2, all current Officer terms shall expire no later than the end of Semi-Annual Awards Banquet for the 2026 Winter Season. The subsequent term for the President and Secretary shall be a full-length term. The subsequent term for the Vice President and Treasurer shall be a one (1) year term, expiring no later than the end of the Semi-Annual Awards Banquet for the 2027 Winter Season, and then all future terms will be a full-length term. This clause shall automatically expire after the first full Officer cycle.

7.5. Vacancies.

- 7.5.1. Fulfillment.** In the event an Officer position is vacant, the position shall be available to any person meeting the qualification requirements specified in Section 7.2. Vacant positions shall be filled by Special Election as described in Section 7.3.2, and any person elected to the vacant Officer position shall serve the unexpired portion of the term. Any person interested in becoming an Officer shall notify the Board of Directors of their interest.
 - 7.5.2. Duties.** If any Officer position is vacant, the Board of Directors may designate another Director to assume the duties and responsibilities of the position on an interim basis until the next regular election or until the vacancy is otherwise filled in accordance with these Bylaws. Such interim appointment shall not be deemed to create additional board seats. In accordance with Rhode Island law, any two (2) or more offices may be held by the same person, except the offices of President and Secretary. No person may simultaneously hold multiple Director positions for the purpose of satisfying the number qualification as defined in Section 5.2.
- 7.6. Compensation.** Officers shall not be entitled to receive compensation for their services, except reasonable expenses related to performance of their duties as approved by the Board of Directors.

8. EXECUTION OF PAPERS

- 8.1. General.** Except as the Board of Directors may generally or in particular cases authorize the execution thereof in some other manner, all contracts, bonds, notes, drafts, and other obligations made, accepted, or endorsed by the Corporation shall be signed by the President, Vice President, Secretary, or the Treasurer.
- 8.1.1. Checks.** Checks shall be signed and approved as specified in Section 9.4.

9. FINANCES

9.1. Annual Operating Budget.

- 9.1.1. Items.** The Annual Operating Budget shall include items for the Corporation's revenue and expenses such as any fees and dues; sponsorships or donations; merchandise sales; weekly bowling cost, including lane and shoe rentals (lineage); awards banquets and trophies; league parties and activities; and any other revenue or expenses consistent with, or necessary to, further the Corporation's charitable and recreational purposes.
- 9.1.2. Budget Submission.** The Board of Directors shall submit budgets for consideration and approval by dates set by the Treasurer for each fiscal year. The Treasurer must reject any budget that is not submitted in time.
- 9.1.3. Approval of Annual Operating Budget.** The Treasurer shall prepare a proposed Annual Operating Budget for the upcoming fiscal year incorporating the budgets submitted by Directors. The Board of Directors shall review and, by a two-thirds vote, approve the proposed budget on an interim basis. The portion of the budget establishing the Weekly League Fee shall be presented to those at the Organizational Meeting pursuant to Section 11. Upon ratification of the Weekly League Fee in accordance with Section 11, the proposed budget shall be deemed approved and adopted in full.

- 9.1.4. Disapproval of Annual Operating Budget.** If the Annual Operating Budget, or the Weekly League Fee component thereof, is not approved, the prior fiscal year's Annual Operating Budget, including the Weekly League Fee component thereof, shall remain in effect on a month-to-month basis until a new Annual Operating Budget and Weekly League Fee are approved.
- 9.1.5. Budget Modifications.** The Board of Directors may modify the Annual Operating Budget by a two-thirds majority vote.
- 9.2. Rollover Funds.** After payment of all expenses, including but not limited to parties, activities, banquet expenses, trophies, a minimum amount of money shall be retained at the end of each Season for the following Season. The minimum to be retained shall be calculated using a formula consisting of the number of Regular Bowlers at the end of the most recently completed Season multiplied by the Weekly League Fee, or \$2,000.00, whichever is greater.
- 9.2.1. Example Calculation.** If the number of Regular Bowlers at the end of the most recently completed Season was 125, and the Weekly League Fee was \$20.00, then the formula would be $125 \times \$20.00 = \$2,500.00$ to retain for the following Season. If this equates to less than \$2,000.00, then a minimum of \$2,000.00 shall be retained for the following Season.
- 9.3. Monthly Treasurer Report.** The Treasurer shall produce a monthly report to be reviewed and approved by the Board of Directors during their next Regular Meeting. The Treasurer report shall include basic elements such as revenue, expenditures, and cash on hand, and actual revenue and expenditures compared to budget. This report shall be verified by the Treasurer, President, and one (1) other Director.
- 9.4. Deposit Accounts.** All funds of the Corporation shall be maintained in federally insured accounts. Each check or withdrawal certificate shall be signed by the Treasurer or the President and shall be approved by two (2) Directors other than the Treasurer or President.
- 9.5. Cash Management.** At all times, the Treasurer and the President shall have full visibility and access to the Corporation's bank account(s) and other assets, including bank-account usernames and passwords. The Board of Directors will comply with all financial and cash management policies adopted by the Corporation.
- 9.6. Annual Financial Report.** The Treasurer shall prepare an annual financial report to be approved and published by the Board of Directors. In the instance a report is not published, Internal Revenue Service (IRS) Tax Form 990 shall serve as the annual report.
- 9.7. Funds Usage Restriction.** No part of any revenue, including any fees or dues, shall inure to the benefit of any private person, and all funds collected shall be used solely for the Corporation's exempt purpose.

10. REVENUE AND PROPERTY

- 10.1. Dedication to Charitable Purpose.** All revenue and properties of the Corporation shall be exclusively used for public or charitable purposes in furtherance of the Corporation's mission. No part of the net earnings, properties, or assets of the Corporation shall benefit any person, Director, or Officer of the Corporation, except for reasonable compensation for services rendered or as reimbursement for expenses incurred in carrying out the Corporation's charitable purposes, as approved by the Board of Directors and as the laws of the state of Rhode Island and the Internal Revenue Service allow.
- 10.2. Distribution Upon Dissolution.** Upon liquidation or dissolution, all properties, assets, and obligations shall be distributed and paid to an organization dedicated to the same or similar mission, provided that such organization is recognized as exempt from the federal income taxation under the provisions of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

11. FEES AND DUES

- 11.1. Purpose.** The purpose of collecting fees and dues is to support the Corporation's mission and activities in alignment with its 501(c)(3) status. All fees and dues shall be used exclusively to cover the Corporation's costs.
- 11.2. Weekly League Fee.** The Board of Directors shall recommend a Weekly League Fee based on the Corporation's projected expenses in the Annual Operating Budget described in Section 9. The Board shall present their recommendation to be ratified by majority vote of those Members entitled to vote who are present at the Organizational Meeting.

- 11.2.1. Payment.** The Weekly League Fee must be paid by all Members each week, except any Substitutes or Pacers not bowling for that week. Payment will be collected by Captains who will deliver the weekly fees to the Treasurer (as outlined in the Policy Register).
- 11.2.2. Pre-Bowling.** Any Regular Bowler who has pre-bowled (as described in the Policy Register) will pay the Treasurer for that week's fee when they return.
- 11.2.3. Missed Fees.** There will be no bowling "ON CREDIT." Any Member that has fallen behind and failed to pay the Weekly League Fee for more than two (2) weeks will be unable to bowl beginning the third week and will be suspended unless a payment is made.
- (a) Repayment of Missed Fees.** A Member suspended due to missed fees may return only after all outstanding fees have been repaid.
- (b) Scoring.** The team of a suspended Member shall use a Vacancy score in place of the suspended Member until either the suspended Member returns or the spot is filled.
- 11.2.4. Exceptions.** Exceptions to Section 11.2.3 may be granted if approved by the Officers and Directors present under extraordinary circumstances (e.g., on disability/fixed income). A Member must request this rule exemption directly.
- 11.2.5. Returned Checks.** Any Member paying fees by check will only be allowed two (2) returned checks per Season, after which, all fees must be paid in cash. The Member will be responsible for all fees associated with a returned check.
- 11.2.6. Adjustments.** Once ratified, the fee shall remain in effect for the entire fiscal year unless modified by a two-thirds vote of the Board of Directors and subsequent ratification by a majority vote of those Members entitled to vote. Except that, if the bowling center increases the lineage rate during the fiscal year, the Weekly League Fee shall automatically increase by the same amount necessary to cover the change in lineage cost. The Treasurer shall notify all Members of the adjustment in writing within seven (7) days of receiving notice of the increase.
- 11.2.7. Use of Funds.** The Weekly League Fee shall be used solely to cover league operating expenses, including weekly bowling cost, including lane and shoe rentals; awards banquets and trophies; league parties and activities; and other activities consistent with the charitable and recreational purposes of the Corporation.
- 11.3. Leave of Absence.** A Member may be granted a leave of absence from the league where they will not be required to pay league dues provided the following requirements have been met. This section does not apply to Substitutes and Pacers.
- 11.3.1. Minimum Absence Period.** The Member must be absent for four (4) weeks minimum. The Member may return before four (4) weeks, but they will be required to pay the Weekly League Fee for the weeks they missed.
- 11.3.2. Notice.** The Member must inform their Captain and the Secretary at least one (1) week before the Leave of Absence starts.
- 11.3.3. Vacancy Score.** During the leave of absence, and as applicable, a vacancy score will be used by the Member's team, and the Member will be placed on the substitute list.
- 11.4. Final Payment Due.** The Weekly League Fee for the last two (2) weeks of bowling must be prepaid by the bowling shift immediately preceding the last two (2) weeks of bowling in the Season (e.g., all fees must be paid by week thirteen in a fifteen week Season), as the account maintained at East Providence Lanes (EPL) must be closed two (2) weeks prior to the end of the Season.
- 11.5. USBC and IGBO Dues.** USBC sanction fees and IGBO dues will be paid by the Corporation for all Regular Bowlers, but not for Substitutes and Pacers.
- 11.5.1. Exception.** Any person registering after week three (3) of the Season will be required to pay for themselves upon joining the league to cover these costs.
- 11.6. Quitting the League.** In the event a Regular Bowler quits the league, a refund of the last two (2) weeks (if pre-paid) will only be given if a valid reason for leaving is provided to the Secretary, and if notice was given to the Captain and the Secretary.

- 11.7. Other Fees.** From time to time, the Corporation may host or sponsor events, activities, or programs outside of the regular weekly bowling schedule, including but not limited to open bowl nights, social gatherings, educational workshops, fundraisers, and tournaments. To cover the costs of such activities, the Board of Directors may establish additional fees or dues for participation in such events or activities, such as entry fees, ticket costs, or voluntary donations, as appropriate to the nature of the event. All funds collected under this section shall be used exclusively to cover the direct and indirect costs associated with the event or activity and shall be consistent with the charitable and recreational purposes of the Corporation.

12. PERSONAL LIABILITY

- 12.1. No Personal Liability.** The Board of Directors and other members of the Corporation shall not be personally liable for any debt, liability, or obligation of the Corporation. All persons, corporations, or other entities extending credit to, contracting with, or having any claim against, the Corporation, may look only to the funds and property of the Corporation for the payment of any such contract or claim, or for the payment of any debt, damages, judgment, or decree, or of any money that may otherwise become due or payable to them from the Corporation.
- 12.2. Savings Clause.** Any changes to this Section 12 shall not adversely affect any right or protection of a Director or other member of the Corporation for actions they took in good faith before the changes were made.

13. AWARDS AND TROPHIES

- 13.1. Board of Directors Responsibilities.** The Board of Directors shall be responsible for establishing awards for the appropriate number of top teams (based on type of season, e.g., split or straight), and for individuals.
- 13.2. Individual Awards.** Individual Awards will be given in the categories of High Average, High Series (scratch and handicap), and High Game (scratch and handicap). Members may be awarded trophies in only one category based on individual achievement, in which case the order that the categories will be awarded is: High Average, High Series scratch, High Game scratch, High Series handicap, High Game handicap. If the same Member has won all three categories (High Average, Scratch Series, and Scratch Game), a special Triple Crown Award will be made to that Member.
- 13.2.1. Most Improved Bowler.** The Most Improved Bowler Award shall be determined by the highest point improvement based on a Member's averages between sequential Seasons. For new Members, their average shall be established after their third game of the season and will be compared with their final average assuming they have bowled at least two-thirds of the season. The Secretary shall verify this award.
- 13.2.2. Eligibility.** A Member must have bowled at least two-thirds of the season to qualify for any individual award and must be a USBC and IGBO sanctioned member (i.e., not a Pacer).
- 13.3. Team Awards.** Team Awards will be given in the categories of High Series (scratch and handicap) and High Game (scratch and handicap). Teams may be awarded trophies in only one category based on team achievement, in which case the order that the categories will be awarded is: High Series scratch, High Game scratch, High Series handicap, High Game handicap. If a team has won all four categories, a special Fourplay Award will be given to that team.
- 13.3.1. Ties.** In the event of a tie, based on games won, for any awarded place, the order placed will be determined by the highest total handicap pin count for the season.

14. SEMI-ANNUAL AWARDS BANQUET

- 14.1. Planning.** A Semi-Annual Awards Banquet, paid entirely by the Corporation (except as provided in Section 14.3) shall be planned by the Board of Directors to present the awards established under Section 13.
- 14.2. Timing.** Every effort shall be made to hold the Awards Banquet within two (2) weeks after the playoffs.
- 14.3. Attendance and Guests.** Only Members eligible for the awards established under Section 13 and their Guests may attend the Semi-Annual Awards Banquet. Guests to the Awards Banquet shall be charged a fee to cover the cost of the banquet meal. The Board of Directors reserves the right to limit attendance by Guests.

15. MISCELLANEOUS

- 15.1. Inspection of Documents.** The Secretary shall ensure that the Corporation's minute book, and the Treasurer shall

ensure that the Corporation's books of account, are available for inspection by any Director upon reasonable notice and at a reasonable time and place. No Director may disseminate any information gained through the inspection of the Corporation's records without the written consent of a majority of the Board of Directors then in office.

15.2. Requirement of a Non-Disclosure Agreement. All Directors and Officers voted to remain on the Board of Directors, or voted into placement on the Board of Directors, shall be required to execute a Non-Disclosure Agreement (hereafter referred to as "NDA"). Such NDA shall be in effect for the full year and re-signed each year. The NDA will remain in place until it is amended or replaced by a majority vote of the Board of Directors of the Corporation (or, in the event of a tie, a majority vote of those Members entitled to vote).

15.3. Fiscal Sponsorship. The Board of Directors may grant the Officers of the Corporation the authority for the Corporation to act as a fiscal sponsor for other limited-time projects, or for other organizations in the process of seeking 501(c)(3) exemption status. A majority vote of the Board of Directors then in office and present is required.

15.4. Electronic Communications and Voting.

15.4.1. Electronic Notices. Unless otherwise prohibited by law, all notices required by these Bylaws may be delivered by electronic mail or through any other electronic communication platform regularly used by the Corporation. Electronic delivery shall constitute valid notice when sent to the last known email address or electronic contact method provided by the recipient.

15.4.2. Electronic Meetings. Unless otherwise prohibited by law, the Board of Directors, including committees, may hold meetings wholly or partially by teleconference, video conference, or similar electronic means, provided all participants can hear and communicate with one another in real time. Participation in this manner shall constitute presence in person.

15.4.3. Proxy and Electronic Voting. Unless prohibited by law or specified otherwise in these Bylaws, any vote of the Board of Directors may be conducted by proxy executed in writing by the Director or by electronic vote. Unless prohibited by law or specified otherwise in these Bylaws, Membership votes may be conducted electronically but not by proxy unless expressly authorized by the Board of Directors for a specific vote. Electronic votes shall be conducted through a secure, verifiable platform or by email ballot. All persons entitled to vote shall receive the same information and adequate time to respond. Electronic votes shall have the same force and effect as votes taken at an in-person meeting, or an in-person vote, and shall be recorded in the minutes as applicable.

16. INDEMNIFICATION AND INSURANCE

16.1. Indemnification. The Corporation shall indemnify, to the fullest extent permitted by law, any Director, Officer, or Member against all judgments, fines, settlements, and reasonable expenses (including attorney's fees) incurred in connection with any proceeding arising from their service to the Corporation. Indemnification shall not apply if: (a) the person acted in bad faith or engaged in willful misconduct material to the proceeding or (b) personally received an improper financial benefit from the transaction in question.

16.2. Insurance. The Corporation shall purchase and maintain insurance on behalf of its Directors, Officers, or any other Member against any liability asserted against or incurred by such persons in their capacity as representatives of the Corporation. Such insurance shall include general liability, directors and officers liability, participant accident coverage, and any other coverage deemed necessary by the Board of Directors to protect the Corporation and its representatives in connection with its activities and events held in support of the Corporation's mission.

17. AMENDMENTS

17.1. General. These Bylaws may be altered, amended, or repealed by two-thirds vote of the Board of Directors then in office, and shall promptly be made available to all Members.

18. POLICY REGISTER

18.1. General. The Board of Directors shall maintain a Policy Register outlining the Corporation's internal policies. These Bylaws incorporate such Policy Register and the Policy Register is included as an attachment to these Bylaws.

18.2. Amendments. The Policy Register may be altered, amended, or repealed by vote of two-thirds of the Board of Directors then in office and shall be promptly made available to all Members.

18.3. Conflicts. In the event any part of the Policy Register conflicts with these Bylaws, these Bylaws shall prevail. The remaining parts of the Policy Register shall, however, remain valid.

19. DISSOLUTION

19.1. General. The Corporation shall be considered dissolved by the vote of the majority of the Board of Directors then in office, as permitted under Rhode Island law.

19.2. Assets. In the event the Corporation is dissolved, all properties and possessions of the Corporation are to be sold. Cash balances are to be used to pay all outstanding debt of the Corporation. All remaining assets shall be disbursed in accordance with Section 10.2 of these Bylaws.



POLICY REGISTER

February 8, 2026

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MISSION STATEMENT, VISION, AND GENERAL POLICIES

1. MISSION STATEMENT

As a member organization of the International Gay Bowling Organization (IGBO), in concert with their mission, GALA Bowling League, Inc. (GBL) (the “Corporation” or simply “GALA Bowling League”) is established as a nonprofit, charitable organization promoting competitive co-ed recreational bowling. GALA Bowling League has been created with the LGBTQIA+ community in mind, but we welcome all bowlers regardless of sexual orientation or gender identity. All skill levels are encouraged to participate, play, and volunteer. GALA Bowling League is committed to delivering a welcoming and inclusive environment with all our activities including bowling, and giving back to the community through educational, outreach, volunteer, and community service activities.

Through bowling, GALA Bowling League fosters an environment where LGBTQIA+ people can:

- Learn about and participate in a competitive and friendly team sport environment,
- Be both competitive and social in a safe and inclusive environment on and off the lane,
- Build friendships and develop a social support system amongst LGBTQIA+ and allied teammates,
- Share our values with all,
- Create opportunities for healthy exercise for participants,
- Volunteer in various capacities at different community service events, and
- Promote education and awareness of sexual health topics, including HIV/AIDS prevention and treatment.

2. VISION

GALA Bowling League’s vision is to create a safe and inclusive environment where people, regardless of sexual orientation or gender identity, can participate in a competitive and friendly team sport, develop a social support system, and build lifelong friendships. In addition to bowling, GALA Bowling League will engage other area nonprofit organizations to donate time and resources to improve the lives of LGTBQIA+ people in the greater Rhode Island and New England area.

3. SUPPORTING AGENDA FOR VISION

Promote the game of competitive recreational co-ed bowling throughout LGBTQIA+ communities in the state of Rhode Island and surrounding areas. GALA Bowling League embraces the notion of community by building a spirit of teamwork, camaraderie, and volunteerism to enrich the lives of all persons involved in our league.

Our organization will:

- Expand participation through outreach and marketing in Rhode Island and surrounding areas,
- Pursue new heights in the sport and in LGBTQIA+ sports broadly, on the lane and off,
- Strike balance between competitiveness and camaraderie, and
- Offer an inclusive, safe, welcoming environment for all people regardless of sexual orientation or gender identity.

4. GBL CHARITY FUND POLICY

4.1. Policy Statement. GALA Bowling League is committed to supporting nonprofit organizations serving the LGBTQIA+ community through charitable giving and responsible fundraising activities. The Corporation will conduct such activities in a manner that is transparent, consistent with its mission and governing documents, and compliant with applicable federal and state law.

4.2. Purpose. The purpose of this policy is to establish standards and procedures governing the Corporation’s charitable fundraising activities and the distribution of charitable funds, including the use and administration of the GBL Charity Fund.

4.3. Charitable Purpose. The Corporation shall support nonprofit organizations serving the LGBTQIA+ community through charitable contributions made in furtherance of the Corporation’s charitable purposes.

4.4. Selection of Recipient Organizations. The recipient of donations shall be determined by a majority vote of the Board of Directors present at a duly called meeting.

- 4.5. Fundraising Activities.** To support its charitable giving, the Corporation may, in compliance with applicable federal and state law and the Corporation's own policies:
- Accept voluntary donations,
 - Conduct raffles as permitted by law, and
 - Sponsor or organize tournaments and other skill-based competitions.
- 4.6. Charity Fund.** Proceeds from fundraising activities shall be deposited into the Corporation's bank account for the GBL Charity Fund, which shall be maintained as a segregated fund for charitable contributions.
- 4.7. Authorization of Charitable Disbursements.** Donations may be made from the GBL Charity Fund in any amount and at any time, as approved by a majority vote of the Board of Directors.
- 4.8. Special Charitable Donations.** In the event of the death of a current or former Member, or the death of an immediate family member of a current Member, the Corporation shall make a special charitable donation in the amount of \$100.00 from the GBL Charity Fund to an appropriate charitable organization, as determined by the Board of Directors.

5. NON-DISCRIMINATION POLICY

It is a fundamental principle of GALA Bowling League that all social and athletic activities are to be inclusive in nature and that no person shall be excluded from participating based on sexual orientation, gender, gender identity or expression, race, religion or creed, nationality, ethnic origin, political beliefs, athletic ability, physical challenge, HIV status, veteran status, genetic information, age, or citizenship status. The Corporation promotes gender inclusion by allowing bowlers to self-identify gender.

6. CODE OF CONDUCT AND SOCIAL BEHAVIOR POLICY

As a group of LGBTQIA+ members and straight allies, we should be responsible to the issues of excessive drinking and disruptive, unacceptable behaviors. Behavioral issues that are a risk to other bowlers will not be tolerated.

The GALA Bowling League (GBL) is comprised of participants with diverse temperaments, skills, interests, identities, and backgrounds — yet we join together to create a unique community and organization. This Code of Conduct outlines the basic expectations of behavior and play for all league participants, to ensure our activities remain safe and enjoyable for all. For the purposes of this policy, participants of the GBL include all players, vendors, and spectators. GBL sponsored activities include, but are not limited to, scheduled games, tournaments, post-game gatherings, or other GBL advertised parties and events. By attending a GBL game, tournament, or event, you agree to abide by this Code of Conduct. Any participant who does not abide by this Code of Conduct will be ejected and subject to further action at the Board of Director's discretion.

Harassment is any improper or unwelcome conduct that might reasonably be expected or be perceived to cause offense or humiliation to another person. Harassment in any form because of gender, gender identity and expression, sexual orientation, physical ability, physical appearance, ethnicity, race, national origin, political affiliation, age, religion, or any other reason is prohibited at any GBL sponsored activities. Sexual harassment is a specific type of prohibited conduct. Sexual harassment is any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation. Sexual harassment may involve any conduct of a verbal, nonverbal or physical nature, including written and electronic communications, and may occur between persons of the same or different genders. Harassment and sexual harassment are particularly serious when committed against children (persons under the age of 18) or other persons in a position of vulnerability. Conduct should always be supportive of the mission statement of the GBL and shall follow the guidelines set forth in the GBL Bylaws and GBL Policy Register.

All participants shall treat fellow participants, the neighborhood, and the community in a positive, sportsmanlike, and respectful manner while at any GBL sponsored activities. No participant shall fight or otherwise contact another participant in an aggressive manner while at any GBL sponsored activities. No participant shall engage in objectionable demonstrations of dissent, unsportsmanlike conduct, taunting, or other disrespectful behavior while at any GBL sponsored activities. No participant shall play bowling in any condition that would be a danger to themselves, or to any other player, official, and/or bystander. This provision includes, but is not limited to, physical and/or mental impairment of any kind. A violation of this paragraph may lead to immediate expulsion from competition and will be referred to the Board of Directors for further consideration. All participants agree to abide by the USBC Rule Book (including any local league modifications). Any participant who deliberately and/or repeatedly violates our rules or Code of Conduct or engages in

play or behavior that our game or league officials determine to be dangerous to oneself or others, will be ejected from play and referred to the Board of Directors for further consideration. This Code of Conduct will be enforced by the Board of Directors (i.e., Officers and Directors), though we also ask all participants to hold one another accountable to our Code of Conduct.

7. TOURNAMENTS AND SKILL-BASED COMPETITIONS POLICY

- 7.1. Policy Statement.** GALA Bowling League is committed to conducting tournaments and other competitions in a manner that is fair, transparent, and consistent with its charitable and recreational purposes. The Corporation will organize or sponsor only those competitions that are based predominantly on skill, ability, or performance, and will not conduct or promote gambling, lotteries, or games of chance. Participation in such competitions may include an entry fee, a portion of which may be treated as a voluntary donation to support the Corporation's charitable mission.
- 7.2. Purpose.** The purpose of this policy is to establish guidelines for skill-based competitions conducted by the Corporation in which participants may receive prizes and in which a portion of entry fees may be retained by the Corporation for charitable or programmatic purposes.
- 7.3. Definition of Skill-Based Competition.** A skill-based competition is one in which outcomes are determined predominantly by the knowledge, skill, ability, or performance of participants, rather than by chance.
- 7.4. Entry Fees and Voluntary Donations.** Entry fees and voluntary donations shall comply with the following:
- Competitions may require an entry fee, which may be used only to cover the direct or indirect costs associated with the competition, or as a voluntary donation for charitable or program-related purposes.
 - Participants shall be informed in advance that a portion of the entry fee may be retained by the Corporation as a voluntary donation for charitable or program-related purposes.
 - Entry fees are not wagers or bets, and participation does not guarantee a prize.
 - The charitable portion of entry fees shall be used to further the Corporation's mission and shall be consistent with the Corporation's charitable and recreational purposes.
- 7.5. Prizes and Awards.**
- 7.5.1. General.** Prizes and awards shall comply with the following general requirements:
- Prizes may include cash, gift cards, merchandise, entry credits, or other items of nominal or moderate value.
 - Eligibility to receive a prize shall be conditioned upon meeting clearly defined, objective, skill-based performance requirements (e.g., knocking down a certain number of pins, achieving a minimum score, or meeting another established performance threshold).
 - If no participant meets the stated skill-based requirement, no prize shall be awarded for that competition. Any prize amount designated for that competition may, at the Corporation's discretion and if disclosed in advance, be retained by the Corporation or carried forward to a subsequent skill-based competition, provided that eligibility to win in any future competition remains contingent upon meeting the applicable skill-based performance requirements.
- 7.5.2. Rolling Prize Pools.** Certain skill-based competitions may utilize a rolling prize pool, in which all or a portion of a designated prize amount carries forward to subsequent competitions if no participant meets the stated skill-based performance requirements. Rolling prize pools must be disclosed to participants in advance and will remain subject to this policy, including the requirement that any prize awarded is based predominantly on skill and not chance. The existence of a rolling prize pool does not guarantee that a prize will be awarded at any particular competition. Participation in a skill-based competition does not increase a participant's odds of winning future competitions, regardless of the existence of a rolling prize pool.
- 7.6. Fairness and Administration.** Rules governing each competition shall be established in advance and applied uniformly to all participants. The Corporation reserves the right to disqualify participants for rule violations, unsportsmanlike conduct, or attempts to manipulate outcomes. Decisions regarding scoring, rankings, and prize awards made in good faith by competition officials shall be final.
- 7.7. Legal Compliance.** The Corporation shall not conduct raffles, lotteries, bingo, or other games of chance requiring licensure, registration or approval under state law unless expressly authorized and conducted in accordance with

applicable law. All competitions covered by this policy are intended to be skill-based and administered in compliance with applicable federal, state, and local laws.

- 7.8. Tax Responsibility.** Participants are solely responsible for any tax obligations associated with prizes or awards they receive. The Corporation may issue required tax reporting forms when applicable.
- 7.9. Board-Approved Competition Rules.** The Board of Directors shall have authority to establish, approve, and revise official rules for specific tournaments and skill-based competitions conducted by the Corporation. Such rules shall clearly define eligibility, skill-based performance requirements, entry fees, prize structure, rollover provisions (if any), and administration procedures. All competitions must be conducted in accordance with Board-approved rules consistent with this policy. Any competition not conducted in accordance with such rules shall be deemed void, and no prize will be awarded.
- 7.10. Oversight.** This policy shall be administered by the Board of Directors or its designee and may be amended or suspended at any time to ensure compliance with law or organizational needs.

GAMEPLAY AND SPORTING POLICIES

1. GENERAL

- 1.1. **Rules.** The Corporation shall follow the current United States Bowling Congress (USBC) *Playing Rules*, except where otherwise provided in these policies or the Bylaws.
- 1.2. **Types of Bowlers.** Members may register as one (1) of the following types of bowlers. As used in these Policies, the term “bowler” or “bowlers” shall refer to one or more of the following categories, as applicable to the context.
 - (a) **Regular Bowler.** A Regular Bowler is a Member who regularly bowls during the season and who is listed on a team’s roster. This classification is further described in the Bylaws.
 - (b) **Substitute.** A Substitute is a Member who bowls for a team in place of an absent bowler (i.e., not at full playing strength), another Substitute or a team with an incomplete roster. A Substitute’s scores count for the games bowled in accordance with the USBC *Playing Rules*. A Substitute is not listed on a team’s roster. A Substitute must be sanctioned with both USBC and IGBO. This classification is further described in the Bylaws.
 - (c) **Pacer.** A Pacer is a Member who bowls to fill in to balance the rotation of the teams. A Pacer’s scores do not count (i.e., they are bowling just for fun). A Pacer is not listed on a team’s roster and may bowl only on occasion during the Season. A Pacer does not have to be sanctioned with USBC or IGBO (the International Gay Bowling Organization). This classification is further described in the Bylaws.
- 1.3. **Protests or Disputes.** Any protests or disputes involving these policies, including the USBC *Playing Rules*, shall first be decided by the Board of Directors in accordance with the USBC *Playing Rules*. Members may appeal the decision of the Board of Directors to the local association or USBC headquarters in accordance with the procedures described in the USBC *Playing Rules*.

2. ROSTER, LINEUP, AND PLAYING STRENGTH

- 2.1. **Roster.** A roster must have a minimum of two (2) Regular Bowlers, and a complete roster is made up of four (4) Regular Bowlers. One (1) of these Regular Bowlers is designated by their team as the team’s Captain. The Captain shall be reported to the Directors and Officers at the Organizational Meeting, or prior to the beginning of each Season.
- 2.2. **Legal Lineup.** A legal lineup (i.e., the minimum number of bowlers needed in the lineup) consists of at least one (1) Regular Bowler listed on a team’s roster who is present to complete the first frame of any game. A team also has a legal lineup if at least one (1) Regular Bowler listed on a team’s roster has pre-bowled for that game.
- 2.3. **Playing Strength.** Full playing strength (i.e., the maximum number of bowlers allowed in the lineup) is four (4) bowlers and may include the Regular Bowlers listed on the team’s roster (including any bowler that has pre-bowled) and, for a particular game, any Substitutes bowling with the team. A Pacer may bowl for a team not at full playing strength or may bowl for a team at full playing strength, provided that the team has no more than four (4) people physically bowling (i.e., a Pacer may bowl on a team with a lineup four (4) bowlers, if one (1) bowler on the team has pre-bowled and is not physically bowling).

3. CAPTAINS

- 3.1. **General Responsibilities and Rights.** Each Captain’s main role is to be a point of contact for communication between the Directors, Officers, and their team. Captains do not have any additional voting rights beyond that of a Member entitled to vote and are not entitled to receive compensation for their services.
- 3.2. **Weekly Payment Slip.** Each week on each team’s table there will be an envelope with the respective team’s name on it that includes a weekly payment slip inside reflecting each bowler’s outstanding balance. Captains are responsible for filling out the weekly payment slip (i.e., writing how much each bowler paid that week next to their name), verifying its accuracy, and ensuring it’s delivered to the Treasurer, along with their team’s payments, before the end of their first game. Captains do not need to write on the envelope, only the weekly payment slip. If the team’s Captain is absent, another team member must fulfill these responsibilities for that week.

- 3.3. Etiquette Enforcement.** Captains shall be responsible for instructing and enforcing the bowling etiquette of their team members and their guests. As a courtesy, Captains shall also inform the opposing team and/or an Officer if their entire team is pre-bowling that week.

4. WEEKLY LEAGUE FEE COLLECTION

Each week on each team's table there will be an envelope with the respective team's name on it that includes a weekly payment slip inside reflecting each bowler's outstanding balance. Bowlers should provide their payment to their Captain, who will complete the weekly payment slip. If the team's Captain is absent, another bowler must fulfill these responsibilities for that week.

5. LEAGUE AVERAGES

Any new bowler who does not have a USBC sanctioned book average must establish an entering league average based on a minimum of three games bowled during their first week of league bowling. Any new bowler with a USBC sanctioned book average must show proof of that average with their local association's average book. Returning bowlers shall use the previous season's final average as their entering average and shall establish a current average after bowling three games in the new season. All averages shall be updated weekly through the end of the season.

6. HANDICAPS

Handicaps shall be calculated as 90% of the difference between the bowler's average and 230. If the bowler's average is 230 or more, then no handicap will be provided. The team handicap shall be the sum of the individual bowlers' handicaps and any vacancy handicaps. For example, a bowler with an average of 100 would have a handicap of 117 $[(230 - 100 = 130) \times 90\% = 117]$.

7. VACANCY

Teams without a complete roster, may use a vacancy bowler(s) and a score(s) of 150 for each vacancy on their team.

8. GAMES

The Corporation shall bowl three (3) games weekly, with one (1) point awarded to a team for each game won, plus one (1) point to a team for total pins, for a total of four (4) points awarded each week. Any ties shall be scored as one-half point. A team must have a legal lineup to win points. The team opposing a team without a legal lineup must bowl within 100 pins of their team's average to win points for that game and within 300 pins of their team's average to win one (1) point for total pins. If the opposing team does not bowl within 100 pins of their team's average for a game or within 300 pins of their team's average for total pins, no points will be awarded for those games.

9. ABSENTEE SCORES

When a roster bowler is absent from a scheduled shift and no Substitute is provided, the team shall use a score of the bowler's average minus ten (10) pins, for each game. If an entire team is absent from the shift, that team shall forfeit all four (4) points regardless of the actual outcome.

10. POSTPONEMENTS

The Officers shall determine what is sufficient cause to grant a postponement or cancellation of a scheduled bowling shift (snowstorm, flooding, etc.). In such an event, the Officers shall contact the Captains, and they in turn shall contact their team members.

11. TARDY BOWLERS

A bowler who arrives late to a scheduled shift may enter a game provided that three (3) full frames of the opposing team's first game have not been completed. If a bowler arrives after three (3) full frames have been played, a Substitute who may have bowled in their place may complete that game only. If no Substitute was assigned for the absent spot, then a blind score (the absent bowler's average score minus ten (10) pins) must be entered for that game.

12. REPLACEMENT OF A TEAM MEMBER

If a bowler is absent for three (3) consecutive weeks, has not pre-bowled, and has not notified their Captain or an Officer, that bowler will be removed from their team and placed on the Substitute list. The team that they have vacated will be allowed to replace the removed bowler beginning the fourth consecutive week.

13. PLAYOFFS

All playoffs shall be established by the Officers. A majority of team members (minimum two (2) players, vacancies do not count) from both teams must be physically present (i.e., pre-bowling does not count). No Substitutes will be permitted. In the event of a tie for league championship, a one game roll-off will be bowled on that night to determine the league champion.

14. BOWLING ENVIRONMENT

There shall be no food or beverages permitted in the approach or well areas of the lanes.

15. BOWLING ETIQUETTE

Bowlers on the right shall always have the right-of-way to bowl their frame. No bowler may be on the approach if they are not bowling. Non-bowlers are not allowed in the approach or well areas of the lanes. Talking or yelling to a bowler on the approach will not be tolerated.

16. FOUL LIGHTS

Foul lights shall be used by the Corporation. Any discrepancy with foul lights shall be determined by a plurality vote of the team members involved.

17. PRE-BOWLING

17.1. Individual. If a Regular Bowler, Director, or Officer is aware that they will be away for a scheduled shift, they may pre-bowl for that night. Pre-bowling shall be limited to a maximum of six (6) weeks of the Season and may include up to three (3) consecutive weeks. Exceptions to this rule may be approved by the Officers for valid reasons.

17.2. Team. An entire team may pre-bowl for any given scheduled shift, however, as a courtesy, the opposing team should be informed about it, either through its Captain, or an Officer.

17.3. Payment. Members, Directors, and Officers should not pay East Providence Lanes (EPL) (i.e., the bowling center) for pre-bowling, but they should pay the Treasurer for the bowling shift(s) missed the next time they attend a regular bowling shift.

17.4. Notice. All Members, Directors, and Officers seeking to pre-bowl are asked to contact EPL prior to bowling to see if lanes are available.

BOARD OF DIRECTORS DUTIES AND RESPONSIBILITIES

1. DUTIES AND RESPONSIBILITIES OF STANDING COMMITTEES

1.1. OPERATIONS COMMITTEE

Director of Recruiting and Bowler Development

- Develop and implement strategies to increase recruitment of bowlers to the GBL
- Conduct outreach activities with other Rhode Island LGBTQIA+ sport leagues, local university LGBTQIA+ social clubs and athletic groups
- Organize and manage Open Bowling Nights' schedules and agendas
- Organize and manage skills clinics, recruit Captains and GBL Members to help facilitate learning opportunities for new bowlers

Director of Captains

- Cultivate and educate persons that are interested in being a Captain for Fall/Winter seasons; respond to all interested bowlers throughout the year if they would like to learn more about the opportunity/expectations
- Serve as the liaison for all Captains to the Board of Directors for any discussion topics within the league that they would like addressed
- Provide weekly email communications to the Captains with key reminders and updates
- Throughout the season, educate Captains and ensure adherence to the league mission and vision including but not limited to sportsmanship, team socials, respect of bowlers and participation in community service
- Work with Captains to ensure opportunities for bowler development for both new and returning bowlers

Director of Operations

- Manage all aspects of GBL Member registration, including the creation of website forms and follow-up bowler communications
- Maintain GBL Members information (contact information, pictures, stats)
- Create schedule of play (Fall and Winter)
- Coordinate and order all bowlers' jerseys and bowler awards/trophies
- Create and maintain a "league store" with all additional league merchandise

Director of Travel Teams

- Execute fundraising event(s) to ensure all registration, equipment, and uniform needs are fulfilled for all the teams
- Communicate regularly with all tournament bowlers and Captains on expectations around practices and finances
- Coordinate all transportation and housing needed for the team(s) at the tournament
- Recommend to leadership additional tournaments that the teams should participate in and support with logistics
- Work with all Captains to drive unity among teams and coordinate practices to improve performance and overall bowler development

Director of Membership Dues

- The Director of Membership Dues is responsible for overseeing the collection, recording, and reconciliation of all membership dues and seasonal registration fees (i.e., the Weekly League Fee). This role ensures the timely and accurate tracking of payments while working closely with the Treasurer to maintain financial integrity
- Collect, count, record, and deposit The Weekly League Fee from league members each week of bowling
- Maintain detailed and accurate records of all collected payments and outstanding balances
- Monitor seasonal registration fees to ensure all payments are received, issuing refunds when necessary
- Work closely with the Treasurer to provide updated reports on dues collection and outstanding payments
- Implement best practices for streamlining payment collection, including digital and in-person methods
- Communicate with Captains and GBL Members regarding outstanding payments as needed

- This position reports directly to the Treasurer and plays a key role in ensuring the financial stability of the league through effective dues management

1.2. OUTREACH COMMITTEE

Director of Sponsorships and Fundraising

- Procurement of and on-going maintenance of sponsorship materials
- Achieve league fundraising goals through sponsorship solicitations
- Manage and oversee funds raised and report financial outcome to the Board
- Product/Give-aways at games and events
- Maintain existing sponsor relationships and drive renewal each year
- Facilitate Quarterly meetings of a fundraising committee
- Execute Fundraising Events (if deemed part of the strategy)
- Solicit ongoing in-kind donations to reduce costs and support bowler experience (gift cards for teams/Captains, donated spaces for events, etc.)

Director of Marketing and Communications

- Develop and implement strategies to raise awareness of the GBL in the greater Rhode Island and New England area LGBTQIA+ community
- Create and send email newsletters on a weekly basis during season and monthly during off season
- Consistently maintain the website with general announcements/updates
- Maintain the organization's social media calendar including monitoring all Facebook posts
- Manage and drive strategy for all other forms of social media including Instagram, TikTok, and Twitter
- Create other means to create community such as bowler spotlights, etc.
- Maintain Google calendars
- Ensure all events, sponsorships, merchandise, etc. are within the organization's branding guidelines
- Support with the creation of uniform logos/design for tournament teams
- Support with the creation of any design needs for events or marketing collateral needed
- Manage relationship with league photographer

Director of Events

- Develop and maintain calendar of league social events throughout the year to include the Annual GBL Summer BBQ, parties, Awards Banquet, season-end celebrations, and others
- Propose adjustments to the event budget lines as initially prepared by the Treasurer
- Select venues and vendors for social events and negotiate fees
- Execute contracts with venues and vendors
- Purchase supplies and food
- Work with Director of Fundraising on food/drink/item donations to events
- Register for and coordinate participation in the Rhode Island Pride festival and parade, including the ordering of supplies (swag to distribute) and the recruitment of volunteers for the festival and parade marchers
- Create event program in consultation with event host(s) and direct the creation of any audio/visual needs (PowerPoint, slideshow, music, etc.)
- Drive attendance to events, including the promotion of them through the creation of social media and email newsletter advertising
- Make sure that all bills and vendors are paid at agreed-upon times
- Plan social/team building events for the Board of Directors

Director of Volunteerism

- Develop partnerships with nonprofit organizations to establish volunteer opportunities for bowlers and league supporters

- Create a calendar of events, having at least two (2) events each calendar month of the year
- Have at least one (1) volunteer opportunity scheduled for the membership in both the Fall and Winter seasons
- Recruit and develop relationships with bowlers to staff events and to maintain an on-call pool for call outs for both nonprofit organization events and league events
- Increase presence and recognition of volunteerism by way of website, Facebook, email newsletter, and other outputs
- Monitor attendance of volunteers for both call outs and to balance participation to ensure anyone who wants to participate can attend at least one event per year
- Develop and maintain a tracking system for volunteer statistics
- Propose/Select Volunteer of the Quarter/Year

Director of Diversity, Equity, and Inclusion (DEI)

- Develop and implement strategies to recruit and retain a diverse and inclusive group of players, ensuring GBL welcomes LGBTQIA+ persons, people of color, women, trans and non-binary persons, and other underrepresented communities
- Collaborate with GBL leadership to develop programs, initiatives, and policies that foster a culture of belonging and equity within GBL
- Partner with the Director of Recruiting and Bowler Development to ensure recruitment and bowler development efforts are inclusive and accessible to all communities
- Partner with the Director of Volunteerism to identify and promote volunteer opportunities that align with GBL's DEI mission
- Advocate for policies, events, and programs that improve equity, accessibility, and inclusivity within all aspects of the GBL

1.3. TOURNAMENTS COMMITTEES AND DIRECTORS

The Corporation may sponsor two (2) forms of tournaments: A national IGBO tournament and/or a local tournament.

Any GBL Member who is interested in serving as Director for either tournament should make their interest known to the President. If more than one (1) person is interested, a majority vote of the Board of Directors will choose the Tournament Director based on experience and personal skills of leadership, organization, communication, and the ability to work well with others. The Tournament Director will then form a Tournament Committee to assist in making the tournament(s) successful. The two positions of Tournament Director are:

- Local Tournament Director. a one-year term to direct the tournament
- National Tournament Director. a multi-year term beginning at the completion of the previous tournament and ending with the completion of all tournament business (distribution of standings, closing of finances, dissolving of Tournament Committee, etc.)

2. IGBO REPRESENTATIVE

Every bowling league that is a member of the International Gay Bowling Organization (IGBO) selects one (1) of its members to serve as its IGBO Representative. This person is the liaison between IGBO and the local bowling league. If because of some unforeseen conflict, the IGBO Representative cannot attend one (1) of these three (3) meetings (tournaments), the Officers may appoint an alternate IGBO Representative to attend that meeting. In addition, the IGBO Representative shall:

- Attend at least three IGBO meetings (tournaments) per year including either the midyear or annual meeting and both regional meetings. The GBL will pay the entry fee of these three (3) tournaments if the IGBO Representative chooses to bowl
- Represent the Corporation and its interests regarding all business conducted at the above meetings.
- Give a complete report to the Corporation's Board of Directors of all business discussed and decisions made at the above meetings
- Regularly promote and distribute information about upcoming IGBO tournaments and encourage GBL Members to participate

3. OFFICER DUTIES AND RESPONSIBILITIES

President (Executive Director)

- Set the vision and agenda for the organization
- Manage annual/monthly Board of Directors meetings including facilitation of group discussions
- Support the entire Board of Directors in their roles to ensure all decisions and investments made are aligned with the mission and vision of the organization
- Ensure (with elected Officers) matters of long-term health of the organization including our 501(c)(3) status, fiscal well-being, and legal representation
- Serve as spokesperson for the organization with key donors, sponsors, and press
- Send thank you notes to all donors throughout the year, including the year-end appeal
- In conjunction with the Board of Directors, manage any escalated bowler or Captain issues regarding discipline or bowler safety
- Maintain the organization's Bylaws

Vice President (Chief Operating Officer)

- Support the President in any matters that they are unable to complete/attend, including but not limited to the facilitation of Board of Directors meetings in their absence
- Ensure the GBL operations, procedures, voting, and other matters are consistent with the organization's Bylaws
- Support all Directors in their individual roles and provide advice and direction in key matters concerning the quality of our bowlers' experience both on and off the lane
- Support all Directors to ensure all critical deadlines are met and all financial decisions/investments are made in a fiscally responsible manner
- In the circumstance that a Director is unable to fulfill their role or responsibilities, the Vice President will do so in their absence

Treasurer (Chief Financial Officer)

- Oversee the Director of Membership Dues
- Maintain all financial transactions and any documentation associated with said transactions
- Propose and maintain an operational budget throughout the fiscal year
- Verify and reconcile monthly bank statements
- Maintain records and receipts for current and prior years to support annual budgets and tax filings
- Issue payments associated with league operations including vendors, referees, facilities, administration, and Board of Directors reimbursements
- Provide tax documentation for tax filing purposes to any party as needed including donations (monetary or in kind), sponsorships, etc.
- File taxes annually no later than 15th day of the 5th month after the fiscal year ends, or in accordance with any other applicable deadline(s) set by Internal Revenue Service (IRS) or State of Rhode Island Division of Taxation
- Monitor seasonal registration fees to ensure all payments are received and refund fees as needed
- Verify reimbursement requests and submit accordingly with proper forms on file
- Monitor league card usage and verify all charges are accounted for and used for league expenses
- Establish and administer financial controls to ensure compliance among all Board of Directors

Secretary

- Prepare and distribute Minutes from meetings of the Board of Directors, Officers, and GBL Members
- Create the agenda and provide notice of all Board of Director and Organizational meetings
- Maintain roster of active members of the league
- Maintain a Parking Lot of unresolved issues and items a Director would like to discuss

- Distribute necessary documentation (Certificate of Solicitation, Proof of Nonprofit Status, etc.) to Directors for their use
- Solicit, compile, and distribute consent agenda items in advance of Board of Director meetings
- File legally required documentation to the State of Rhode Island Department of Revenue and Attorney General's Office
- Under the supervision of the Board of Directors, prepare and transmit the Annual Report to our Keeper of Records/legal counsel
- Maintain the organization's nonprofit status
- Send condolence and get-well cards/gifts as appropriate
- Serve as Officer and participate in discussions and decision-making at the discretion of the President or the Board of Directors

CORPORATE ADMINISTRATION POLICIES

1. CONFLICT OF INTEREST POLICY

- 1.1. Policy Statement.** GALA Bowling League is committed to conducting its affairs with integrity, transparency, and accountability. The Board of Directors, committee members, and persons with board-delegated authority owe a fiduciary duty to and must always act in the best interests of the Corporation.
- 1.2. Purpose.** This policy establishes procedures for identifying, disclosing, evaluating, and addressing conflicts of interest and related party transactions to protect the Corporation's tax-exempt status when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a member of the Board of Directors or person with board-delegated decision-making or financial authority, or may result in a possible excess benefit transaction. This policy is intended to supplement, but not replace, applicable state and federal law governing conflicts of interest applicable to nonprofit and charitable organizations.
- 1.3. Covered Persons.** This policy applies to members of the Board of Directors; members of Board-appointed committees; members of the Corporation with board-delegated decision-making or financial authority; employees or volunteers of the Corporation with board-delegated decision-making or financial authority; and any other person designated by the Board. These persons are collectively referred to as Covered Persons.
- 1.4. Definition of Conflict of Interest.** A conflict of interest may exist when a Covered Person has a financial, personal, or professional interest that could reasonably be perceived to interfere with the person's duty to act solely in the best interests of the Corporation.
 - 1.4.1. Financial Interest.** A financial interest includes, but is not limited to actual or potential ownership, investment, employment, or contractual relationship with any entity that has, or seeks to have, a transaction or arrangement with the Corporation. Compensation includes direct and indirect remuneration, gifts, favors, or other benefits of material value.
 - 1.4.2. Personal or Professional Interest.** A personal or professional interest includes a close personal, familial, or domestic relationship; a professional affiliation or role; or any circumstance that could reasonably impair objectivity or create the appearance of preferential treatment.
- 1.5. Related Party Transactions.** A related party transaction is any transaction, agreement, or arrangement between the Corporation and a Covered Person; a spouse, domestic partner, or close relative of a Covered Person; or an entity in which a Covered Person has a material financial interest. Such Covered Person is inherently considered to have a conflict of interest.
- 1.6. Duty of Disclosure.** Covered Persons shall promptly disclose any actual, potential, or perceived conflict of interests as soon as it arises and prior to any discussion or vote on the matter. Disclosure must be made to the members of the Board of Directors or members of the Board-appointed committee, as applicable, and shall include all material facts.
- 1.7. Determination of Conflict.** Following disclosure, the Covered Person shall recuse themselves from discussion and decision-making related to the matter, except to provide information at the request of the Board or committee. The disinterested members of the Board or committee shall determine, by majority vote, whether a conflict of interest exists. The Covered Person must not be present during deliberation or voting.
- 1.8. Procedures for Addressing Conflicts.** If a conflict of interest is determined to exist, the Board or committee shall evaluate whether the transaction or arrangement is fair, reasonable, and in the best interests of the Corporation; consider whether comparable alternatives are available that would avoid or mitigate the conflict; and approve, modify, or reject the transaction or arrangement by a majority vote of disinterested members. The Covered Person must not be present during deliberation or voting.
 - 1.8.1. Approval Requirements.** Approval, in wholly or in part, requires a finding that a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, and the transaction or arrangement is in the Corporation's best interest, for its own benefit and is fair and reasonable.
 - 1.8.2. Prohibited Transactions.** The Corporation shall not enter into any related party transaction that results in excess benefit or improper private inurement and is not on terms at least as favorable to the Corporation as those available from an unrelated third party.

1.9. Compensation. A voting member of the Board of Directors or member of a Board-appointed committee who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.

1.10. Documentation and Records. Meeting minutes shall document:

- The identity of the Covered Person who disclosed or were otherwise found to have a personal, financial or professional interest in connection with an actual or possible conflict of interest or related party transaction,
- The nature of the conflict or related party relationship,
- The Board or committee's determination and rationale as to whether a conflict of interest in fact existed,
- The content of the discussion, including any alternatives considered to the proposed transaction or arrangement, and
- All votes and the final decision taken in connection with the proceedings, including the names of all persons present during deliberations and voting.

1.11. Violations of Policy. If the Board or Board-appointed committee has reasonable cause to believe a Covered Person has failed to disclose a conflict or related party transaction, it shall:

- Notify the person and provide an opportunity to respond,
- Conduct further inquiry as appropriate, and
- Take appropriate disciplinary and corrective actions.

1.12. Annual Disclosure and Acknowledgment. Covered Persons shall annually complete and sign a Conflict of Interest and Related Party Disclosure Statement affirming that they:

- Have received and reviewed this policy,
- Understand and agree to comply with its terms,
- Will disclose conflicts and related party transactions promptly, and
- Understands that the Corporation is charitable and in order to engage in its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Signed disclosures shall be maintained by the Secretary.

1.13. Periodic Reviews. To ensure the Corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted by the Board of Directors. The periodic reviews shall, at a minimum, include: whether compensation arrangements and benefits are reasonable, based on competent due diligence, and the result of good-faith bargaining; and whether partnerships, joint ventures, and arrangements conform to the Corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

1.13.1. Use of Outside Advisors. When conducting periodic reviews, the Corporation may, but need not, use outside advisors or experts. The use of outside advisors or experts shall not relieve the Board of Directors of its responsibility for ensuring periodic reviews are conducted.

2. PRIVACY, MEDIA, AND PUBLICITY POLICY

2.1. Policy Statement. GALA Bowling League is committed to respecting the privacy, safety, confidentiality, and autonomy of its members, participants, and volunteers while responsibly managing information and communications related to its activities. The Corporation seeks to balance individual privacy interests with its legitimate needs to administer programs, promote its mission, and engage with the public, and to ensure that all external communications and media interactions are accurate, consistent, and conducted with appropriate authorization.

2.2. Purpose. The purpose of this policy is to establish guidelines governing the collection, use, storage, and dissemination of photographs, videos, recordings, personal information, and other related data associated with the Corporation's activities, and to define authority and procedures for external communications and media inquiries.

- 2.3. Scope.** This policy applies to all Members, Directors, Officers, volunteers, and other persons participating in Corporation-sponsored activities or events. These persons acknowledge and agree to this policy by registering for, or participating in, Corporation-sponsored activities or events, or using any services provided by the Corporation.
- 2.4. Demographic or Personal Information.** The Corporation may collect limited demographic or personal information for registration, administrative, operational, reporting, program planning, accessibility, and inclusivity-related purposes. Such information may include name, date of birth, gender, gender identity or expression, mailing address, phone number, email address, emergency contact information, accessibility or accommodation needs, payment-related information (check numbers and amounts only), and other voluntary information a person submits (e.g., forms, surveys, messages).
- 2.4.1. Collection.** Information is collected when a person:
- Registers for the league, Corporation-sponsored events or activities, or tournaments,
 - Signs waivers, agreements or acknowledgments,
 - Completes forms or surveys,
 - Makes payments,
 - Subscribes to emails or marketing communications,
 - Communicates with the Board of Directors, or Corporation's employees or volunteers, or
 - Visits the Corporation's website or interacts with the Corporation's emails or social-media posts.
- 2.4.2. Use.** Information is used to:
- Operate the league, events, activities, tournaments and programs,
 - Verify competition or participation eligibility (including sanctioning),
 - Communicate schedules, updates and important notices,
 - Manage team rosters, Captains and participants,
 - Process payments and registrations,
 - Send marketing and promotional communications,
 - Evaluate and improve the Corporation's events, activities, programs, and facilities,
 - Promote fundraising and solicit donations,
 - Qualify and apply for grants or other funding,
 - Fulfill sponsorship obligations, and
 - Maintain safety, security and compliance with legal obligations.
- 2.4.3. Sharing.** The Corporation may share limited information (such as name or contact details) with teammates, team Captains or organizers to facilitate participation. Information may also be shared with trusted third parties to support operations including registration platforms, payment processors, mail and marketing platforms, and other trusted third parties necessary for operations (such as the bowling center, the United States Bowling Congress (USBC), or the International Gay Bowling Organization (IGBO)). These third parties will only be given the information necessary to perform their services or functions. The Corporation will not rent, sell or share a participant's personal information with other people or non-affiliated third parties, except as requested by the person, with the person's express consent, or for the legal and safety reasons described in this policy.
- 2.4.4. Legal and Safety Reasons.** The Corporation may disclose information if required by law; to respond to subpoenas, court orders or legal process; to exercise the Corporation's legal rights or defend against legal claims; or if the Corporation believes it is necessary to investigate, prevent or take action regarding illegal activities, suspected fraud, or situations involving potential threats to the physical safety of any person.
- 2.4.5. Anti-Discrimination.** The Corporation will not use or share information for discriminatory purposes.
- 2.4.6. Children's Privacy.** The Corporation does not actively provide services to children (anyone under the age of 18) and does not allow children to participate in Corporation-sponsored activities or events. The Corporation does not knowingly collect personal information from children under 18. In the case the Corporation discovers that a child under 18 has provided personal information, the Corporation will immediately delete such information.

- 2.4.7. Recordkeeping.** Information will be maintained securely and only accessible to the Corporation's Board of Directors, employees, or volunteers as necessary to fulfill their duties. However, information may be kept or transmitted electronically, and no method of transmission over the internet, or method of electronic storage is 100% secure and reliable, and the Corporation cannot guarantee its absolute security. Information may be kept as long as necessary to support legal, accounting and operational requirements. Aggregate or de-identified information may be kept indefinitely.
- 2.5. Media.** The Corporation may capture photos, videos, or recordings of its events and activities for official promotional, educational, or archival purposes. Such media may be used in the Corporation's publications, on the Corporation's website, shared through social-media platforms, or shared with outside media sources (such as local newspapers, magazines, websites, etc.), subject to the opt-out requests as described in this policy.
- 2.6. Confidentiality.** The Corporation will respect the privacy preferences and confidentiality of its members. A Member may submit a written opt-out request to the Secretary if the Member chooses not to have their name, image or likeness used publicly. The Board of Directors shall maintain an up-to-date list of all Members who have submitted such a request. Opt-out requests shall be honored prospectively, and the Corporation will take reasonable steps to comply with such requests to ensure such information is not intentionally used or released by the Corporation, except as required by law.
- 2.6.1. No Guarantee and Third-Party Media.** Notwithstanding the confidentiality provisions of this policy, the Corporation cannot guarantee that names, images, videos or other identifying information will not be captured, shared or published by third parties, including other Members, spectators, or the general public, particularly during events held in public venues. Members acknowledge this possibility and release the Corporation from any liability arising solely from the independent actions of third parties. The Board of Directors will take reasonable steps to honor Member opt-out requests with respect to the Corporation's own use of media.
- 2.7. Official Statements.** Only the President or their designee may issue official statements on behalf of the Corporation to news or media outlets, public officials, partner organizations or other external entities, unless otherwise approved by the Board of Directors.

3. WHISTLEBLOWER PROTECTION POLICY

- 3.1. Policy Statement.** GALA Bowling League is committed to ethical conduct, legal compliance, and accountability in all of its operations. The Corporation prohibits retaliation against any person who, in good faith, reports suspected unlawful, unethical, or improper conduct or participates in an investigation of such conduct.
- 3.2. Purpose.** The purpose of this policy is to establish procedures that encourage the timely reporting of suspected unlawful, unethical, or improper conduct relating to the Corporation's operations and to provide protections for persons who make such reports in good faith.
- 3.3. No Retaliation.** No Director, Officer, Member, volunteer, employee or other person acting on behalf of the Corporation shall suffer retaliation, harassment, or adverse treatment for making a good-faith report of suspected violations of law, regulation, the Bylaws or of any Corporation policy, including financial impropriety, fraud, misuse of assets or abuse. Retaliation against a person for making a protected report or for participating in an investigation under this policy is strictly prohibited and shall constitute a violation of this policy, subject to disciplinary action.
- 3.4. Reporting Procedure.** Reports should be made to the President, or if the President is the subject of the concern, to the Vice President or another Officer or Director of the Corporation. Reports may be made verbally or in writing. Persons making reports are not required to prove the validity of their concerns but must act in good faith, meaning the report is made honestly, without malicious intent, and with a reasonable belief that the information disclosed indicates improper conduct. The President, or Officer or Director receiving the report, shall immediately notify the Board of Directors of the complaint, and the Board of Directors shall promptly investigate all credible reports and take appropriate corrective or disciplinary action.
- 3.5. Confidentiality.** The Corporation will make every reasonable effort to maintain the confidentiality of whistleblower reports and the identity of the reporting person, consistent with the need to conduct an adequate investigation and comply with applicable law.

4. DOCUMENT RETENTION AND DESTRUCTION POLICY

- 4.1. Policy Statement.** GALA Bowling League is committed to maintaining complete, accurate, and reliable records in a manner that supports its operations, governance, and legal compliance. The Corporation recognizes that responsible record retention and orderly destruction of records are essential to transparency, accountability, and the protection of corporate integrity.
- 4.2. Purpose.** The purpose of this policy is to ensure that the Corporation retains necessary records for an appropriate period of time, complies with legal requirements, protects the integrity of corporate records and conducts systematic destruction of records that are no longer required to be maintained.
- 4.3. Records Retained.** Records subject to retention include, but are not limited to, Articles of Incorporation, Bylaws, Policy Register, meeting minutes of the Board of Directors and committees, financial statements, bank records, contracts, whistleblower reports, tax filings, and any other corporate records required to be retained in accordance with applicable federal and state law or as determined by the Board of Directors.
- 4.4. Retention Period.** The Corporation will retain records for the minimum period as described below, and for no less than the period required by applicable federal and state law.

Permanent Records:

- Annual Reports to the Secretary of State
- Articles of Incorporation
- Audit Reports
- Board Meeting and Committee Meeting Minutes
- Bylaws
- Correspondence (legal and important matters)
- Depreciation Schedules
- Insurance records, current accident reports, claims, policies, etc. (active and expired)
- Tax exemption paperwork (i.e., IRS Application for Tax-Exempt Status, IRS Determination Letter, State sales tax exemption, and similar)
- Tax returns and worksheets
- Trademark registrations and copyrights
- Year-End financial statements

Seven (7) Years:

- Accounts payable ledgers and schedules
- Contracts, mortgages, notes and leases (expired)
- Expense analyses/expense distribution schedules
- Invoices
- Payroll records and summaries
- Withholding tax statements

Three (3) Years:

- Bank statements
- Internal audit reports
- Inventory records for products, materials and supplies

Two (2) Years:

- Correspondence (all other)
- Duplicate deposit slips

Documents that are not listed but are substantially similar to those listed in the schedule will be retained for the appropriate length of time as determined by the Board of Directors.

- 4.5. Storage and Duplicate Records.** All records shall be stored in a safe, secure and accessible manner. All records subject to retention shall be duplicated or backed up periodically. Duplicate record or backups must be maintained off site or in another secure manner.

- 4.6. **Electronic Records.** Any Corporate records may be kept electronically as permitted by law. Such records must be accurate, complete, securely stored, and capable of being retrieved and reproduced in a legible form for the full required retention period.
- 4.7. **Destruction.** After the required retention period, records may be destroyed in a secure manner, provided there is no known investigation, audit, or legal proceeding that would require preservation of such records. No record shall be destroyed for the purpose of concealing improper conduct, obstructing an investigation, or avoiding legal obligations.
- 4.8. **Administration.** The Secretary shall maintain custody and responsibility of organizational records and governance records, and the Treasurer shall maintain custody and responsibility of all financial and tax records, unless otherwise directed by the Board of Directors. Record destruction shall be conducted only in accordance with Board-approved procedures and under the supervision of the appropriate Officer.

5. PUBLIC DISCLOSURE AND TRANSPARENCY POLICY

- 5.1. **Policy Statement.** GALA Bowling League is committed to conducting its affairs with transparency, accountability, and integrity, and to complying with applicable federal and state public-inspection and disclosure requirements. The Corporation recognizes that openness in governance and financial stewardship promotes trust among its members, donors, partners, and the public.
- 5.2. **Purpose.** The purpose of this policy is to establish procedures for the availability and dissemination of the Corporation's governing documents, tax filings, and financial information, as required by law.
- 5.3. **Scope.** The Corporation shall make its governing documents, state and federal tax filings, financial statements and any additional documents required to be disclosed under federal or state law available for public inspection. Nothing in this policy shall require the disclosure of confidential information not subject to public inspection, including but not limited to donor lists, internal deliberative materials, personnel records, personal information of Members, or records protected by attorney-client privilege.
- 5.4. **Availability.** Upon written request, copies of such documents shall be made available for review by any member of the public within a reasonable time, consistent with applicable law. Disclosure may be satisfied by providing physical copies, electronic copies, or by directing the requester to documents posted on the Corporation's official website or other authorized electronic platform.
 - 5.4.1. **Fees and Copying.** The Corporation may charge a reasonable fee for the reproduction and delivery of physical copies of such documents, not to exceed the amount permitted under applicable law. No fee shall be charged for documents made available electronically or for on-site inspection, where required.
- 5.5. **Website Posting.** The Board of Directors may authorize the posting of such documents on the Corporation's official website or other electronic platform to enhance accessibility, reduce administrative burden, and satisfy public-inspection obligations in a manner consistent with applicable state or federal law.

6. GIFT ACCEPTANCE POLICY

- 6.1. **Policy Statement.** GALA Bowling League is committed to accepting charitable contributions, sponsorships, and in-kind donations in a manner that supports its mission, preserves its integrity and independence, and complies with applicable federal and state law. The Board of Directors and persons with board-delegated authority owe a fiduciary duty to act in the best interests of the Corporation when soliciting, accepting, or managing gifts on the Corporation's behalf.
- 6.2. **Purpose.** The purpose of this policy is to establish criteria and procedures for the review, acceptance, and administration of charitable contributions, sponsorships, and in-kind donations, including the evaluation of restrictions or conditions on gifts, in order to protect the Corporation's exempt purposes, reputation, and tax-exempt status.
- 6.3. **Authority.** The Board of Directors retains ultimate authority to accept or decline gifts on behalf of the Corporation. The Board may delegate authority to accept routine or customary gifts to Officers or other designated representatives of the Corporation, subject to any limitations or procedures established by the Board.

- 6.4. Donors.** Donations and other forms of support will generally be accepted from individual persons, partnerships, corporations, foundations, government agencies, or other entities, subject to the gift restrictions described in this policy.
- 6.5. Types of Gifts Accepted.** In the course of its regular fundraising activities, the Corporation may accept gifts of money or cash; real property; personal property; marketable securities; and bequests or beneficiaries under trusts, wills, life insurance policies or similar.
- 6.6. Restricted and In-Kind Gifts.** Restricted gifts may be accepted only if the restrictions are consistent with the Corporation's mission and the Corporation determines it has the capacity to comply with such restrictions. In-kind and other non-cash gifts may be accepted at the discretion of the Corporation, and the Corporation may seek the advice of legal counsel prior to accepting. The Corporation will not assign a monetary value to non-cash contributions for tax reporting purposes; donors are solely responsible for determining the value of such gifts in accordance with Internal Revenue Service (IRS) requirements.
- 6.7. Gift Restrictions.** The Corporation will not accept gifts that:
- Are inconsistent with its exempt purposes, mission or governing documents,
 - Require actions that are unlawful, unethical or contrary to the Corporation's values,
 - Result in or may appear to result in improper private benefit, inurement or undue influence to any person or entity,
 - Are conditioned upon political activity, lobbying, or endorsement, except as permitted by law, or
 - Originate from illegal or improper sources.
- The Corporation may decline any gift that imposes restrictions or conditions that the Corporation determines to be inconsistent with its mission, operational capacity, or legal obligations.
- 6.8. Acknowledgement.** All accepted gifts will be acknowledged in accordance with applicable IRS substantiation and disclosure requirements and any additional procedures adopted by the Board of Directors.

7. PARTNERSHIPS AND SPONSORSHIPS POLICY

- 7.1. Policy Statement.** GALA Bowling League is committed to entering into partnerships, sponsorships, and other collaborative relationships in a manner that advances its mission, preserves its integrity and tax-exempt status, and ensures appropriate oversight and accountability for activities conducted in the Corporation's name. Such relationships shall be consistent with the Corporation's governing documents and policies and shall be structured to comply with applicable law.
- 7.2. Purpose.** The purpose of this policy is to establish approval standards and governance guidelines for evaluating, managing, and, when necessary, terminating partnerships, sponsorships, and other collaborative relationships, including the use of the Corporation's name, resources, or branding.
- 7.3. Scope.** This policy applies to partnerships, sponsorships, co-hosted events, joint programs, and other relationships in which the Corporation promotes, supports, or associates its name, logo, or resources with another organization.
- 7.4. Approval and Authority.** The Board of Directors or its designee shall have authority to approve, manage, and terminate relationships covered by this policy. The level of approval required may vary based on the nature, scope, and risk of the relationship, as determined by the Board of Directors or its designee.
- 7.5. Guiding Principles.** When considering entering a relationship covered by this policy, the Board of Directors or its designee shall consider:
- If the reciprocal organization's goals, mission, vision, values and beliefs are compatible with the Corporation's,
 - If the proposed relationship provides an opportunity to advance the Corporation's strategic plan and priority activities,
 - What the overall benefit is for the Corporation, and if there are alternative ways to achieve this benefit, and
 - If the Corporation's members will be positively served by the proposed relationship.
- 7.6. Restrictions.** The Corporation will not enter into or maintain any relationship that:
- Requires or encourages conduct that violates applicable federal, state, or local law,

- Is inconsistent with the Corporation's mission, vision, values, or policies, or
 - May jeopardize the Corporation's tax-exempt status or expose it to undue legal or reputational risk.
- 7.7. **Use of Name and Branding.** The Corporation's name, logo, or branding may be used in connection with a relationship only with appropriate authorization and only in a manner consistent with the Corporation's mission and policies. Use of the Corporation's name or branding shall not be construed as an endorsement of another organization's products, services, or activities unless expressly stated in writing.
- 7.8. **Financial and In-Kind Support.** Financial contributions, shared proceeds, or in-kind support received through relationships shall be used in furtherance of the Corporation's mission and handled in accordance with applicable accounting, reporting, and internal control requirements.
- 7.9. **Right to Withdraw.** The Corporation reserves the right to modify, suspend, or terminate any relationship if it determines that the relationship no longer serves the Corporation's mission or is not being conducted in compliance with this policy or applicable law.