

POLICY AND PROCEDURE MANUAL

YUBA SUTTER USBC ASSOCIATION

Section A: Structure of Board

1. The association's officers and directors, as determined in the associations mandatory bylaws constitute the board of directors.
2. No individual may be elected or appointed to more than one voting position on the board.
3. Additional individuals may be selected/appointed to assist the association; however, those individuals will not be considered members of the board. (i.e. assistant office manager, committee member, etc.) USBC does not extend bonding/burglary/holdup coverage outside of its purchased policy. Members of the board of directors are bonded when handling association funds.
4. Life or other honorary members are not members of the board unless elected by the voting body as an officer or director.
5. USBC shall have the power to suspend, expel, or otherwise discipline for cause, officers or directors of any chartered association.

Section B. Authority and Duties of Board

The management and governance of the association is vested in the board of directors.

The board's duties include but are not limited to:

1. Enforcing the bylaws.
2. Complying with the USBC Association Policy Manual.
3. Ensuring adherence to all USBC Performance Standards.
4. Electing the Nominating Committee.
5. Developing and maintaining an association operations manual.
YSUSBC Bylaws and Association Policy Manual
6. Selecting the Registered Volunteer Supervisor.
7. Conducting championship level competition for its membership constituency.
 - a. YSUSBC Association will conduct championship level competition for men, women and youth and comply with state and local laws in their area.
8. Establishing a procedure for the handling of funds which includes:
 - a. Approving the financial institution(s), which must be federally insured or its equivalent.
 - b. Designating board members, at least 18 years of age, to sign for withdrawals. All withdrawals must have two signatures. Two members of an immediate family cannot co-sign for withdrawals. (Immediate family members include: mother, daughter, sister, wife, husband, son, brother and father, stepsister, stepmother, in-laws, etc. Even though members of an immediate family are not residing in the same household, it would not be permissible for them to act as signatories on association accounts.)
 - c. Ensuring all money is deposited within seven days.
 - d. Authorizing all expenditures which can include electronic transfers of routine bills. (Electronic transfers and routine bills only need initial authorization.)
 - e. Ensuring the president verifies the association accounts monthly.

- f. Ensuring all required financial reports are filed. (IRS, payroll taxes, state taxes, etc..)
9. Establishing a procedure for a quarterly audit.
10. Approving and reporting the budget, developed by the Association Manager, to the membership. This report will include individual salary amounts, if any.
11. Choosing the date of the association annual meeting.
12. Determining the procedure for selecting the annual meeting site.
13. Approving a procedure for retention of records which must include the financial records.
14. Overseeing the transfer of association records and property to the:
 - a. Successors to a position, or employee, no later than the first day of their term or employment.
 - b. Board within two weeks from the date of vacancy.
15. Determining association optional member benefits and dues, if applicable, not to exceed the maximum dues amount determined by the USBC delegates.
16. Developing and implementing a strategic (action) plan.
17. Providing education, training, evaluations, recognition and other services as determined by USBC.
18. Implementing USBC programs.
19. Developing a volunteer/membership recruitment/retention plan that will assist centers with bowler promotions and marketing plans.
20. Implementing an Association Representative Program.
21. Developing and implementing a communication plan.
22. Selecting/appointing and evaluating the performance of the Association Manager.
23. Authorizing other non-board positions to assist the association, including but not limited to, office assistant, clerk, awards chairman, etc.
24. Approving use of membership records. Membership records are the property of USBC and the association and are provided to USBC Headquarters as requested.
25. Establishing a procedure for maintaining averages, which shall include providing each league secretary with the National ID numbers of each participant in the league prior to the end of each league's schedule or association cutoff date for submission of averages. It shall provide for the maintenance of an average record of association members by publishing a yearbook or maintaining a list for office use.

The average listing shall be maintained as part of association records for at least three (3) years and must include the following information:

 - a. A listing, alphabetical by bowler name, of all league averages based on at least 21 games. All such averages shall be considered official. The association shall maintain separate winter league and summer league average listings.
 - b. The names of each league in which a member has bowled at least 21 games.
 - c. The number of games bowled by the member in each league.
 - d. The member's average in each such league. The association has set April 15th as a date for league secretaries to submit averages. Averages as of April 15th shall be considered the final season averages except in the case of bowlers in a league which has not bowled 10 weeks of its schedule as of that date. In that case, the averages at the end of the league schedule are official.

27. Re-rating the league average of an association member when there is evidence the bowler's average does not represent the bowler's true ability.
28. Conducting suspension and reinstatement hearings.
29. The board shall have the power to render final decisions on all protests and disputes within the association unless appealed to USBC Headquarters.
30. Providing other reports as required by USBC Headquarters or the state association.

Section C: General

1. The Yuba Sutter USBC Association (YSUSBCA) shall consist of **Four (4)** Officers and **twelve (12)** Directors. Each shall serve a two (2) year term of office. **Sixteen (16)** total, 20% of total **(3)** will be from Youth Committee.
 - a. 1st Vice President, Sgt-At-Arms and remaining ½ **(6)** of total Directors shall be elected in odd number years.
 - b. President, 2nd Vice President, and ½ **(6)** of total Directors shall be elected in even number years.
 - c. The YSUSBCA Board of Directors shall be elected by the membership at the annual spring meeting.
 - d. The position of Association Manager is a hired position and he or she will be accountable to the YSUSBCA Board.

2. Meetings

General Meeting Requirements

1. Meetings involving youth members may not involve the use of tobacco products or alcoholic beverages.
2. Minutes (All board and association meetings)
 - a. A record (minutes) must be kept of all meetings of the association.
 - b. Minutes of the previous meeting shall:
 - 1) Either be read or a written copy provided to all attendees of the meeting.
 - 2) Be approved at the next meeting.
 - 3) Be filed (paper or electronic) indefinitely.
- a. Board of Directors: The YSUSBCA Board of Directors meetings shall be held once a month or as needed at the discretion of the President. Meeting are held on the first Monday of each month at **6:30pm**.
- b. Annual Meeting: YSUSBCA shall hold an annual meeting open to the membership in spring before the end of the current season.
- c. Uniforms: The YSUSBCA Board of Directors shall wear uniforms at all official functions of the board and while representing YSUSBCA (i.e., tournaments, annual meetings, and conventions).
(Initial uniform shall be the expense of Association. If a second uniform is desired, to be at the expense of the individual board member)
- d. Salaries: YSUSBCA shall pay salary to the Association Manager following the end of summer league each year.

- 3. Absences:** Members of the YSUSBCA Board of Directors shall attend all meetings. Members who miss two (2) consecutive meetings without a valid excuse may be sent a letter requesting resignation. EXCEPTION: Members who are representing YSUSBCA in a official capacity and are absent from any local meeting or function, are excused and this absence will not count in the consecutive meeting policy. Any members that are unable to attend a meeting or function are to contact the Association Manager 24 hours before that meeting or function for any reason other than an emergency.
- 4. Petty Cash:** Association Manager will keep \$50.00 in petty cash to be used for miscellaneous expenses that may arise between board meetings. Proper receipts and a warrant requesting reimbursement of used funds will be presented to the board at the next board meeting to replenish those funds used.
- 5. Reimbursements:** Each committee may spend \$25.00 without approval by the Board of Directors. To be reimbursed for the expenditures a receipt must be presented to the board. The Board of Directors shall approve all expenditures exceeding \$25.00. A presentation should be made to the board explaining the reason for the expenditures, the amount requested and the name of the committee. Upon approval, a warrant will be drawn and a check can then be issued. A receipt shall be given to the Association Manager to be attached to the warrant. If funds were approved by the board, but personal funds were used for the expenditure then a receipt should also accompany a request for reimbursement. All other expenditures shall be submitted to the President using the above warrant system, after the Presidents approval and signature a check can then be issued.
- 6. Retention of Records:** YSUSBCA shall retain its record for the following periods of time. Association Manager will be responsible for the retention of the following.

 - a.** Permanent records consist of:

 1. Minutes
 2. Membership lists
 3. Warrants
 4. Article of Incorporation
 5. Tax Exemption Letter and IRS Report
 6. Bank Statements
 7. Men & Women's Individual High Games, Series Scores & Average
 8. Tournament Champions Names and Scores
 9. Average Books
 10. Financial Records
 11. Certification of Association (Charter)
 12. Employment Records
 13. Tournament Prize List
 14. By-Laws / Policy and Procedure
 15. All other historic items

Seven years**Cancelled checks and supporting income and expense information.

Five years** Employee records, wages, tax withholding, unemployment tax records, and social security tax records.

Three years**Contracts, insurance policies, deeds, general correspondence, lane certification forms, and sanction applications.

Two years** Committee and tournament reports, application for membership cards, tournament entries, and operation records.

7. **Delegates:** The number of delegates necessary is based upon membership. Delegates shall be elected at the YSUSBCA Annual Meeting by plurality vote. It is the responsibility of each delegate to help earn the money to send delegates to State and National conventions. YSUSBCA National delegates shall be provided with reasonable airfare (if necessary) and \$100.00 expense money. YSUSBCA State delegates shall be provided with \$.43 per mile round trip. Delegates are required to attend workshops and annual meetings in their entirety. Delegates shall report information gathered at these meetings to the Board of Directors upon their return.

8. **Awards:** YSUSBCA shall present the following awards on an annual basis:

Men & Women's: High Game
High Series Pin
High Average Pin
Annual Secretary Award (Optional)
Men's League
Women's League
Mixed League
1st Yr Secretary Award

(League Secretary has to be certified to qualify for this award)

9. **Honor Awards:**

a. **Hall of Fame (HOF) By-Laws:**

1. The name of this organization shall be known as Yuba Sutter USBS Hall of Fame (YSUSBCHOF).

2. Purpose: The purpose of the HOF shall be to perpetuate the names of those who have displayed outstanding ability & performance in the sport of American Ten Pins and/or have contributed meritorious service to the image and reputation, promotion, participation, and progress of bowling in the area served by YSUSBC.

3. Selection Committee: Shall consist of 5 members at large of the YSUSBC with the chairperson having been selected by President. Members will be a chairperson, one past HOF recipient, and three other sanctioned bowlers.

4. Hall of Fame Qualifications: Previous HOF recipients are not eligible. Nominees may be selected from living members or may be made posthumously and shall be one of three categories:

A. Meritorious Service 1 Male and 1 Female

1. Ten (10) years as a YSUSBC sanctioned bowler
2. Must have always been and currently a member in good standing with YSUSBC
3. Leadership, league, tournaments, fundraisers
4. Dedication
5. Special achievements
6. Volunteer projects
7. Good will

B. Superior Performance – 1 Male and 1 Female

1. Ten years as a YSUSBC sanctioned bowler
2. Must have always been and currently a member in good standing with YSUSBC
3. Bowling ability
4. Special achievements

C. Superior Performance – Rookie – 1 Only

1. Three years as a YSUSBC sanctioned bowler
2. Must have always been and currently a member in good standing with YSUSBC
3. Bowling ability
4. Special achievements

5. Nominations:

a. Maybe made by any member of the YSUSBC along with the qualifications and achievements of the candidate and must be submitted to the Association Manager by April 1st of current calendar year.

b. Association manager will submit all applications (without name of nominee) to chairperson for committee to review and decide if qualifications are met and choose the recipient(s).

c. Nominations submitted but not selected will be held for consideration for the following year.

6. Awards will be HOF rings with YSUSBC imprint. **NOTE:** Posthumous will receive a plaque. Awards will be presented at a special awards banquet, date and place to be decided each year by HOF committee.

7. Expense: Cost and expense of HOF awards shall be borne by the YSUSBC. Special fundraisers may be created to cover expenses.

8. Lifetime Membership: YSUSBC HOF members receive lifetime membership in this association.

9. Any ruling or procedure not covered herein will be governed by Roberts Rules of Order.

10. All awards including tournament champions will be presented at a special banquet as listed HOF Rule #6.

11. Constitution/By-Laws: This constitution was adopted November 11, 2008 and may thereafter only be amended by two –thirds affirmative vote of the YSUSBC board.

YSUSBC Achievement Awards

High Scratch Series – Men and Women
High Average – Men and Women

Requirements:

1. Must be sanctioned bowler and sanctioned league
2. End of season average
3. Must have bowled 57% of league games and currently in league

Yuba-Sutter USBC Association
Hall of Fame
Nomination Form

Category: Meritorious Service Performance Rookie Performance

Name of Candidate: _____

Status: Married Single Deceased

Spouse's Name: _____

Birthday: _____ Place of Birth _____

Numbers of years as an ABC/WIBC/USBC Member: _____

Years as a sanctioned bowler: _____

Characteristics of Candidate: (Leadership qualities, Dedication, etc.,)

Achievements of Candidate as an ABC/WIBC/USBC Member (Honors, Awards, Tournament Winner etc.)

General Comments: (Use additional paper as necessary to complete information)

Name of Nominator: _____ Phone: _____

Address: _____

Signature of Nominator: _____

Secretary of the Year

1. The name of this recognition shall be known as Yuba Sutter USBC Secretary of the Year (USBCSOTY).
2. Purpose: The purpose of the Secretary of the Year award shall be to recognize and perpetuate the names of those who have displayed outstanding ability and dedication to the office of league secretary in the leagues served by YSUSBC.
3. Selection Committee: Shall be the Hall of Fame (HOF) committee.
4. Secretary of the Year/Requirements:
 - A. Secretary of the Year – Any Sanctioned League
 1. Must be a sanctioned league
 2. Must have been Secretary for 2 years or more
 3. Must have sanctions and awards applied in a timely manner, outlined USBC
 4. Tournament promotion
 5. Must be nominated by a league member(s)
 6. Must promote the sport of bowling and the growth of league participation
 - B. Rookie Secretary of the Year
 1. Must be a sanctioned league
 2. First year as Secretary of a league
 3. Must have sanctions and awards applied in a timely manner as outlined By USBC
 4. Tournament promotion
 5. Must be nominated by a league member(s)
 6. Must promote the sport of bowling and the growth of league Participation
5. Nominations:
 - a. Maybe nominated by any member of the league along with the qualifications and achievements of the candidate and must be submitted to the Association Manager by April 1st of current year.
 - b. Association manager will submit all applications (without name of nominee) to chairperson for a committee review and decide if qualifications are met and choose the recipient(s).
 - c. Nominations submitted but not selected will be held for consideration the following year.

6. Awards will be plaques with YSUSBC imprinted. Awards will be presented at a special awards banquet, date and place to be decided each year by HOF/awards committee.
7. Expense: Cost and expense of Secretary of the Year awards shall be born by the YSUSBC. Special fundraisers may be created to cover expenses.
8. Any rule or procedure not covered herein will be governed by Roberts Rules of Order.
9. All awards including tournament champions will be presented at a special banquet as listed in Secretary of the Year Rule #6.
10. Constitution/By-Laws: This constitution and by-laws were adopted November 11, 2008, and may thereafter only be amended by two-thirds affirmative vote of the YSUSBC board.

YSUSBC Secretary of the Year

Categories:

- 1. Sanctioned League _____
- 2. Rookie (1st year) _____

Requirements:

- 1. Two years in a row max – re-qualify after one year ineligible
- 2. Must have sanctions and awards applied in time required by USBC
- 3. Nominated by that leagues membership
- 4. Tournament promotion

FOR OFFICE USE ONLY:

Date league sanction submitted _____

Award applications submitted _____ timely _____ late _____

10. Special Expenses: YSUSBCA shall

- a. Pay the Hall of Fame winners state, local and national dues for that year.
- b. Pay Hall of Fame members' state, local and national annual dues.
- c. Purchase participation pins for Women's City Tournament and/or Open City Tournament entrants

11. Workshops: YSUSBCA shall hold three workshops annually

- b. Two Secretary Workshop (One for Winter Leagues and another for Summer Leagues): The Association Manager shall chair this committee and do the following.
 1. Two workshops shall be held all league secretaries and officers. A fun tournament will follow the workshops. (Optional)
 2. Set a tentative agenda, type of tournament, date, time and place. The workshop is to be held before winter league starts, after supplies have arrived from USBC Headquarters.
 3. Get approval at the June Board of Directors meeting for workshop plans and any anticipated expenditures. Recruit help for the workshop to distribute packets, work at the sign in table, give miscellaneous presentations (such as BVL), and help with the fun tournament.
 4. Reserve lanes and meeting room based on prior year's attendance at the meeting and the tournament.
 5. Notify all secretaries by letter or flyer 10 days prior to workshop. Request that the secretaries notify their league officers.
 6. Type up agendas, meeting sign in sheets and tournaments sign in sheets.
 7. Part of the material to be covered
 - a. Review information needed from the league secretaries throughout the year.
 - b. USBC membership cost of dues.
 - c. YSUSBCA Association number and NU Generation Certification number (05515).
 - d. Address any other areas of concern or help needed from the leagues.
 - e. Review new YSUSBCA rules and /or changes.
 - f. Review league packet materials. League certification kit, average books, league scheduling packets, playing rule books for team captains, membership card applications and awards forms.
 - g. Hold a question and answer session.
 - h. After completion of this workshop, Secretaries will receive a Certificate of Completion.
- c. **Annual Board of Directors Workshop:** The YSUSBCA Board of Directors shall hold a workshop annually for the board of directors to train new board members and to inform the board as a whole on new programs or ideas.
 1. This workshop should be planned for the September meeting with the Board approval by June or July.

2. Committee should consist of two board members and the Association Manager. Workshop committee should meet as needed.

12. Association Tournaments: The following tournaments are to be held by the YSUSBCA.

1. YSUSBCA Women’s Annual City Tournament, held yearly.

Rules shall be as follows:

- a. Entries will be open to all female members of the YSUSBC Association. Every entrant must be a member in good standing of YSUSBCA. Unmarried students under the age of eighteen (18) must file a parental consent form.
- b. The tournament shall consist of four women team event, a doubles event, a single event, and all events. Three consecutive games shall be bowled in each event and total shall decide the winner. The total of nine games bowled shall determine the all events winner.
- c. Entrants shall use the following entering averages.
 1. Highest January 1, 20__ average of 21 games or more
 2. Highest 20__ - 20__ yearbook average of 21 games or more
 3. Highest 20__ summer league average of 21 games or more
 4. Highest current average of 12 games or more as of February 11, 20__
 5. All others shall bowl scratch.
- d. Open and Close dates shall be determined by the YSUSBCA Board an Association Manager.
- e. Tournament will be handicapped. Handicap will be based on 90% of the difference between 220 and entering average.
- f. Entry fee and monies breakdown shall be determined by the YSUSBCA Board of Directors.

Example 2007: Bowling Fee	\$ 0.00 per event
Prize Fund	0.00 “ “
Expense Fund	0.00 “ “
Tournament Director	.00 “ “
Total	\$00.00 “ “
All Events	\$ 0.00 (optional)
- g. No fees shall be refunded. Entry fees shall be paid by CHECK OR MONEY ORDER and made payable to YSUSBCA.
- h. An entrant may participate in the team event any number of times, provided squads are available, however, not more than two players on one team can place more than once in the prize list or position standings. You cannot place more than once in the prize list with the same player in the doubles event and you can only place once in team, singles event. If entering doubles you must enter single and vice versa. When bowler competes more than once in a team, doubles or singles event, the first appearance in each event will count towards her all events score.
- i. Substitutes are allowed when a replacement is necessary. The tournament director must be advised of substitutions at least one hour before the

scheduled squad time. In case of an emergency after a game has started, a substitute, if available, shall be allowed and combined scores shall count. If no substitute is available, only the actual score of frames bowled shall count. Once a substitute has started the game, the original entrant will not be allowed to return during the balance of the competition during that squad. A substitute shall not be required to reimburse the original entrant with entry fee paid nor shall the substitute be expected to give the original entrant any prize money or trophy they may win.

- j. The lineup will be the same as shown on the entry form. Substitutes will take the place of the original entrant in the lineup.
- k. Entries will be scheduled according to requests if possible and in the order received. The schedule will not be changed by the tournament director except for an emergency. Lanes will be assigned by draw. Each event will be bowled on a pair of lanes. Doubles and singles will change lanes after their first event.
- l. Any player arriving after the game has started will be allowed to bowl and the score will count beginning in the frame being bowled. No score will be given for frames missed.
- m. Singles are to be bowled immediately following doubles. If one partner is late for the doubles event, the entrant present will bowl her singles first. If her partner has not arrived by the time the singles event is finished and a substitute is not available; she will be permitted to bowl her games in the doubles event in order to qualify for all events.
- n. When players are scheduled alone on a pair of lanes, they must bowl as though they were actually contested. The players shall complete one frame on one lane before the lead-off player commences the next frame on the adjoining lanes.
- o. In team event, the captain will check in the entire team one hour prior to squad time. All bowlers in doubles/singles must check in one half hour prior to squad time.
- p. Any protest affecting the eligibility of playing rules must be confirmed in writing to the tournament director before tournament prize list payments are made. Errors in scoring must be reported to the tournament director within 24 hours.
- q. A tournament entrant will not be allowed to re-bowl a game or series except as authorized by the tournament director when the scores are lost from any automatic scoring device.
- r. The association shall declare co-champions if there is a tie for first place in any event, with first and second place money divided equally and duplicated trophies and emblems awarded.
- s. Prize money paid into each event will be returned to the winners in that event only. Prizes will be paid for handicap scores, with at least one prize for each five entries. Awards will be given for handicap winners.
- t. Pins and/or bars will be awarded for scratch games of 200 and over and scratch series of 575 and over. One bar will be given for the

highest game and one bar will be given for the highest 575 or over series and one pin for your first award. Pins will be given to those bowlers with averages of 135 and below bowling a game 50 pins over their average. One pin for the first 50 pins over average will be awarded.

- u. Only authorized personnel will be allowed in the settee area. Members are required to wear suitable attire when participating in the tournament. Short shorts and halter tops are not permitted.
- v. Official spotters will be provided by YSUSBCA.
- w. A bowler may be dismissed for conduct derogatory to the best interest of bowling.
- x. The Tournament Director of the YSUSBCA shall decide any questions not covered by these tournament rules. The Tournament Director shall have the power to hear and act on all protests concerning the tournament.
- y. This tournament is USBC certified.
- z. **ALL CITY TOURNAMENT PARTICIPANTS ARE ELIGIBLE FOR THE QUEENS TOURNAMENT!**

2. Open City Championship, held yearly.

The Association Manager shall be the tournament director.

The rules for this tournament will be the same as the Women's City Tournament but will be open to all YSUSBCA members.

3. Annual Queens Tournament: YSUSBCA shall hold an annual Queen's

Tournament. The Association Manager shall be the tournament director.

- a. Rules for this tournament are to be approved by the YSUSBCA Board and the Association Manager.
- b. The date and time of the tournament should be secured with the bowling center as soon as possible to ensure the date is available.
- c. The appropriate form should be sent to USBC to certify the tournament.
- d. Entry forms will be available during the Women's City Tournament. Entries open at the start of the Women's City Tournament and close at squad time on the day of the Queen's Tournament.
- e. A tentative prize list should be made and posted the day of the tournament.
- f. Check-in is one hour before squad time.
- g. Check-in procedures.
 - 1. Entries received prior to squad time should be available at check-in desk.
 - 2. Entries received at check-in should contain entrants name and money. All entries should be marked paid for accounting purposes.
 - 3. An average sheet of all ladies who bowled the City Tournament should be used to verify eligibility of entrants.

- a. Average sheets should include % of handicap for this tournament and number of pins per individual calculated for a five game series
i.e.: Handicap = 90% of 220 x 5 game.
- 4. Score sheets should be filled out with entrant's name and handicap and returned to the entrant.
- 5. Each entrant shall draw for their own lane and place their score sheet on the console.
- h. The bowlers on each pair of lanes will select one person to write the scores for all bowlers of that group for the duration of the qualifying round.
- i. After completion of a game on a pair of lanes the bowlers will skip a pair of lanes to the right and bowl the next game on that pair of lanes.
 - j. All score sheets should be checked for accuracy and the top five qualifiers announced.
 - k. Choose a pair of lanes for the final round.
 - l. Remember to pay the lineage for the qualifying and final rounds.
 - m. The stepladder final, 5th place qualifier bowls the 4th place qualifier, the winner of this match bowls the 3rd place qualifier, ect. First bowler bowls one frame; second bowler bowls the first frame and the second frame then they alternate as usual.
 - n. Traditionally the Queen is crowned by the reigning Queen or YSUSBCA Board Member.

13. Board Job Descriptions:

President

- a. Elected by majority vote at the association's annual meeting.
- b. Authority and Duties:
 - 1) Presides at all board and association meetings.
 - 2) Acts as spokesperson for the association.
 - 3) Verifies the association accounts monthly.
 - 4) Appoints committees, except nominating, with board approval. In merged associations the president does not appoint the Youth Committee.
 - 5) In a non-merged Youth association, appoints two adult association board members, at least 18 years of age, as adult advisors to the Youth Leaders Chapter (if there is a chapter in the jurisdiction) with approval of the association board and Youth Leaders board.
 - 6) Provides an agenda to the Association Manager which should be within one week in advance of the meeting.
 - 7) The president may attend president-appointed committee meetings in an ex officio, nonvoting capacity, unless stated otherwise in the association's operations manual.

Vice President

- a. Elected by majority vote at the association's annual meeting.
- b. Authority and Duties:
 - 1) Presides at all meetings when the president is absent.

- 2) Performs other duties as prescribed by the board or requested by the president.

Association Manager

- a. Acts as the ex officio, non-voting secretary/treasurer of the board.
- b. Has voice only, does not count towards the quorum and cannot make or second motions at board meetings, unless he/she is also a director. He/she may be excused from board meetings based on the issue/discussion at hand.
- c. Has voice and vote at membership meetings, unless he/she is not a current member of the association.
- d. Is selected/appointed by and accountable to the board and USBC.
- e. Must be a minimum age of 18, unless state laws mandate a specific age and be USBC bondable.
- f. Is not required to be a member of the association however, it is suggested.
- g. Is not eligible to serve concurrently as an officer of the association.
- h. Is eligible to serve as a director. (Not recommended due to possible conflicts of interest.)
- i. Authority and Duties:

1) Reporting

- a) To the board on a regular basis. (At least quarterly.)
- b) To USBC Headquarters as required.
- c) To the delegates/youth representatives/members at every membership meeting and as needed.
- d) A financial report, in writing, at every board and delegate/youth representative/membership meeting.
- e) A written, audited, year-end financial report at a board and the delegate/youth representative/membership meeting.

2) Financial – Complying with the established bookkeeping procedures and accounting of assets and disbursements, as approved by the board, which must include:

- a) Receiving and issuing a receipt for all funds paid to the association within 10 days, i.e. to league secretaries for receipt of dues.
- b) Depositing association funds, and if applicable, Youth Leaders Chapter funds in the association's account, in a financial institution which must be federally insured or its equivalent, within seven days of receipt. Non-board members handling/depositing association or Youth Leader funds are not bonded through USBC.
- c) Ensuring all withdrawals have two signatures. (Two members of an immediate family cannot co-sign for withdrawals.)
- d) Ensuring the president verifies the association accounts monthly.
Note: Committees should be composed of both board members and non-board members with the exception of the Nominating Committee.
- e) Ensuring all required financial reports are filed. (IRS, payroll taxes, state taxes, etc.)
- f) Providing all information requested for the association audits.
- g) Preparing a budget for board approval. (**Note:** The Finance Committee reviews and monitors the budget.)
- h) Staying within budget.

- i) Establishing a procedure for retention of records which must include the financial records, to be approved by the board.
- j) Providing a report of financial transactions as requested by the board or USBC Headquarters.
- k) Paying all bills/invoices/warrants authorized by the board.

3) Other

- a) Implementation of USBC's Performance Standards.
- b) Entering the Registered Volunteer Supervisor's contact information in WinLABS within 20 days of receipt.
- c) Ensuring the Registered Volunteer Supervisor complies with the USBC Registered Volunteer Program requirements.
- d) Assisting with the association self-assessment as directed by USBC Headquarters.
- e) Implementing and monitoring the strategic (action) plan of the association and reporting progress to the board quarterly.
- f) Applying for association charter renewal every five years.
- g) Ordering association supplies.
- h) Processing membership and remitting dues to USBC Headquarters within 20 days of receipt.
- i) Overseeing volunteer activities.
- j) If additional non-board positions have been approved by the board, selecting/appointing individuals for these positions, which could include, but is not limited to, office assistant, clerk, awards chairman, etc.
- k) Association correspondence including distributing information to and from USBC Headquarters to the respective board, proprietors and members.
- l) Ensuring board members have a current copy of the association's bylaws.
- m) Meeting notifications, as designated in the bylaws.
- n) Maintaining the association's operations manual.
- o) Receiving, compiling and filing committee reports.
- p) Recording and maintaining meeting minutes.
- q) Submitting the association's adult delegates/alternates credentials to USBC Headquarters and, in the case of the local associations, also will submit delegates/youth delegates/alternates credentials to the state, within the specified formats and dates.
- r) Transmit all board member information to USBC Headquarters within 20 days of election and maintain the accuracy of the information.
- s) Operation of the association championship tournament, either as tournament manager or as the supervisor of the tournament manager.
- t) Distributing all prize funds within 30 days following the close of the tournament, except when USBC Headquarters has authorized delay in payment.
- u) Maintaining a record of and submitting tournament scores to USBC Headquarters as specified.
- v) Maintaining a record of, verifying and submitting to USBC Headquarters and the state association, averages of members who have participated in at least 21 games in each league.

- w) Providing each league secretary a list of all league members and their National ID numbers for submissions of averages.
- x) Providing membership records and submitting to USBC Headquarters when requested and in a format specified by USBC Headquarters.
- y) Ensuring member's awards are fulfilled within seven days.
- z) Ensuring lane certification and dressing inspections are completed and submitted to USBC Headquarters in a timely manner.
- aa) Entering Youth Leaders Chapter information (identifying Youth Leaders and their titles) in WinLABS within 20 days of receipt, if there is a program in the association's jurisdiction. (Local only)
- bb) Other duties as prescribed by the board, the USBC Bylaws and Association Policy Manual and the association's operations manual.

Sergeant-at-Arms:

If deemed necessary by the association, this individual will be considered an officer of the association. His or her main responsibilities:

1. Making sure that the physical layout of the meeting rooms are comfortable.
2. Counting votes during standing and/or hand votes.
3. Distributing and collecting ballots (if there is no Tellers committee).
4. Speaking up if meeting drifts off topic.
5. Removing disruptive attendees from the meeting.

The sergeant-at-arms shall perform other duties as prescribed by the board or requested by the president. He or she is elected by a majority vote at the association's annual meeting.

Directors

Directors are a group of individuals elected to govern the affairs of the association. Along with the president and vice president, the directors' job is to be in the forefront of bowling activity in their community.

The responsibility of the directors is to ensure that the association's membership receives all of the benefits and services to which they are entitled. The directors are to attend all meetings of the association to stay abreast of all association activities, serve on committees, assist the Association Manager in distributing supplies and awards, and serve as the association's voice, eyes and ears at local bowling centers. Individuals elected to the board of directors must be USBC members and must be at least 14 years of age, unless state laws indicate otherwise. In addition, they are expected to help the association uphold certain standards, which are outlined and should be referred to in the *USBC Bylaws and Association Policy Manual* and the Performance Standards.

Selected/Appointed

- 1) If an individual receives compensation, federal and state laws on employment must be taken into consideration.
- 2) The Nominating Committee, with board approval, should develop a job description and interview prospective candidates for board selection.

Non-Voting

- 1) The Association Manager and any other employee(s) are eligible to be elected to the board, if they meet eligibility requirements.
- 2) The Association Manager may not serve as an officer at the same time he/she is serving as an Association Manager. No employee may serve as an officer at the same time he/she is an employee.

Performance Reviews

1) The Association Manager is selected/appointed by the board and has many important responsibilities. The individual holding this position reports and is accountable to the board and USBC Headquarters. Federal and state laws on employment must be taken into consideration and the president, or a committee appointed by the president, should perform, at a minimum, a yearly performance review.

2) If the board has authorized any other positions, such as office assistant, the Association Manager should perform a yearly performance review and file a report to the board.

14. Committee:

All committees, except the Nominating and Youth committee, are appointed by the president with board approval, and should be made up of an odd number of members and should meet as often as necessary to complete their work. They

should be composed of both board members and non-board members. The president has the authority to remove committee members from president appointed committees. The standing committees select it's own chair and recording secretary. The chair is responsible for scheduling committee meetings

and making sure reports are made at board and membership meetings. The recording secretary takes the meeting minutes. The president is an ex-officio member of all committees, except the Nominating committee or in a merged association the Youth committee. As an ex-officio member of a committee, the president has the same rights as the other committee members, but is not obligated to attend committee meetings and is not counted in determining the number required for a quorum. The Association Manager is not an ex-officio member of any committee, but can be appointed. Committees are classified into two different groups – standing (mandatory) committees and optional (suggested) committees. It should be noted that an individual serving on a standing committee (nominating, finance or youth) must be USBC members. Members of optional committees do not have to be USBC members. However, if not a USBC member, the committee member would not have a vote, just voice.

Committees of the YSUSBCA

- a. Annual Meeting
- b. Audit
- c. Budget
- d. BVL
- e. Finance
- f. Honor Awards
- g. Hospitality
- h. Lane Inspection
- i. Legislative

- j.** Nominating
- k.** Policy and Procedure
- l.** Publicity
- m.** Scholarship
- n.** Sunshine
- o.** Tournaments
- p.** Ways and Means
- q.** Webpage Development
- r.** Youth

Duties of Committees: Member of Committees attend all meetings and on time, volunteer to share in doing a task that needs to be done. Give ideas and opinions with reference to the task. Help create unity of purpose and understanding—and help to decide on the best course of action. Committee reports shall be prepared in writing and given by the chairperson or by an authorized member of the committee to the president as necessary. Reports maybe made for information reports can be made with recommendations and the report must be agreed to by a majority of the committee. Only those agreeing sign the report.

Specific Duties and Procedures of Committees are as follows:

Annual Meeting:

1. Voice and Vote:

- a. All members are entitled to attend association annual meetings with voice.
- b. All individuals who hold an adult membership card and youth representatives, at least 14 years of age, unless state laws mandate a specific age, are entitled to vote.

2. Youth Representatives

a. Definition – Individuals, adult or youth, who are elected or selected to represent the youth at local annual meetings.

b. Requirements:

- 1) Must be a USBC member, at least 14 years of age, unless state laws mandate a specific age.
- 2) Each certified youth league is entitled to one adult representing youth and one youth representative affiliated with that league. Youth who are not affiliated with the league are not eligible to represent the league.
- 3) A center having at least one certified youth league is entitled to one youth representative.
- 4) The following shall be considered for youth league representatives, and shall serve for one year beginning August 1 preceding the annual meeting for which they are elected/selected:
 - a) Members of a certified youth league. (Includes an adult/youth league.)
 - b) Youth Leaders.
 - c) Youth league officials. (Supervisors, coaches, etc.)
 - d) Parents.

c. Vacancies

1) A youth representative unable to attend an association annual meeting may appoint an alternate, who meets the eligibility requirements, from the league represented.

2) Youth representatives who are representatives of more than one league may appoint an alternate from the league represented.

3. Notice – Written notice of an association annual meeting shall be sent and should be at least 15 days prior to the annual meeting. Notice shall be forwarded to:

- a. The board.
- b. League secretaries.
- c. Youth representatives.
- d. Proprietors or center representatives.

4. Quorum – A quorum is the number of voting members who must be present in order for business to be legally transacted. USBC requires a specific number be adopted, not a percentage.

5. Voting Responsibilities:

a. All members who hold an adult membership, at least 14 years of age, unless state laws mandate a specific age:

1) By two-thirds vote, adopt local bylaws and local adult dues, excluding youth dues, up to the established maximum.

2) Elects:

(a) By majority vote, up to 80% of the board, including all officers, with the exception of the Association Manager.

(b) By plurality vote, delegates and alternates who hold an adult membership, at least 18 years of age, to the USBC Annual Meeting as outlined in the USBC National Bylaws.

(c) By plurality vote, delegates and alternates representing adult membership, at least 14 years of age, to the state annual meeting(s) as outlined in the USBC State Bylaws.

Election shall be by ballot, except that a voice vote may be taken when the number of candidates does not exceed the number of positions to be filled.

If a majority vote is not reached on the first ballot, balloting continues until a candidate receives a majority vote. For three or more candidates, the candidate having the lowest vote total is dropped.

Absentee and proxy voting are not permitted.

6. Change in Dues:

a. At least 15 days in advance of the meeting when the vote is to take place, written notification of any proposed change in dues shall be sent to the board and:

- 1) League secretaries.
- 2) Youth Representatives.
- 3) Proprietors or center representatives.

Audit:

The YSUSBCA to appoint and Audit Committee. A full report shall be given to the Board of Directors on a quarterly bases with a final audit to be given at the annual open meeting.

1. **Procedure:** Collect all records from the Association Manager. This to included ledgers, bank statements, canceled checks, receipts, warrants, outstanding bills or expenses, and any other documentation required by the committee to perform the audit. Compare for accuracy and balance. Completed audit must be signed by the auditor and the committee verifying the outcome of the audit. A full written and orally report shall be given to the board at the following months meeting after the quarterly audit and or the annual open meeting.

Bowlers to Veterans Links (BVL):

YSUSBCA shall raise monies to be distributed to California. President shall appoint a chairperson to head this committee.

Finance and Budget:

The committee is responsible for reviewing and monitoring the annual budget and other financial matters.

1. Composed of at least three members of the board.
2. Appointed by the president with board approval.
3. Selects its own chair.
4. Meets at least twice a year.
5. Is responsible for:
 - a. Reviewing and monitoring the budget prepared by the Association Manager and approved by the board.
 - b. Ensuring a yearly audit is completed. May be handled by a committee or an outside auditor. (Quarterly audits are suggested.)

Hospitality:

President to appoint chairperson. Committee to supply beverages and or desserts during Board Meetings and Annual Meeting.

Lane Inspection:

This committee should be responsible for making sure that the bowling centers are certified and lane dressing inspections are completed.

Legislative:

- a. Review and upgrade association bylaws in accordance with USBC.
- b. Propose any bylaw changes suggested and present to the board of approval.

Nominating:

The committee reviews candidates and prepares slates for adult board, delegates representing adult membership and alternate positions. The committee will prepare slates for the Youth Committee based on the recommendation of the Youth Committee. The committee publicizes criteria and procedures for the elected positions.

Policy & Procedure:

This committee should be responsible for setting policy for the Association Board in accordance with the USBC Policy and Procedure Guidelines.

Publicity:

This committee should be responsible for all publicity and news concerning the association and its members throughout the year (i.e. annual state/city tournament). Committee members should acquaint themselves with key personnel of newspapers, radio and television stations, so news releases about upcoming tournaments, actions of the board, awards distributed, news items from USBC Headquarters, new USBC rules, etc. may be submitted to them. To accomplish this, the committee should obtain bowling news from leagues, centers, state associations, USBC Headquarters, etc.

Scholarship:

This committee should be responsible for the funding and selection of qualified candidates for the association's scholarships. This committee also may be responsible for providing an explanation of the amount of the scholarship to be given and the qualifications, before sending out letters to area schools and bowling establishments.

Sunshine:

This committee is responsible for sending out card to our league bowlers when:

- a. Bowlers or their families are hospitalized or ill.
- b. When there is death in their family.
- c. When a YSUSBCA Association member passes away the committee will send a card to the family. A collection will be taken up among the board members for flowers or an appropriate gift in remembrance.

Tournaments:

Association Manager shall be tournament director of all tournaments. He/She can delegate this responsibility to a sub committee that will in turn report to the Association Manager.

Ways & Means:

Policy:

- a. Shall hold annual Christmas Drawing
- b. City Tournament Raffle Table
- c. 50-50 drawing at tournaments
- d. Other at the discretion of committee

Procedure:

- a. Letters of introduction and non-profit status are available from the Association Manager. These can be used to approach business for donations or discounts for Christmas raffle and City Tournament Raffle table.
- b. YSUSBCA Board members or other members of the YSUSBCA Association will provide items for raffle.

- c. Items to be raffled at all tournament should be numbered and cataloged. A list of all winners of prizes should be posted at the bowling center. Phone notification of the winners should be made ASAP and arrangements made to deliver prizes won. Fifty-fifty (50-50) winner and amount won should be recorded. All monies should be turned into the Association Manager.

Webpage Development:

This committee is to be appointed by the President. It is responsible for the creation and continual updating of the webpage YSUSBCA Association.

Youth:

The Youth Committee is elected by majority vote by the Youth Delegates and is responsible for:

- a. Developing eligibility requirements for board members representing the youth to be approved by the delegates representing adult membership and Youth and Youth Delegates.
- b. Electing at least 20% of the board members from the Youth Committee.
- c. Developing eligibility requirements for the Youth Committee, subject to approval of the board of directors.
- d. Recommending youth dues, to be approved by the board.
- e. Monitoring, promoting, reviewing and recommending youth programs conducted by the association.

REVISED October 22, 2009