



SPOKANE COUNTY USBC OPERATIONS MANUAL

Spokane County *USBC Association* *Operations Manual*

This operations manual outlines the operations, policies and procedures of the Spokane County USBC. Throughout this manual the acronym for United States Bowling Congress (USBC) will be used as will the acronym for the association known as Spokane County USBC (SCUSBC).

The name of the organization shall be the Spokane County USBC Association, chartered by the United States Bowling Congress on April 1, 2006.

This document details the governance and structure of the SCUSBC association. The information in this document provides a guide to the requirements for this association to follow in order to run the association as well as how to meet those requirements.

It is designed to break out each of the operations of the association by role and to explain the responsibilities of each role.

The SCUSBC association shall be chartered by USBC and subject to its authority. USBC Headquarters issues charters to local bowling associations that meet requirements established in the USBC Bylaws, USBC Association Policy Manual and by the USBC Board of Directors. USBC Headquarters approves the geographic areas in which chartered associations may operate.

The SCUSBC association operates as non-profit organization and is granted federal tax-exempt status through the USBC's 501c3 group exemption.

SCUSBC Board Structure

The board will consist of a president, one vice president, sergeant at arms, thirteen adult directors and five youth directors or a total of 21 board members. All board members are elected for three year terms and may only serve two consecutive terms in the same position. (*See local bylaws for election criteria.*)

TABLE OF CONTENTS



SPOKANE COUNTY USBC OPERATIONS MANUAL

Chapter One: Charter Requirements.....	3
Chapter Two: Association Structure.....	8
Chapter Three: Membership and Dues	10
Chapter Four: Board of Directors.....	11
Chapter Five: Elected Officers	18
Chapter Six: Association Operations	19
Chapter Seven: Meetings	26
Chapter Eight: Committees	30
Chapter Nine: Delegates	40
Chapter Ten: Amendments.....	43
Chapter Eleven: Establishing a Procedure for Additional Positions	45
Chapter Twelve: Establishing a Procedure for the Handling of Funds	46
Chapter Thirteen: Bonding, Burglary, Holdup Insurance, & Liability Insurance..	48
Chapter Fourteen: SMART	51
Chapter Fifteen: Suspension and Reinstatement	52
Chapter Sixteen: Alcohol and Tobacco Policy	58

SPOKANE COUNTY USBC OPERATIONS MANUAL

Chapter One: Charter Requirements

USBC is the representative, legislative and executive body with complete and final jurisdiction over chartered associations, its members, leagues and tournaments. The purpose of an association is found in the bylaws. USBC has jurisdiction over the name and jurisdictional boundaries for associations. USBC has the authority to remove/ revoke the charter of an association for failure to comply with the Charter Requirements. USBC has the authority to suspend, expel, or otherwise discipline for cause, officers and directors of any chartered association.

Section A. Charter Requirements

To obtain/maintain a charter, an association must:

1. Adopt and adhere to the bylaws provided by USBC and not enact any bylaws or rules inconsistent with *USBC Bylaws, National Supplement, USBC Association Policy Manual*, or the USBC Board of Directors.
2. Comply with the 501(c)(3) status and adhere to federal, state and local laws as well as the filing of required tax forms. Every USBC association will be under the national group exemption and classified as tax exempt under Section 501(c)(3) of the Internal Revenue Code and must comply with IRS requirements.
3. Obtain and comply with their state's corporate statutes.
4. Provide the appropriate championship tournament(s).
5. Conduct an annual meeting.
6. Conduct an annual audit with an outside provider.

<p>NOTE: An outside provider is comprised of anyone that is not a member of the Board of Directors or a family member. A committee can still be appointed as long as they meet the requirements stated above. In no way does this mean the association must hire a Certified Public Accountant or have to pay for the financial review if they can't afford one.</p>

7. Transmit membership/dues, tournament scores (if applicable), awards and association board data to USBC via WinLABS and/or as required by USBC. All associations must indicate the number of board members, current vacancies and who their Youth Directors are (depending on association type).
 - a. Transmit membership and dues, including state dues, to USBC within 20 days of receipt.
 - b. Apply for all USBC awards within seven days of receipt.
 - c. Transmit all board information within 20 days of election and within 48 hours of appointments/resignations and maintain the accuracy of the information.
8. Establish and comply with sound financial policies including, but not limited to, verification by the president monthly of all association accounts and two signatures for withdrawals. The association is to conduct an examination of the association's finances annually. (It is recommended the financial examinations be done on a quarterly basis.)
9. Membership and Awards processing. At the local level this includes the distribution of awards and supplies to the leagues, as well as, the education of league secretaries.
10. All use of USBC, and any USBC logo (the "USBC trademarks"), by the association shall be pursuant to a non-exclusive royalty free license from USBC granted pursuant to the Bylaws. All use of the USBC trademarks shall insure to the benefit of USBC, and USBC shall have the right to inspect and approve all such use of the USBC trademarks by the association.



SPOKANE COUNTY USBC OPERATIONS MANUAL

Revocation

USBC shall have the power to revoke the charter of any state or local association at any time USBC determines the association is not meeting the requirements of chartering or for violating USBC rules. The revocation may be appealed to the USBC Legal and Legislative Committee.

Section B. Business Guidelines

The Business Model is to assist the board in managing the association in a business-like manner. The procedures are stated as **required** and **recommended**.

Required:

1. Support the purpose of the Organization as stated in Article III of the USBC Bylaws.
2. Conduct association championship tournament(s). These tournaments should be self- sufficient.
3. Examination of financial documents/procedures. Additional information in regard to guidance on an audit may be found on the Association page of BOWL.com under Forms and Manuals.
 - a. Deposits: made within seven days of receipt.
 - b. Disbursements: checks, credit cards, transfer of funds.
 - c. Tax forms filed to appropriate agency and on time.
 - d. Dual signatures for withdrawals.
 - e. President verifies all accounts monthly. If statements are issued quarterly the president must verify quarterly.
 - f. Provide needed recommendations.
4. Transmit membership, tournament scores (if applicable), awards and association board data to USBC Headquarters via WinLABS and/or as required by USBC Headquarters. Merged associations must indicate the number of board members, current vacancies and who their Youth Directors are. (Depending on association type).
 - a. Transmit membership and dues, including state dues, to USBC Headquarters within 20 days of receipt. (Local)
 - b. Apply for all USBC awards within seven days of receipt.
 - c. Transmit all board member information within 20 days of election and maintain the accuracy of the information. Update (Local) changes in the board, (i.e., resignations, newly appointed board members) within 48 hours of the change.
5. Provide full financial disclosure to membership annually. (Income, disbursement, salaries, assets, reserves, etc.)
6. Maintain industry standard recommended reserves of 6-9 months, not to exceed 2 years of fixed costs. (Reserves are listed on line 21 of the Form 990-EZ.)
 - a. Tournament lineage, prize fund and state and national dues are not calculated in this dollar amount because they are flow through amounts.
 - b. Utilizing excess reserves through planned, structured programs can increase member services, proprietor satisfaction, industry awareness, and more.
7. Protect the tax exempt status of its association and USBC National as described by Michael Best & Friedrich, LLP, USBC's legal counsel. See the Protect Tax Exempt Status document at the end of this section
8. File all required corporate forms, tax returns and IRS forms as appropriate. Examples include, but are not limited to: IRS Forms (990, Schedule A and Schedule B if applicable), Payroll Taxes, State Corporate Statutes and State Workers Compensation. This would also include recording and filing meeting minutes as required by state law. The IRS has a Form 990 that all associations will need to submit. Form 990 has 3 versions: 990-N, 990-EZ, and 990. See Form 990 series at the end of this chapter to determine the correct form for your association and see IRS.gov for the forms.
9. Follow all local, state, and federal laws.



SPOKANE COUNTY USBC OPERATIONS MANUAL

Recommended:

1. Support and implement programs and services developed by USBC Headquarters. Support the USBC Vision and Mission, which is on the index page of this manual.
2. Develop an association operations manual. Provides guidelines for day-to-day operations of the local association.
3. Prepare and operate under an annual budget. Aids the board in financial proficiency and is a recognized sound business practice.
4. Develop and maintain a membership retention and development plan. Increasing membership and improving proprietor relations ensures not only the association's stability but the future of the sport. This plan should include:
 - a. A program to increase proprietor, association and membership relations. (Locals; however States could help Locals).
 - b. Retaining current members
5. Assist centers with membership promotions and membership marketing plans, i.e. In School programs, After School, High School and Coaching Clinics.
6. Develop and implement a communication plan. The plan should include methods of communicating information to and from USBC Headquarters, the respective board, the proprietors and the members they serve. The plan should also include a method for the members to provide feedback. Examples of types of communication are newsletters, website, e-mail blasts, posters, association representative program, etc.
7. Support USBC partner charities (BVL & Bowl for the Cure) at the local and state level.
 - a. Promotes national recognition for charitable work by the bowling family.
 - b. Still give locally, but report nationally to receive proper credit.
8. Develop an Association leadership/training program/new board member training program to include, at a minimum:
 - a. Duties.
 - b. Bylaws.
 - c. Policies and Operations Manual.
 - d. Committee responsibilities.
9. Develop a Business/Action plan the association can use as a guide to meet its purpose.
10. Perform Evaluations for all paid employees on an annual basis.

Additional information may be found on the Association page of BOWL.com under Forms and Manuals.

SPOKANE COUNTY USBC OPERATIONS MANUAL

USBC Business Template - Attachment A

Michael Best & Friedrich, LLP, USBC’s legal counsel, stated:

- The IRS is using the “commensurate test” to create and enforce a standard that ensures exempt organizations are spending in line with their resources”. Simply put, this means that the IRS is going to ensure that Associations are not hoarding their funds, but are spending the funds to support the purposes for which they received their exemption from taxation.
- If an association violates IRS requirements it may have its exemption from taxation cancelled.
- If the IRS were to challenge the exempt status of an Association, the potential financial impact on the Association coupled with legal fees to defend an IRS proceeding, could jeopardize its continued viability.
- Associations will be expected to:
 - Create and maintain board minutes, policies, documents related to governance and fundraising, and reports related to administrative activities. The IRS expects that actions taken by Associations in Board and Committee meetings to be documented.
 - Maintain information concerning the results of their activities and the measurement of their performance of their exempt purposes.
 - Oversee and evaluate staffing needs and to measure the performance of their chief executive.
 - Boards will be expected to meet on a regular basis at pre-announced times with a known agenda and to keep minutes of meetings.
 - Evaluate their effectiveness and performance every three years.
- There will be increased scrutiny concerning the obligation of the Associations to keep and maintain complete, current and accurate financial records. Associations will be expected to implement safeguards to protect member funds, to audit the records of those entrusted with the funds and to conduct an annual review of the Association’s financial activities by a qualified, independent expert.
- The IRS has recommended that an Association have an audit committee and employ an outside audit expert whenever it possesses significant funds.
- The IRS expects the local and state associations chartered by USBC to have procedures and policies in place to ensure the activities and operations of the associations are consistent with those of the parent organization. The IRS will use Form 990 Report to monitor this requirement.
- Prudence suggests that action be taken before criticism is leveled, claims of breach of duty are made or an action is taken to revoke tax exempt status.

<i>Form 990 Series Information</i>	Form to File
Gross receipts normally ≤ \$50,000	990-N
Gross receipts > \$50,000 and < \$200,000, and Total assets < \$500,000	990-EZ or 990
Gross receipts ≥ \$200,000, and/or Total assets ≥ \$500,000	990

All associations are required to file one of the versions of the *IRS Form 990 (Every Year) - Return of Organization Exempt from Income Tax* based on the association’s “gross receipts”.



Web: www.spokaneusbc.org
E-mail: scusbc@spokaneUSBC.com
FB: facebook.com/SpokaneCountyUSBC/

SPOKANE COUNTY USBC OPERATIONS MANUAL

Additional information may be found on the Association page of BOWL.com under Forms and Manuals.

SPOKANE COUNTY USBC OPERATIONS MANUAL

Chapter Two: Association Structure

This chapter details USBC requirements for associations regarding charters, association purpose, tax exemption, incorporating, name, jurisdictional area, and dissolution.

USBC is the representative, legislative and executive body with complete and final jurisdiction over chartered associations, its members, leagues, and tournaments.

Section A. Association Purpose

The purpose of the association is to:

1. Provide equal opportunity for all in the sport of bowling without regard to race, religion, age, sex, sexual orientation, disability or national origin.
2. Promote the game of American Tenpins.
3. Conduct and support bowling competition.
4. Engage in other activities permitted by an organization classified as tax exempt under Section 501(c)(3) of the Internal Revenue Code.
5. Provide services and benefits to its members.
6. Enforce the playing rules.
7. Promote the growth of youth activities.
8. Maintain or increase membership.
9. Foster programs to increase bowling skills among its membership.

Section B. Incorporation

The SCUSBC association is incorporated and must comply with state requirements and maintain their corporate status. This could include yearly filings and fees.

Section C. Jurisdiction/Location

1. The association's jurisdictional boundaries shall be approved by USBC Headquarters.
2. Jurisdictional boundaries describe the area, including the centers, assigned to an association. The association will then provide programs and services to the members in the centers in that area. Boundary examples include county lines, state roads, rivers, mountains, etc.
3. USBC Headquarters shall decide all questions of jurisdiction. The association(s) involved in a jurisdictional boundary dispute shall submit their recommendation(s) to USBC Headquarters for a decision. Any appeal of the decision shall be submitted to USBC Headquarters according to USBC appeal procedures.
4. Any change or modification of the boundaries shall be approved by USBC Headquarters.
5. Local association jurisdictional boundaries shall include at least one certified bowling center.
6. The SCUSBC association is a merged association serving men, women and youth bowlers.

Section E. Association Dissolution

Associations who no longer have a charter with USBC include, but are not limited to, those that:

1. Have merged with another association.
2. No longer have an active USBC certified center within its jurisdiction.
3. Had its charter revoked by USBC.
4. Chose to dissolve.

Once USBC has terminated an association charter, all assets, including trusts and escrow accounts, must be transferred within 30 days to the association(s) serving its members. If the association does not



SPOKANE COUNTY USBC OPERATIONS MANUAL

have an active USBC certified center, the assets will be transferred to the state association(s).

Merged association/no active USBC certified center

Prior to merging/dissolving and after payment of all bills, lawful obligations and liabilities, the association has the right to assign up to 25% of their funds to:

1. A nationally approved 501(c)(3) organization.
2. The new association to benefit the membership, such as for the women's or open championship tournaments or for scholarships. When earmarking funds to benefit the membership, it cannot be for more than a three year period.

Charter revoked/other

Within 30 days of the date of USBC's letter notifying the association of their charter being revoked, an association must:

1. Pay all outstanding bills.
2. Discharge all lawful obligations and liabilities.
3. Transfer all remaining assets to the association that is serving the membership.

USBC has the authority to enforce any/all distributions as stated above.

Additional information may be found on the Association page of BOWL.com under Forms and Manuals.



SPOKANE COUNTY USBC OPERATIONS MANUAL

Chapter Three: Membership and Dues

This chapter explains the processing of membership dues.

Section A. Dues – State/Local - Adult

The SCUSBC association will determine the amount of local adult dues for its members. Local dues will be determined by the members. In addition:

1. Associations who service men and women must charge the same local association dues amount to men and women.
2. Youth members, who also buy an adult membership must pay national, state and local dues unless the association waives all or part of its own adult dues. (Refer to Rule 400 for youth eligibility.)
3. Associations will accept payment of annual membership dues in any form approved by USBC Headquarters.

Section B. Dues - Youth

The annual USBC Youth Standard membership dues are \$4, state/local association dues are not allowed.

Section D. Distribution of State Dues

State dues shall be distributed by USBC Headquarters as follows:

1. Merged State – Adult dues go to the merged state association.

SPOKANE COUNTY USBC OPERATIONS MANUAL

Chapter Four: Board of Directors

This chapter explains the board structure, the authority and duties of board members, and topics associated with board eligibility, participation, and responsibilities.

Section A. Structure

1. The association's officers and directors, as determined in the association's mandatory bylaws, constitute the board of directors.
 - a. The Association Manager is not a member of the board of directors unless elected/appointed to a director's position by the voting body.
 - b. The Association Manager may not be elected/appointed as an Officer of the association.
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.)
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 authority to suspend, expel, or otherwise discipline for cause, officers or directors of any chartered association.
6. The SCUSBC Board will consist of three officers, eighteen directors and the Association Manager.
7. The SCUSBC Board will have the required 20% Youth representation on the board.
8. Officers and Directors are elected to three year terms and may only serve two consecutive terms in the same office.
9. A stagger system shall be used for Director positions and six shall be elected each year. No more than two Youth Directors shall be elected in any one year.
10. A stagger system shall be used for the Officer positions with one Officer being elected each year.

Section B. Authority and Duties

The management and governance of the association is vested in the SCUSBC board of directors. The board's duties include but are not limited to:

1. Enforce the bylaws.
2. Comply with the *USBC Association Policy Manual*.
3. Conduct championship level competition for its membership constituency.
4. Establish a procedure for the handling of funds which includes:
 - a. Approve the financial institution(s), which must be federally insured or its equivalent.
 - b. Approve the signatures' for the financial account of at least two individuals (officers/directors/association manager) authorized for withdrawals.
 - c. Comply with bonding requirements.
 - d. Ensure all money is deposited within seven days.
 - e. Authorize all expenditures which can include electronic transfers of routine bills. (Electronic transfers and routine bills only need initial authorization.)
 - f. Ensure the president verifies the association accounts monthly.
 - g. Ensure all required financial reports are filed. (IRS, payroll taxes, state taxes, etc.)
 - h. Ensure scholarship funds are deposited into USBC's SMART program within 30 days of completion of the league or tournament, or academic or meritorious accomplishment.
 - i. Approve an individual(s) to sign contracts (must be at least 18 years old).
5. Establish a procedure for a yearly examination and verification of all the organization's financial documents and accounts. (Quarterly examination of the organization's financial status is

SPOKANE COUNTY USBC OPERATIONS MANUAL

recommended.

NOTE: It is a USBC requirement that an association, at a minimum, completes an audit with an outside provider on an annual basis. USBC does suggest an association complete regular internal audits in addition to the required annual outside audit. If there should be a need for any other interim audits (i.e. merger, new association manager, etc.), they should be scheduled as necessary. An outside provider is comprised of anyone that is not a member of the Board of Directors or a family member. A committee still can be appointed as long as they meet the requirements stated above. In no way does this mean the association must hire a Certified Public Accountant or have to pay for the financial review if they can't afford one.

6. Choose the date of the association annual meeting.
7. Determine the procedure for selecting the annual meeting and championship tournament site(s).
8. Approve a procedure for retention of records which must include the financial records.
9. Oversee 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.
10. If the board wants to lower their dues for seniors, etc., see Article IV of the Association Bylaws.
11. Implement USBC programs as requested.
12. Ensure the association has an active e-mail account, to be maintained and regularly monitored by the association manager or another individual appointed by the board. The e-mail account must be entered in the association's WinLABS database and transmitted to USBC Headquarters.
13. Select/appoint the association manager.
14. Approve requests by a center or another entity for a special mailing to the entire membership.
 - a. The membership list must be retained by the association and the mailing must be made by the association or a bonded mailing service.
 - b. If a center requests a mailing to one or more individuals, the association board must receive written approval from each center prior to doing the mailing. If a center does not provide written approval, his/her center's bowlers must be excluded from the mailing.
 - c. Association mailings, such as state or local tournament promotions, or mailings done by the association on behalf of another entity (state association, tournament group, etc.) not within the association's jurisdiction, does not require approval from centers.
15. The association may set a date for league secretaries to submit averages but this date may not be earlier than May 31. Averages as of the date set 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.
 - a. Provide each league secretary with the National ID number of each participant in the league prior to the end of each league's schedule or association cutoff date.
 - b. Process all averages, including pin total and number of games bowled in WinLABS or a system approved by USBC, regardless of the number of games.
16. Re-rate the league average of an association member when there is evidence the bowler's average does not represent the bowler's true ability. (Local)
17. Conduct suspension and reinstatement hearings if requested by USBC Headquarters. (Refer to the Suspension and Reinstatement Procedures for re-rate, suspension, reinstatement, and appeal procedures in Chapter 16.)

SPOKANE COUNTY USBC OPERATIONS MANUAL

18. Render a final decision on all protests and disputes within the association unless appealed to USBC Headquarters.
19. Provide other reports as required by USBC Headquarters.
20. Be aware of bonding, burglary, and hold-up insurance from USBC, as well as the need for liability insurance.
21. Establish partnership with proprietors.
22. Approve committees.

Section C. Board Eligibility

In addition to the eligibility requirements in the association's bylaws, the following applies:

1. A candidate for the board (elected or appointed) must be bondable by USBC, if at least 18 years of age.

NOTE: To be bondable by USBC, individuals must: (For details see Chapter 14.)

1. Be at least 18 years of age or older.
2. Not have been convicted of a felony.
3. Not have misused any funds.

2. The association manager is not eligible to serve concurrently as an officer; however, may be elected as a director.
3. A maximum of three bowling center proprietors may serve on the Board at one time. A proprietor is defined as an individual who is the owner, partner, or corporate Officer of a bowling center or group of bowling centers. (Please refer to your bylaws for further information.)
4. Representation on the state board from local associations is not limited unless otherwise specified in the state bylaws. If limited:
 - a. The first local association the individual joins (within the state) will be the determining factor in applying the limitation.
 - b. An officer or director who changes residence shall not be required to relinquish office until the term expires unless:
 - 1) A written resignation is received.
 - 2) Disciplinary action or the removal procedures are instituted in accordance with the procedures in the USBC Bylaws and Suspension and Reinstatement Procedures (Chapter 16).
 - 3) Membership is not renewed by October 1. Before a vacancy can be declared, the individual has the opportunity to appear before the board to explain the reasons for not renewing his/her membership.
5. Being an auxiliary board member may not be used as an eligibility requirement for election to the board. (See Auxiliary Members, Section M)

Section D. Elections

In addition to the election requirements in the USBC Bylaws, the following applies:

1. Board members remain in office until their successors take office.
2. Terms of office begin August 1 following the election unless another date is specified in the bylaws. If another date is adopted, it is to be indicated in Article V, Section D of the association's bylaws.
3. The president, vice president(s), and sergeant-at-arms (optional) positions shall be voted on separately and consecutively beginning with the highest office to be filled.
4. When only one candidate has been nominated for a position, they may be elected by acclamation. (NOTE: Election by Acclamation - Election by unanimous consent; used only when

SPOKANE COUNTY USBC OPERATIONS MANUAL

only one person has been nominated for an office.)

5. An officer or director may accept a nomination and run for election for another office on the board without resigning the present office. If defeated, the individual completes his/her term.

Section E. Election Protest

Any and all protests must be voiced during the meeting at the time of the infraction (i.e., during the election process). If a protest is voiced during the meeting and *no action* is taken by the presiding officer/board, then a protest may be filed, in writing, to USBC Headquarters (Attn: Rules) within 15 days of the meeting.

Directions on protests during the meeting are announced at the meeting. An appropriate venue would be in the opening remarks or the Rules of the Meeting and/or again by the chairman prior to the elections. If there is no timely protest, the election stands.

Section F. Resignation, Removal and Vacancies

In addition to the USBC Bylaws and Suspension and Reinstatement Procedures, the following applies: No vacancy, except by death, can be filled unless:

1. A written resignation is received.
2. Disciplinary action or the removal procedure is instituted in accordance with the procedures in the *USBC Bylaws* and Suspension and Reinstatement Procedures (Chapter 16).
3. Membership is not renewed by October 1. Before a vacancy can be declared, the individual has the opportunity to appear before the board to explain the reasons for not renewing the membership.

Refer to the Suspension and Reinstatement Procedures (Chapter 16) for removal of a board member or member suspension and reinstatement procedures.

Section G. Bonding

1. USBC maintains a policy of bonding, burglary, and holdup insurance for all chartered associations. The bonding, burglary, and holdup insurance coverage is available through a policy of insurance issued to USBC by an independent licensed insurance company.

USBC chartered associations, with the exception of those located on US Military Bases in foreign countries, automatically are covered for \$10,000. Additional coverage can be obtained without cost, upon written (State & Youth) request to USBC Headquarters or e-mail bonding@bowl.com or through the WinLABS program (Local). Additional coverage must be requested yearly. The policies of insurance provide coverage for misuse of funds by an association officer and bonds all officers and directors of the association for loss of funds due to burglary and/or holdup.

2. Coverage is extended to a non-board member appointed by the association manager as the tournament manager of a required championship tournament.
3. Funds from other association tournaments, conducted by a non-board member appointed by the association manager, are not bonded until received by a member of the board.
4. Requirements for Bonding
 - a. **Family Members.** Two members of an immediate family cannot co-sign for withdrawals. (Immediate family members include: mother, daughter, sister, wife, husband, son, brother, 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.)
 - b. **Individuals must:**



SPOKANE COUNTY USBC OPERATIONS MANUAL

- 1) Be at least 18 years of age or older.
- 2) Not have been convicted of a felony.
- 3) Not have misused any funds

Section H. Hierarchy of Governing Documents

Associations are governed by the documents in the following order. Should a higher ranking document contradict with a lower ranking document, the information in the higher ranking document should be adhered to.

1. Federal Laws.
2. State Laws.
3. Local Laws.
4. Articles of Incorporation.
5. USBC Bylaws.
6. *USBC Association Policy Manual*.
7. *Association's Operations Manual*, if applicable.
8. *Robert's Rules of Order, Newly Revised* (most recent edition).

Section I. Diversity

1. USBC will provide equal opportunity for all in the sport of bowling without regard to race, religion, age, sex, sexual orientation, disability, or national origin.
2. All associations should make every effort to ensure its board and committees are representative of its membership.

Section J. Life Members

Individuals who have been recognized by their former ABC and/or WIBC associations as honorary members will retain their titles of Life Member or Member Emerita of the former ABC and/or WIBC association. These honorary members are not members of the board of directors unless they are elected to one of the board positions.

The board has the authority to determine if it will develop its own recognition program and/or honorary memberships. If the association determines that Life Membership is to be part of its recognition program, those members could receive special discounts, etc. but may not include automatic board participation.

Section K. Conflict of Interest

Board members have a legal responsibility to the association and its members and may be held responsible for failing to honor those obligations. A board member must:

1. Look out for the associations and member's best interest, not his/her own.
2. Not experience personal gain from his/her position as a member of the board.
3. Not participate in the decision making process if the decision affects that individual. Example: If voting on a host center for the association tournament, any interested board member(s), especially a proprietor member of the board, should not vote and should excuse themselves from the discussions.
4. Maintain confidentiality in all matters of the board.

Section L. Expenses

Legitimate business expenses can be reimbursed, with board approval. Such expenses must be documented, including receipts. (See Chapter 10, Reimbursing Business Expense.)

SPOKANE COUNTY USBC OPERATIONS MANUAL

Section M. Auxiliary Members

For the purpose of training and educating a potential board member, the association board may implement an auxiliary board member program.

The auxiliary members perform specific duties for the association, as determined by the board, and:

1. Are appointed by the president with board approval. An association may not use being an auxiliary board member as an eligibility requirement for election to the board.
2. Attend board meetings with voice only and no vote. The auxiliary member(s) must be excused from the board meeting when confidential or legal business is discussed (i.e. hearings, performance reviews, etc.)

Section N. Other Requirements

1. Registered Volunteer Program

Specific roles or positions within the USBC Youth program that require registration include:

- a. Local youth association:
 - 1) All Board members.
 - 2) Association Manager.
- b. Local merged association:
 - 1) All Youth Committee members.
 - 2) Youth Directors (20% of the board who represent youth).
 - 3) Association Manager.
- c. Non-family members who serve as overnight trip chaperones.

2. Record Retention

Associations are required to maintain:

- a. All required records of all former organizations.
- b. Records as described in the Record Retention Guide (See the association page on BOWL.com, Forms and Manuals section).

3. Supply Distribution

Associations must develop a supply distribution system that best fits the needs of the leagues.

4. Logos

- a. The USBC logo is trademarked. Any use of the USBC logo must be approved by headquarters. Associations may not license the use of the USBC logo or trademarks (i.e., related graphics such as the logo for BOWL.com, USBC tournaments, departments, etc.) to any third party.
- b. The USBC association logo templates must be used when creating an association logo. Associations who want to customize association logos must submit the proposed logo to USBC Headquarters at marketing@bowl.com, or to their Regional Manager for approval before printing or digitizing.
- c. When creating new (or reordering existing) association apparel, pins, etc., that include a logo, your USBC association logo must be used. If logos are not used on these items, it is acceptable to only use your USBC association name without the logo.
- d. The primary and secondary USBC youth logos are trademarked, and may not be altered. All use of USBC youth logos must be approved by USBC by emailing a request to marketing@bowl.com.

5. Recognition

USBC associations are required to:

- a. Maintain records of all those previously honored, such as:



SPOKANE COUNTY USBC OPERATIONS MANUAL

- 1) Hall of Fame members.
- 2) Honorary members.
- b. Solicit input and submit names of individuals deserving national, state and/or local recognition.
- c. Provide USBC Headquarters with appropriate information, as requested.

Additional information may be found on the Association page of BOWL.com under Forms and Manuals.

SPOKANE COUNTY USBC OPERATIONS MANUAL

Chapter Five: Elected Officers

This chapter details the specific elected officer positions, their authority and duties.

Section A. President

The President has additional roles/duties in comparison to other board members, but does not have any additional authority than other board members. These duties are centered on the principles of overseeing association activities and providing guidance in helping the association meet its goals.

Authority and duties:

1. Presides at all board and association meetings.
2. Acts as spokesperson for the association.
3. Obtains financial records from the association manager and verifies the association accounts monthly.
 - a. If already reconciled, the president would check to see that the reconciliation is correct.
 - b. Compares itemized deposits and receipts.
 - c. Verifies that all deposits are made within 7 days of receipt.
 - d. Verifies checkbook entries including voids and cancelled checks.
 - e. Verifies that all checks and/or receipts have two authorization signatures.
4. Appoints committees and committee chairman, with board approval, and has the authority to remove them. If a replacement is needed, appoints a person, with board approval.
5. Provides an agenda to the association manager which should be within one week in advance of the meeting.
6. May attend president-appointed committee meetings in an ex-officio, non-voting capacity, unless the Board directs otherwise.

Section B. Vice President

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.
3. Should be prepared to serve as presiding officer by:
 - a. Having a copy of the next meeting's agenda before the meeting
 - b. Having a good understanding of parliamentary procedure
 - c. Being familiar with the association's governing documents (*bylaws, USBC Association Policy Manual, association operations manual, etc.*)

Section C. Sergeant-at-Arms (Optional)

If deemed necessary by the association, this individual will be considered an officer of the association. His/her main duties, which should be added to the association's operations manual, if applicable, should include:

1. Counting votes during hand/standing votes.
2. Distributing/collecting ballots (if there are no tellers)
3. Speaking up if meeting drifts off topic
4. Removing disruptive attendees from the meeting

Additional information may be found on the Association page of BOWL.com, under Forms and Manuals.

SPOKANE COUNTY USBC OPERATIONS MANUAL

Chapter Six: Association Operations

Section A. Association Manager Duties

1. Acts as the ex officio, non-voting secretary/treasurer of the board.
2. 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.
3. Has voice and vote at membership meetings, if a current member of the association.
4. Is selected/appointed by, and accountable to, the board and USBC.
5. Must be a minimum age of 18, unless state laws mandate a specific age, and be USBC bondable.

NOTE: To be bondable by USBC, individuals must: (For details see Chapter 14.)

- 1) Be at least 18 years of age or older.
- 2) Not have been convicted of a felony.
- 3) Not have misused any funds.

6. Is not required to be a member of the association; however, it is strongly suggested.
7. Is not eligible to serve concurrently as an officer of the association.
8. Is eligible to serve as a director. (Not recommended due to possible conflicts of interest.)
9. Authority and duties:
 - a. **Reporting**
 - 1) To USBC Headquarters, as required.
 - 2) To the board/delegates/youth representatives/members at every meeting and as needed.
 - 3) A financial report, in writing, at every board and delegate/youth representative/membership meeting.
 - 4) A written year-end financial report at a board and the delegate/youth representative/membership meeting.
 - b. **Financial.** Comply with the established bookkeeping procedures and accounting of assets and disbursements, as approved by the board, which must include:
 - 1) Receive and issue a receipt for all funds paid to the association within 10 days, i.e., a local association would send a receipt to league secretaries for receipt of dues.
 - 2) Deposit 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 are not bonded through USBC.
 - 3) Ensure all withdrawals have two signatures. (Two members of an immediate family cannot cosign for withdrawals.)
 - 4) Provide the president with all records for monthly verifications.
 - 5) Ensure all required financial reports are filed. (IRS, payroll taxes, state taxes, etc. Refer to Section D of this chapter.)
 - 6) Provide all documentation for the examination of the organization's financial documents.

SPOKANE COUNTY USBC OPERATIONS MANUAL

NOTE: An annual audit, also known as a year-end financial review, is put in place to verify that the association's financials are correct and proper procedures are followed for deposits, statement verifications, and tax filings. A sample year-end financial review form can be found on BOWL.com/associations under the Forms and Manuals tab.

- 7) Prepare a budget for board approval, if required. (Note: The finance committee reviews and monitors the budget, if applicable.) He/she is accountable to maintain the operating costs within the approved budget. If additional funds are needed, he/she must make the request per the board's approved policy.
 - 8) Establish a procedure for retention of records that must include the financial records, to be approved by the board.
 - 9) Provide a report of financial transactions as requested by the board or USBC Headquarters.
 - 10) Pay all bills authorized by the board.
 - 11) Pay all invoices/warrants from funds submitted and approved by the Youth Leaders Chapter. Must ensure there are two signatures on the invoice/warrant, one of which must be an adult advisor.
 - 12) Submit scholarship funds to USBC Headquarters for administration by SMART within 30 days of the completion of the league/tournament/event, including academic or meritorious accomplishments.
- c. **Other**
- 1) Handle association correspondence, including distributing information to and from USBC Headquarters to the respective board, proprietors and members.
 - 2) Ensure board members have a current copy of the association's bylaws.
 - 3) Distribute meeting notifications, as designated in the bylaws.
 - 4) Maintain the association's operations manual, if applicable.
 - 5) Receive, compile and file committee reports.
 - 6) Record and maintain meeting minutes.
 - 7) Manage the association championship tournament(s) and all other association tournaments. The association manager is the tournament manager, or acts as the supervisor of the tournament manager.
 - 8) Maintain for at least one year, a prize list with the name and score of each prize winner, the prize issued and a financial statement listing all prize receipt disbursements for each tournament conducted.
 - 9) Distribute all prize funds within 30 days following the close of the tournament, except when USBC Headquarters has authorized delay in payment.
 - 10) Maintain a record of and submit tournament scores to USBC Headquarters as specified.
 - 11) Order association supplies.
 - 12) Select/appoint individuals for additional non-board positions, if these positions have been approved by the board. Positions could include, but are not limited to, office assistant, clerk, awards chairman, etc.
 - 13) Maintain a record of, verify and submit to USBC Headquarters the pin fall and number of games for all members who have participated in a league, regardless of the number of games bowled. (Local)

SPOKANE COUNTY USBC OPERATIONS MANUAL

NOTE: Official averages for adults are 21 games and youth are 12 games. Regardless of the number of games bowled, USBC must have all games entered into WinLABS or USBC approved processing system and transmitted to USBC.

- 14) Provide each league secretary a list of all league members and their National ID numbers for submission of averages. (Local)
- 15) Provide membership records and submit to USBC Headquarters when requested and in a format specified by USBC Headquarters.
- 16) Ensure lane certification and dressing inspections are completed and submitted to USBC Headquarters in a timely manner. Lane certification may begin on April 1 each year, and must be completed by August 31.
- 17) Submit the association's delegates/alternates credentials to USBC Headquarters and, in the case of the local associations, submitting delegates/ youth delegates/alternates credentials to the state, within the specified formats and dates.
- 18) Process membership and remit USBC national and state dues (adult) to USBC Headquarters within 20 days of receipt. (Local)
- 19) Perform an upload of WinLABS backup twice per year. (The first one must be completed after "starting new season" in WinLABS).
- 20) Transmit all board member information to USBC Headquarters within 20 days of election and maintaining the accuracy of the information.
- 21) Within 7 days of receipt by the local association all USBC award applications must be processed using USBC's processing system. State associations would have an agreement for processing with one local association; or send all award applications to:
 - a) Each respective association.
 - b) USBC Headquarters.
- 22) Run the appropriate reports in WinLABS to assist the association in managing member's awards.
 - a) Honor score awards that are sent to the association's mailing address, but have not been received in a timely manner, must be reported to USBC Headquarters within:
 - i. 30 days of the date shipped for plaques and trophies.
 - ii. 60 days of the date shipped for rings.
 - b) Honor score awards that are shown to have been shipped to the association, but not received, and not reported within the above timeframe will be charged to the association.
 - c) USBC will charge the association for replacements when the award is processed incorrectly by the association.
- 23) Enter Youth Leaders Chapter information (identifying youth leaders and their titles) in Win-LABS within 20 days of receipt, if there is a Youth Leaders program in the association's jurisdiction. (Local).
- 24) Oversee volunteer activities.
- 25) Perform other duties as prescribed by the board, the USBC Bylaws, *USBC Association Policy Manual*, and the association's operations manual, as applicable.

Section B. Performance Reviews

1. The association manager reports and is accountable to the board and USBC Headquarters.
2. Federal and state laws on employment must be taken into consideration.
3. The board should, at a minimum, review the association manager's performance annually.
4. Documentation of performance items (both good and bad) should start from the day of the



SPOKANE COUNTY USBC OPERATIONS MANUAL

association manager’s hiring/appointment.

Section C. Processing and Distributing Awards

USBC local associations are required to:

1. Distribute/present all national awards within seven days of receipt of an award shipped to the association.
2. Submit high score awards applications to USBC Headquarters electronically, or as specified by USBC, within seven days of receipt of the completed application.

For member history purposes, associations should transmit all earned national awards information to USBC Headquarters within seven days of the completed application.

Section D. IRS and Tax Information

The following lists some of an association’s requirements for filing Internal Revenue Service (IRS) and state forms. Associations may be required to file additional forms. Contact the local IRS office, State Department of Revenue, or a tax consultant.

It is the responsibility of the **entire board** to ensure all legal documents are filed and all taxes are paid as legally required. This will include Form 990, 990-EZ, 990-N, 999-T, 1099, W2, 941 and any others as applicable. Must comply with federal, state and/or local laws in regards to small games of chance.

See the association page of BOWL.com under Forms and Manuals for our documents on Tax and IRS, Tax Requirement, and Tax Exempt Status.

The following is from the IRS website:

<http://www.irs.gov/charities/article/0,,id=184445,00.html>

<i>Form 990 Series Information</i>	Form to File
Gross receipts normally ≤\$50,000	990-N
Gross receipts >\$50,000 and <\$200,000, and Total assets <\$500,000	990-EZ or 990
Gross receipts ≥\$200,000, or Total assets ≥\$500,000	990

Section E. Association Tournaments

This section describes the association requirements for conducting tournaments.

1. **Required Tournaments**
 - a. **Merged Associations:**
 - 1) Open tournament (men and women).
 - 2) Women’s tournament.
 - 3) Youth tournament.

If state public accommodation laws allow, the association may offer a men's only and a women’s only championship tournament rather than the open tournament. USBC will not be responsible for any consequences resulting from actions of any association that does not comply with state laws.

If an open and women’s championship tournament is offered, the association may offer a men’s only championship tournament if state public accommodation laws allow. Contact an attorney for more information on public accommodation laws and advice on what specific practices are

SPOKANE COUNTY USBC OPERATIONS MANUAL

permitted in your state.

2. **Tournament Operation**

- a. An annual championship tournament shall be conducted unless:
 - 1) The USBC national or state association championship tournament is held in the association's jurisdiction. The association board is given the authority to determine if it should forego the local tournament for that year.
 - 2) Specific permission to forego the tournament must be granted by USBC Headquarters-Rules Department.
- b. All USBC members must have an equal opportunity to participate in tournaments of equal design and quality.
 - 1) Associations should put equal effort into their championship tournaments regardless of the number of entries.
 - 2) Any added monies should be added to each championship tournaments proportionate to entries.
 - 3) Tournament formats should be decided upon based upon feedback and the needs of the bowlers in the association.
- c. The association manager is responsible for the operation of the association championship tournament(s) and all other association tournaments, either as tournament manager or as supervisor of the tournament manager.
- d. One tournament may be conducted with divisions for open (men and women), women and/or youth.
- e. Tournament scores must be submitted to USBC Headquarters as specified.

3. **Certification**

- a. Association championship tournaments are certified through the Online Tournament Certification (OTC) system on BOWL.com.
- b. If the association conducts additional tournaments, they must be certified with USBC, using the OTC system, including modified formats and scholarship tournaments. Scholarship funds must be submitted to USBC Headquarters for administration by SMART. Fund-raising events to benefit named charities do not have to be certified (Bowl for the Cure®, etc.).
- c. Tournament Management is required to submit the financial report online once the tournament is completed.

4. **Rules**

- a. The championship tournament shall be governed by the following:
 - 1) Article V of the mandatory association bylaws.
 - 2) *USBC Playing Rules*.
 - 3) *USBC Association Policy Manual*.
- b. Tournament rules:
 - 1) Are adopted by the board or a committee (more than one member) appointed by the board. A majority vote is required to adopt or change the tournament rules.
 - 2) Shall not conflict with USBC rules. The following rules do not apply:
 - a) 300c, Item 1(b)
 - b) 301a
 - c) 303 Item e
 - 3) The following formats are not available for the annual association championship tournament:
 - a) Pro-Am Tournament. Rule 301e
 - b) Mail-o-Graphic. Rule 302
 - c) Modified Formats. Rule 3
 - 4) Can limit the number of players who are identified as professionals or who apply for

SPOKANE COUNTY USBC OPERATIONS MANUAL

membership in any professional bowling organization during the calendar year preceding the event and up through their dates of competition to two on a four or five-player team and one on a three-player or doubles team.

- 5) Cannot require an average to have a minimum number of games in excess of 21 (adult), 12 (youth) games.

5. Entering Averages

- a. A member who competes in leagues in other associations must enter with his/her highest league average unless the tournament rules state that only averages established in leagues under its jurisdiction are to be used.
- b. An official USBC average includes averages established in winter and summer seasons. Unless tournament rules state otherwise, a bowler shall use his/her highest average regardless if established in winter or summer.

NOTE: An official average includes both summer and winter averages. For example, the summer 2015 averages would be part of averages for the 2014-15 season. All averages that appear on BOWL.com are considered official. If leagues and tournaments want to restrict entering averages to a particular season, they should be specific as to what averages they are using.

6. Average Adjustment

The tournament manager or an authorized representative may adjust an entrant's average upward prior to bowling. Such adjustment may be appealed to USBC Headquarters within 10 days of the date of bowling or prior to the payment of prizes, whichever comes first. If the entrant chooses not to bowl with the adjusted average, the entry fees shall be refunded.

7. Format

The association champions can be in any or all of the following events:

- a. Five, four or three-player teams.
- b. Two-player teams. (Doubles)
- c. Singles events.
- d. All-events.

8. Consolidated Tournaments

Local associations adjacent to each other may consolidate their annual association championship tournament provided the boards of the adjacent associations approve such consolidation. The boards of the adjacent associations shall determine the management of the consolidated association championship tournament. Consolidated tournaments are then operated as one event with one prize fund. Associations must notify USBC Headquarters if they choose to hold a consolidated tournament so that both associations may be credited with hosting their required championship event.

9. Eligibility

- a. **Adults.** Must be a member of the association and have paid current association dues, including National and state (if applicable).
- b. **Youth.** All USBC Youth Members are eligible. Associations may have a tournament rule restricting participation. However, any such limitation may not exclude any USBC Youth member who is bowling in a league within the associations' jurisdiction.
- c. Associations may adopt additional tournament eligibility requirements provided they do not conflict with USBC rules. Tournament rules may require:
 - 1) An individual to be a member of the association not more than 30 days prior to the date

SPOKANE COUNTY USBC OPERATIONS MANUAL

the player participates in the tournament.

- 2) Members who are eligible for another association championship tournament to bowl a predetermined number of games, not more than 21, in a league within its jurisdiction. Members of multiple associations who do not bowl the required number of games in any association will be eligible for the association tournament through which their USBC national dues were paid.

NOTE: Eligibility cannot be restricted for individuals who have a current average of 21 (adult), 12 (youth) or more games in a league within its jurisdiction or members who do not hold membership in another association.

10. **State Pepsi USBC Youth Championships**

Associations serving youth shall encourage and assist coaches of USBC youth leagues to conduct qualifying levels of the State Pepsi USBC Youth Championships. The qualifying levels will be outlined in the State Pepsi USBC Youth Championships Tournament rules.

11. Protests and appeals must be filed in writing stating the grounds for the protest/appeal. Refer to *USBC Playing Rules*, Rule 329.

Additional information may be found on the Association page of BOWL.com under Forms and Manuals.

SPOKANE COUNTY USBC OPERATIONS MANUAL

Chapter Seven: Meetings

This chapter details requirements associated with membership and board meetings.

Section A. General Meeting Requirements

1. Meetings involving youth members may not involve the use of tobacco products or alcoholic beverages.
2. Minutes.
 - a. Minutes must be kept for all meetings of the association.
 - b. Minutes of the previous meeting shall:
 - 1) Either be read (not recommended) or a written copy provided to all attendees of the meeting.
 - 2) Be approved at the next meeting.
 - 3) Be filed (paper or electronic) permanently.
3. Mail, absentee and proxy voting are not permitted.
4. A merged association may not hold separate meetings of members and youth representatives (Local).

Section B. Annual Meeting 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.

1. **Local Annual Meeting** - To conduct business at a local annual meeting, both the number of adult members, and the number of youth representatives, as determined in the association's bylaws, must be present.
2. **The number of Adult members for a quorum is 45.**
3. **The number of Youth Representatives for a quorum is 10.**

<p>NOTE: The quorum should be as large a number as can be reasonably depended on to be present at a meeting.</p>

Section C. Youth Representation at Annual Meetings

1. **Attendance at Annual Meetings**
 - a. Youth Delegates. Attend merged state and/or non-merged state youth association meetings.
 - b. Youth Representatives. Attend merged local and/or non-merged local youth association meetings.
2. **Youth Representatives (Local)**
 - a. Youth representatives consist of the following:
 - 1) All youth members of the association, at least 14 years of age.
 - 2) One adult representative, who is a USBC member, from each certified youth or adult/youth league.
 - 3) One representative, who is a USBC member, from each center in which there is at least one certified youth league.
 - b. League and center representatives serving as youth representatives shall serve for one year.

SPOKANE COUNTY USBC OPERATIONS MANUAL

c. Vacancies

- 1) A league or center representative serving as a youth representative, who is unable to attend an association annual meeting, may appoint an alternate, who meets the eligibility requirements, from the league or center represented.
- 2) A league representative chosen to represent more than one league may appoint an alternate from the league represented.

Section D. Board Meetings

1. **Quorum:**

- a. To conduct business at a board meeting, the number of board members as determined in the association's bylaws must be present. USBC requires a specific number be adopted, not a percentage.
 - b. The association manager has voice only and does not count towards the quorum, unless the association manager is also a director.
 - c. The quorum for a board meeting is 12.
2. **Excused from Meetings.** A board member, including the association manager, may be excused from any portion of a board meeting based on a conflict of interest.
3. **Entitled to Vote.** All members of the board of directors are entitled to voice and vote with the exception of the association manager, who acts as the ex officio non-voting secretary/treasurer of the board and has voice only. The association manager may have vote if also elected as a director.

Section E. Teleconference, E-mail and Mail Voting

Article VII, Section B, Item 4 of the bylaws must be adopted by the Members/Youth Representatives to use teleconference, e-mail or mail voting, and only if state laws permit.

These options may be used for both board and committee meetings.

Votes by teleconference, e-mail or mail should only be used for emergency/urgent issues. All other issues should be handled at a board/committee meeting.

Questions may be submitted through the mail (e-mail, if every member of the board has e-mail) to all members of the board.

A quorum is required as listed in Article VII, Section B, Item 2 of your bylaws. Record of the vote will be recorded in the board's minutes. This action must be reported at the next board meeting.

1. **Teleconference.** This is a meeting conducted by use of telephones or cell phones without requiring attendees to be physically present in the same physical area. Such a conference may also incorporate video.
 - a. The question/subject to be discussed should be told in advance of the teleconference to all board members so that they may prepare for the call.
 - b. Minutes must be taken for all teleconferences.
 - c. Teleconferences are handled just like a regular meeting.
 - 1) President/Chairperson hosts the meeting.
 - 2) Everyone should have the opportunity to speak.
 - d. Voting procedures:
 - 1) Roll call vote

SPOKANE COUNTY USBC OPERATIONS MANUAL

- 2) Group vote (Aye/Nay)
 - 3) Secret ballot (Must be done by email. See E-mail voting procedures below.)
 - e. Minutes of teleconference meetings are treated as regular minutes and should be reported at the next regular meeting.
2. **E-mail voting.** The Delegates must have previously voted to approve the use of an e-mail ballot vote for a particular issue or, in an emergency. (Article VII, Section B, Item 4 of the bylaws.)
- a. If every member of the board has e-mail, questions may be submitted electronically and shall be sent to every member of the board. The e-mail must include:
 - 1) The number of responses needed to meet a quorum (Quorum number is the same as is required for a board meeting.)
 - 2) Full instructions for marking the ballot.
 - 3) Required return date.
 - 4) Information from which it can be determined that the e-mail vote was authorized by the board member. Examples: National ID number, last four digits of a board member's Social Security number, passwords, etc. could be used as proof of identification. Board may decide on the method for authorization and include it as part of their Operations Manual.
 - 5) The e-mail address and person to which the e-mail ballot is to be returned. The President should choose one specific person will be designated to receive the e-mail ballots by the specified deadline.
 - a) NOTE: When casting your vote, use only the "Reply" button and not the "Reply All" button.
 - b) The proposed action as would be stated when making a motion.
 - c) Separate ballots shall be given for each proposed action.
 - 6) Adequate, fair and open discussion of the issue must precede the e-mail vote. NOTE: Explain in the e-mail that all discussion should be done using the "Reply All" button so that everyone may be included in the discussion.
 - 7) Results of the e-mail ballot voting are to be verified by two other persons.
 - 8) The person chosen to receive the returned e-mail ballots shall:
 - a) Record the results of the e-mail ballot vote.
 - (1) Votes must be held confidential.
 - (2) Abstentions do not count in vote tally.
 - b) Report the results of the e-mail ballot vote to all board members by a method chosen by the board (e-mail, meeting, conference call, phone tree, etc.) within 10 days after the voting deadline.
 - c) Retain a hard copy of each ballot, as required by state law. If no law, then retain a hard copy until after the next in-person meeting. After which, if no question or challenge has been raised, the hard copy records are destroyed.
 - d) Read and record the vote in the next board's minutes. This has the same effect as taking the vote at a meeting.

3. **Mail voting**

- 1) Questions may be submitted through the mail and shall be sent to every member of the board. Notice must include:
 - a) The number of responses needed to meet a quorum.
 - b) Required return date.
 - c) Full instructions for marking the ballot.
 - d) The President should choose one specific person will be designated to receive the ballots by the specified deadline.
 - e) The proposed action.

SPOKANE COUNTY USBC OPERATIONS MANUAL

- f) Separate ballots shall be given for each proposed action. Approval of the ballot requires a majority vote and the quorum is valid only when the number of votes cast equals or exceeds the quorum required for a regular board meeting.
- 2) If the vote is not to be secret also send the following:
 - a) Printed ballot containing space for voter's signature.
 - b) Self-addressed return envelope.
 - 3) If the vote is to be secret, also send the following:
 - a) Printed ballot (no signature space).
 - b) An inner envelope with a space for the voter's signature placed on its face instead of on the ballot.
 - c) Self-addressed return envelope.

The person(s) designated to receive/count ballots should hold them, unopened, until the meeting or date the votes are to be counted, remove the inner envelopes; and verify the ballot is from a qualified voter. Open the inner envelopes and remove the ballots.
 - 4) Count the ballots. Report the results of the mail vote to all board members by a method chosen by the board within 10 days after the voting deadline.
 - 5) Retain a hard copy of each ballot, as required by state law. If no law, then retain a hard copy until after the next in-person meeting. After which, if no question or challenge has been raised, the hard copy records are destroyed.
 - 6) Read and record the vote in the next board's minutes. This has the same effect as taking the vote at a meeting.

NOTE: In all cases where the USBC Bylaws and *USBC Association Policy Manual* are silent, the most recent edition of *Robert's Rules of Order, Newly Revised* shall govern all meetings.

Additional information may be found on the Association page of BOWL.com, under Forms and Manuals.

SPOKANE COUNTY USBC OPERATIONS MANUAL

Chapter Eight: Committees

This chapter details the requirements of the standing committees and the optional committees to be used by the SCUSBC association.

Every state and local association is required to have a finance committee. In addition, every state and local merged association is required to have a Youth Committee.

Association committees, may be comprised of both board members and non-members. Non-members serve with voice, but no vote.

The SCUSBC President, with the advice and consent of the Board of Directors, appoints the members of all committees. These committee members are board members and other volunteers who are USBC members. All committee activities are subject to approval by the Board of Directors.

All committee appointments expire at the end of the fiscal year (July 31). The SCUSBC President should have recommendations on new committee members submitted for board approval at the first board meeting in the new fiscal year.

Each committee should submit a written report at the last board meeting of the fiscal year to summarize the committee activities during the current fiscal year with recommendations on projects and activities for the committee in the following fiscal year. This report should also include a preliminary budget request for any funding requirements during the following year.

Section A. Finance Committee

1. Composed of at least three members of the board, including the chairman.
2. Appointed by the president with board approval.
3. Is responsible for:
 - a. Reviewing and monitoring the budget prepared by the association manager and approved by the board, if applicable.
 - b. Ensuring a yearly review of financial documents is completed by an outside provider. Must be handled by a committee or an outside auditor, provided they meet the requirements thereof (See note below). Quarterly reviews are suggested, which could be handled by a board committee.

NOTE: An outside provider is comprised of anyone that is not a member of the Board of Directors or a family member. A committee can still be appointed as long as they meet the requirements stated above. In no way does this mean the association must hire a Certified Public Accountant or have to pay for the financial review if they can't afford one.

SPOKANE COUNTY USBC OPERATIONS MANUAL

SCUSBC Finance Committee

This committee has the responsibility to work with the Association Manager in preparing and adopting an annual local association budget and ensuring that expenditures are in line with budgeted amounts. This committee works with the Association Manager in the preparation of the annual budget and reviews the periodic financial reports prepared by the Association Manager.

- Get funding requests from all committees.
 - Contact all committees and request funding requests by July 1.
- Review funding requests and prior year's financial activity and prepare proposed budget to be presented to board for approval or revision.
 - Have preliminary budget ready for approval/revision at the first board meeting of the fiscal year.
- Prepare and distribute final budget after approval by board.
 - Distribute final budget at second board meeting of the fiscal year.
- Review quarterly financial reports prepared by Association Manager.
 - Quarterly financial reports should be distributed at the next board meeting following the end of each fiscal quarter and at the end of the fiscal year.

This committee has the responsibility for conducting a quarterly audit of the financial and reporting records of the association activities. The committee also needs to ensure that proper accounting and record handling activities are being followed and all tax and other reports are filed in a timely manner. They should review the monthly bank statements and the periodic financial reports prepared by the Association Manager.

- Conduct a quarterly audit of the financial and tax records following the end of each fiscal quarter.
 - Compare membership dues receipts amounts and WinLABS totals to financial records.
 - Compare WinLABS records of tournament receipts and prize distributions to financial records.
 - Review various tax reports to ensure timely filing of all reports.
 - Review financial reports submitted to board members or members to ensure reports accurately report financial information.
 - Complete within 30 days of the end of each fiscal quarter.

External Audit Committee

- Conduct an annual audit of the financial and tax records after the conclusion of the association's fiscal year activities.
 - Complete within 60 days of the end of the fiscal year.
- Prepare an annual audit report for the permanent files of the local association and submit copies of this audit to USBC as requested.
 - Copies to be retained in the files of the Association Manager.

SPOKANE COUNTY USBC OPERATIONS MANUAL

Section B. Youth Committee (Merged Only)

1. Appointed by the president (including the chairman) with board approval.
2. Is responsible for:
 - a. Developing any additional eligibility requirements for:
 - 1) Youth Directors. At least 20% of the board members, to be elected by the delegates/youth delegates (State) or members/youth representatives (Local), and to be included in the association's bylaws.
 - 2) Youth Delegates. Candidates for youth delegates to the state annual meeting, to be elected by the members/youth representatives (Local), and to be included in the association's bylaws. Any adopted eligibility requirements shall be placed at the end of Article IX, Section C, Item 2 of the merged local bylaws.
 - b. Monitoring, promoting, reviewing and recommending youth programs and services conducted by the association.
 - c. Reporting to the board. The board approves all youth related matters using input from the youth committee/youth directors.
 - d. Appointing 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 Youth Leaders' board.
3. **Vacancies.** Vacancies on the Youth Committee are filled by the President, with Board approval.

Youth Activities

This committee has the responsibility for reviewing and coordinating all local youth activities. This committee makes recommendations to the SCUSBC board on youth activities. They assist, as needed, in monitoring the Registered Volunteer program.

- Prepare recommendations for Youth tournament activities.
 - Present recommendations to Tournament Committee by July 1 or when requested by that committee.
- Present budget request for local Youth awards, Youth tournaments and Youth Committee activities.
 - Submit budget request to Finance committee by July 1.
- Prepare recommendations for Local Association Youth awards.
 - Present budget request to Finance Committee by July 1.
 - Coordinate with Awards/Recognition Committee on selection and purchase of local awards.
 - Assist Association Manager in distribution of Local Youth awards.
- Solicit and present nominations for Youth Director positions and Youth State Delegate positions to the Planning/Activities Committee.
 - Prepare applications for all Youth positions to be elected at the next annual Membership Meeting five months prior to the meeting.
 - Distribute applications to all youth leagues and centers at least four months prior to the annual Membership Meeting
 - Present all nominations to Planning/Activities Committee 30 days prior to the Annual Membership Meeting.

SPOKANE COUNTY USBC OPERATIONS MANUAL

Youth Scholarships

This committee also has the responsibility for recommending youth scholarships that will be presented by the local association. This committee develops the scholarship requirements and solicits and reviews all scholarship applications.

-
- Promote scholarship applications from all youth bowlers.
 - Scholarship applications and information should be provided to all youth leagues at the start of the winter league season.
- Collect and review all applications received.
 - Applications will be accepted up to December 31.
- Make recommendations to the board on scholarships to be awarded.
 - Recommendations should be submitted to the board at the first board meeting after February 1.
- Have scholarship awards deposited in the association SMART account and arrange for suitable recognition.
 - Work with Association Manager to have all scholarship awards deposited in the local association SMART account.

Section C. Other SCUSBC Committees

1. The president may establish other committees, with board approval, as needed.
2. The president appoints the chairman and committee members.
3. The President has the authority to remove committee members from president appointed committees.
4. Other committees may be, but are not limited to:
 - * Lane Certification
 - * Procedures/Bylaws
 - * Tournaments
 - * Hall of Fame
 - * Awards/Recognition
 - * Planning/Activities
 - * Communications
 - * Strategic Planning

All committees are appointed by the SCUSBC President with the advice and consent of the Board of Directors. Committees are made up of board members and other volunteers who are USBC members. All committee activities are subject to approval by the Board of Directors.

All committees should give regular reports of their activities to the board; a progress report during committee tasks and a final report upon completion of said task. A committee report should describe the following:

- Procedures used to gather data
- Information or facts obtained
- Conclusions drawn from information
- Recommendations (if requested)

Once developed, the committee report must be adopted by a majority of the committee members. The written report is then submitted to the association board. It is also customary for committees to present reports at the association's annual meeting. These reports outline the committee's accomplishments from the previous year, as well as its future tasks.

SPOKANE COUNTY USBC OPERATIONS MANUAL

Whether a committee report is presented verbally to the board generally depends on whether a copy of the report was included with the board meeting notice. Written reports should be submitted to the board at least six (6) days prior to the meeting for inclusion with the notice. If the written report is not submitted with the meeting notice, the chair of the committee distributes the report at the meeting and verbally presents a summation of the report. The board is then asked to accept the report. The board may choose not to have a committee report presented verbally if it is included with the meeting notice, as it is assumed it has been read. This report should also include a preliminary budget request for any funding requirements during the following year.

All committee appointments expire at the end of the fiscal year (July 31). The SCUSBC President should have recommendations on new committee members submitted for board approval at the first board meeting in the new fiscal year.

Lane Certification

This committee has the responsibility for the annual lane certification program as specified by USBC and the periodic lane inspections required by USBC for recognition of High Score awards. (300, 800's, 11 in a Row, etc.)

- Schedule and perform annual center certifications for all bowling centers.
 - All certifications must be completed between April 1 and August 31.
 - A \$5.00 per lane certification fee is collected from each center with \$4.00 divided between the lane inspectors and \$1.00 going to the local association.
 - Provide certification information to the Association Manager who will then update the center information on bowl.com.
- Schedule and perform required lane inspections for all High Score awards.
 - An inspection fee of \$10.00 will be paid by the association for each lane inspection.
 - At least one high score inspection is required within 30 days of the first High Score bowled in the center during the fiscal year.
- Perform additional lane inspections as needed or requested by the board.
 - Additional inspections may be performed at the request of the board or the discretion of the Lane Certification committee.

Procedures/Bylaws

- This committee has the responsibility for preparing and updating the local Operations manual for our local association. This manual, and the National, State and Local Bylaws, provide the guidelines for all our local association activities.
- Prepare and update the Operations manual.
 - Review on an annual basis and as requested by the board.
- Review USBC Association Manual changes and Local, State and National bylaw changes to determine if the Operations manual needs revision.
 - Review annually and as changes to these documents are released.

SPOKANE COUNTY USBC OPERATIONS MANUAL

This committee also has the responsibility for review of the Association Bylaws and making recommendations on any changes that may be needed to comply with National or State requirements. This committee is also responsible for accepting and reviewing any proposed amendments to the bylaws that may be submitted by local association members.

- Prepare and update our Local Bylaws.
 - Review recommended Merged Local Bylaws prepared by USBC
 - Make any updates mandated by USBC or our State association
 - Make any updates required by any local bylaw changes approved by our local membership.
 - Distribute complete bylaws to all board members as needed.
 - Prepare summary bylaws for posting on our web site and for our yearbook.
- Review National and State delegate actions to determine if any local bylaw changes are required because of actions by the National or State delegates.
 - Complete review within 60 days after the National or State delegates meeting.
- Accept and review all proposed local bylaw amendments.
 - Amendments must be received 90 days prior to the scheduled annual membership meeting. (Amendments received after that date must be carried forward to the next annual Local Membership Meeting.)
- Work with the individual(s) who submit proposed amendments to ensure that amendments are legal. Return any invalid amendments to the author with an explanation of the reason for rejection.
 - All proposed amendments must be responded to within 30 days of receipt.
- Prepare all proposed amendments to be presented to the delegates at the annual Local Membership Meeting.
 - Information must be sent to the Association Manager at least 30 days prior to the Local Membership Meeting to allow time to prepare for this meeting.
- Be able to answer any amendment questions at the Annual Membership Meeting.
 - At least one spokesperson for the committee must be present at the Annual Membership Meeting.

Tournaments

This committee has the responsibility for making recommendations on the dates, times and locations for the various association tournaments. The committee also works with the Association Manager in promoting and running these tournaments. They need to coordinate with the Planning/Activities and Communications committees in promoting, staffing and running these tournaments.

- Establish and update a rotation schedule for the various association tournaments.
 - Review and update, if necessary, by the end of May each year.
- Contact bowling centers to verify that centers are willing to host association tournaments and determine lineage costs to be charged by each center.
 - Complete prior to the last board meeting before the end of June.
- Prepare recommendations on association tournament locations and dates for approval by the SCUSBC board.
 - Present at the last board meeting prior to the end of June.
 - Approved recommendations must be ready for printing in the association yearbook.
- Assist the Association Manager, as necessary, in finalizing tournament arrangements and in preparation and distribution of tournament entries.
 - Completed applications should be available at the annual League Officer's workshop, if possible.

SPOKANE COUNTY USBC OPERATIONS MANUAL

- Work with other committees and board members to promote these tournaments.
 - Coordinate preparation of banners, flyers or other promotional material for each of the association tournaments.
- Assist the Association Manager (or Tournament Manager) as needed during the tournaments.
 - Provide help with tournament check in; collections; brackets; scorekeeping; etc. as requested by the Tournament Manager.
- Assist with distribution of tournament awards (except prize fund distributions) to all tournament winners.
 - Make recommendations on when and where awards are to be presented.
 - Arrange for personal presentations at the annual Association Banquet, league sessions or other locations as necessary.

Hall of Fame

This committee has the responsibility for developing and updating the criteria and procedures for election of local members to our Hall of Fame. They also have the responsibility of soliciting and reviewing Hall of Fame applications and conducting the election of new Hall of Fame members as well as providing suitable recognition of these members.

- Solicit applications for Hall of Fame nomination.
 - Make applications available throughout the year.
 - Arrange for distribution of applications prior to start of winter league season.
- Review applications that are received.
 - Review and respond to applications as they are received.
- Present valid Hall of Fame applications to the board for approval.
 - Get board approval at least 60 days prior to the annual Association Banquet.
- Arrange for suitable presentation(s) at the annual Association Banquet.
 - Have appropriate awards prepared at least 30 days prior to the annual Association Banquet.
 - Make presentation to Hall of Fame winner(s) at the Association Banquet.

Awards/Recognition

This committee has the responsibility for scheduling and conducting the annual collection for the Bowlers to Veterans Link (BVL) and any other fund raisers for BVL or other charitable organizations (such as the Komen Breast Cancer Foundation). All local BVL collections will be donated to the local Veterans Hospital.

- Determine the dates for the annual BVL collection.
 - The weekly period containing Veterans Day is recommended for these collections.
 - Get board approval of the selected dates at the first board meeting of the fiscal year.
- Prepare necessary supplies and instructions for the BVL collection.
 - Complete at least 30 days prior to the start of the BVL collection.
- Schedule board members and volunteers to contact all leagues for the BVL collection.
 - Complete at least 30 days prior to the start of the BVL collection.
- Collect and report all funds collected.
 - Complete by seven days after the last date of collection.
- Give all collected funds to Association Manager for deposit.
 - Complete by seven days after the last date of collection.
- Arrange for presentation of funds to local VA Hospital representative at the annual Association Banquet if possible.
 - Arrange for a VA hospital representative at the Association Banquet at least six weeks prior to the banquet.

SPOKANE COUNTY USBC OPERATIONS MANUAL

- Get a check from the Association Manager and prepare for the presentation at least one week prior to the banquet.

This committee also has the responsibility for developing and implementing a local awards program for our adult and youth bowlers to recognize achievements that are not covered by a National or State program. This committee is also responsible for a recognition program as authorized by our local board. This includes Secretary of the Year, Sponsor of the Year, Rookie of the Year and Director of the Year.

- Prepare proposal for Adult Local awards for approval by the board.
 - Submit proposal for Local Adult & Youth Local awards to the board for approval at the first board meeting of the fiscal year.
- Present budget request for local adult awards and local recognition awards.
 - Submit budget request to Finance committee by July 1.
- Coordinate with Association Manager on presentation of all Adult Local awards.
 - As requested during the bowling season.
- Solicit nominations for Secretary of the Year, Sponsor of the Year, Rookie of the Year and Director of the Year.
 - Start at least 90 days prior to the annual Association Banquet.
- Present all nominations to the board for approval.
 - Present at least 60 days prior to the annual Association Banquet.
- Arrange for purchase and presentation of Local Recognition awards at the annual Association Banquet.
 - Complete arrangements at least 30 days prior to the Association Banquet.

Planning/Activities

This committee has the responsibility for making recommendations and organizing the special activities of the association including the Secretaries Workshop, the Awards Banquet and the Annual Membership Meeting. The committee makes recommendations on the date, time and location for these activities and assists in all preparation for these activities.

- Present a schedule and get board approval for the scheduled dates for the Secretaries Workshop, Annual Membership meeting, Awards banquet and any other scheduled activities.
 - Complete at the last board meeting of the old fiscal year.
- Recommend locations, times and budgets for each of these activities and get board approval.
 - Complete by the first board meeting of the new fiscal year.
- Complete final arrangements and contracts (if applicable) for each activity.
 - Complete at least 30 days prior to the scheduled activity, if possible.
- Work with board members and volunteers to prepare for each activity.

This committee also has the responsibility for coordinating all fund raising activities for our local association. This includes raffles, brackets, merchandise sales and all other activities conducted to raise additional money for our association activities.

- Prepare fundraising recommendations for board approval.
 - Present recommendations at the 2nd board meeting of the fiscal year.
- Coordinate all fundraising activities approved by the board.
 - As needed during the fiscal year.

SPOKANE COUNTY USBC OPERATIONS MANUAL

This committee also has the responsibility for making recommendations on local election procedures and for soliciting and reviewing nominations for adult board and delegate positions. The committee also has the responsibility to conduct the adult and youth elections at the Membership Meetings. Nominations for youth positions should be come from the Youth committee.

- Determine open positions for adult board members and adult National and State delegates.
 - Complete by September 1 of current fiscal year.
- Solicit and review applications for all open adult positions.
 - Prepare application forms for open adult positions.
 - Advertise positions and solicit applications.
 - Review applications received to ensure they are valid and complete.
 - Complete by 10 days prior to Membership meeting.
- Coordinate with Youth committee to get nominations for all open Youth positions (committee members, Youth directors and Youth state delegates)
 - Complete by 10 days prior to Membership meeting.
- Prepare ballots and procedures for elections at the annual Membership meeting.
 - Advise Association Manager of candidate names and procedures to be used during the election.
 - Complete by 10 days prior to the Membership meeting.
- Conduct elections at the annual Membership meeting.
 - SCUSBC officers must be elected individually by majority vote.
 - SCUSBC Adult and Youth directors are elected by plurality vote and may be combined on a single ballot. (Separate ballots for Adult directors and Youth directors.)
 - Adult National delegates, Adult State delegates and Youth State delegates are elected by plurality vote and may be combined on a single ballot. (Separate ballots for each type of delegate)
 - Prepare written report all election results for the Association Manager.
 - Applications from unsuccessful applicants should be retained to fill any vacant positions or as candidates for the next election.
- Assist SCUSBC board in filling any vacant officer or director positions.
 - Assist the SCUSBC president by soliciting nominations for any vacant positions on the board that may occur during the year.

This committee also has the responsibility for recommending a dress code for board members and other volunteers acting on behalf of the board. This committee makes recommendations about funding for board member uniforms such as shirts and jackets and ensures that all logos comply with USBC guidelines.

- Get board approval for any new shirt and jacket requirements for board members or committees.
 - Approval is needed prior to July 1 so funds can be requested in annual budget.
- Present a budget request for any approved purchases.
 - Submit budget request to Finance Committee by July 1.
- Get board approval for colors, designs, etc. for approved items.
 - Start as soon as possible after annual budget has been approved by the board.
- Arrange for purchase and distribution of purchased items.
 - Distribute as soon as possible after items are purchased.
 - Assist Association Manager in collecting for any additional items purchased by board members or Youth committee members.
- Follow up on uniform requirements for new board members, lane representatives and committee members.
 - Review needs when necessary for personnel changes.

SPOKANE COUNTY USBC OPERATIONS MANUAL

Communications

This committee has the responsibility for communication between the National, State and Local associations and the local association members. Communication can be by web sites, newsletters, posters, news articles or other means. The committee needs to maintain two way communications between the associations and the members in order to publicize the association activities and the member's achievements.

- Prepare and maintain a web site for our association members.
 - Update average and other yearbook information on web site as soon as yearbook information is published.
 - Update site with current information as it becomes available.
 - Provide access to current tournament and scholarship forms and other forms requested by the board.
- Prepare and distribute periodic newsletters.
 - Prepare and distribute at least two printed newsletters during the winter league season.
 - Include news information on web site and update as information becomes available.
- Prepare and update association information in bowling centers.
 - Current pictures for bowling center information should be prepared by the first board meeting in the fiscal year.
 - Current information should be distributed to all bowling centers by the middle of September.
- Assist board and committees in distributing association information.
 - Work with board and committees to get information to be added to the web site or included in the newsletters.
- Collect and distribute State and National bowling news to local members.
 - Monitor bowl.com, the State web site and other sources for information of interest to our local board and our members.

Strategic Planning

This committee has the responsibility for developing and updating a strategic plan for our local association. The committee needs to ensure that the local strategic plan is in compliance with all National and State guidelines. The committee also has the responsibility to conduct an annual review to ensure that the board activities are following our strategic plan.

- Prepare a funding request for the following year's anticipated activities.
 - Submit to the Finance Committee by July 1.
- Review and report on the progress on the previous year's Strategic plan at the first board meeting of the new fiscal year.
- Present an updated Strategic plan for board review and approval by the third board meeting of the fiscal year.
- Present a schedule of goals and responsibilities for board approval at the fourth board meeting of the fiscal year.

SPOKANE COUNTY USBC OPERATIONS MANUAL

Chapter Nine: Delegates

This chapter details topics associated with delegates. It is to be used in conjunction with those requirements listed in the bylaws.

A state or local association whose charter has been suspended or revoked, or an association that is delinquent in processing dues for the current bowling season is not considered "in good standing" for the purposes of delegates attending the USBC Annual Meeting.

Section A. Delegates

Delegates are defined as members who are elected to represent the association at the state or USBC Annual Meeting.

1. Representation for USBC Annual Meeting (USBC National Bylaws, Article VI, Section A, Item 3).

a. The number of Delegates to which a local association is entitled will be based on USBC's records of the association's fiscal year membership as of July 31, the year prior to the USBC's Annual Meeting. Each local association in good standing with USBC, with the exception of affiliate associations, are entitled to Delegates to the USBC Annual Meeting as follows:

- 1) Less than 1,000 members - one Delegate and one Alternate Delegate.
- 2) 1,000 members or more - one Delegate and one Alternate Delegate for each 1,000 members or major fraction thereof.

NOTE: USBC calculates association membership for the purpose of delegate counts by the number of national memberships purchased through the association.

- b. Newly-chartered local bowling associations, with no membership numbers recorded by July 31st, the year prior to the USBC's Annual Meeting, may elect one Delegate and one Alternate Delegate to the USBC Annual Meeting.
- c. A local association whose charter has been suspended or revoked, or an association that is delinquent in processing dues for the current bowling season, is not considered "in good standing" for purposes of Delegates or Alternate Delegates attending the USBC Annual Meeting.

2. Responsibilities

A delegate has significant responsibilities and he/she represents the state/local association members. As a representative of the association, the delegate should be prepared to vote on matters that are in the best interest of the association. Therefore, prior to attending the state or USBC Annual Meeting, the association board may want to discuss their views on pending legislation and/or candidates for the board.

The association may consider outlining additional delegate duties. For instance, the association could require a delegate to report back to the board and members at upcoming meetings. The delegate can summarize the activities at the annual meeting and disseminate any appropriate information.

a. A USBC national delegate has the authority to vote on:

- 1) USBC bylaws, except with respect to:
 - a) Provisions for compliance with United States Olympic Committee (USOC) rules and regulations.
 - b) Provisions related to athletes and youth.
 - c) Provisions mandated by the Articles of Incorporation or applicable law.

SPOKANE COUNTY USBC OPERATIONS MANUAL

- 2) Adult league rules
- 3) Adult tournament rules
- 4) Electing directors to the USBC Board as outlined in the bylaws.
- b. A state delegate has the authority to vote on:
 - 1) Legislation (applicable state association bylaw amendments).
 - 2) Electing the state board of directors.
 - 3) Electing the delegate(s) to represent the state association at the USBC Annual Meeting.

3. Reimbursing Business Expenses

An association may reimburse actual business expenses incurred by Delegate/Alternate without tax consequences to the individual as long as the:

- a. Expense is related to the business or purposes of the association, and
- b. Individual submits evidence of such expense (receipts).

If an individual receives a reimbursement for more than such individual's out of pocket expenses, then the excess reimbursement is taxable income to the individual.

If an individual is not reimbursed for out-of-pocket association expenses (or for less than 100% of such expenses), the individual may be able to claim the expenses as a donation to the association on his/her personal income tax return.

Section B. Credentials

1. **USBC:** Credentials for delegates/alternates to the USBC Annual Meeting shall be submitted in a format and by the deadline, as specified by USBC Headquarters.
2. **States:** Credentials for delegates/youth delegates/alternates to the State Annual Meeting(s) shall be submitted in a format and by the deadline, as specified by the state association's bylaws and policies.

Section C. State Delegates Representing Adult Membership/Youth Delegates/Alternates

1. Local associations elect delegates/alternates representing adults and/or youth delegates/alternates (if applicable), at least 14 years of age, unless state laws mandate a specific age, who meet the eligibility requirements as established in the state and local association bylaws and policies, to attend state annual meetings.
2. **Merged Local Associations**
 - a. Adult members and Youth representatives elect:
 - 1) Delegates/alternates representing adult and youth membership to attend the merged state annual meeting.
 - 2) Men and/or women members of the state BA as delegates/alternates to attend the non-merged state BA annual meeting.
 - 3) Women members of the state WBA as delegates/alternates to attend the non-merged state WBA annual meeting.
 - 4) Youth delegates/alternates to attend the merged state annual meeting.
 - 5) Youth delegates/alternates to attend the non-merged state youth annual meeting.
 - b. An individual who meets all eligibility requirements may be elected to serve as an adult delegate and as a youth delegate to the same state annual meeting. In such case, the individual shall never vote on any matter or election more than once.

Each delegate/alternate and/or youth delegate/alternate serves for one year beginning Aug. 1 preceding the annual meeting for which they are elected.



SPOKANE COUNTY USBC OPERATIONS MANUAL

Section D. Vacancies for Delegates to the USBC Annual Meeting

1. **Prior to the USBC Annual Meeting:**

- a. Vacancies shall be filled for the unexpired portion of each term by the alternates, in the order in which they were elected.
- b. If a vacancy still exists, the president fills the vacant position by appointment.
- c. The appointee must meet the same eligibility requirements as elected positions.

2. **When a local association elects fewer delegates than it is entitled, the board of directors may exercise one of the following options:**

- a. Authorize another election to be held at a membership meeting to fill the position(s).
- b. Fill those vacancies with alternates, in the order in which they were elected.
- c. Empower the president to fill the vacancies when alternates are not available.

3. **At the USBC Annual Meeting:**

If an association is not fully represented while attending the USBC Annual Meeting, those association delegates in attendance reserve the right to appoint any member of their association to fill their delegate allotment, with the approval of USBC.

Additional information may be found on the Association page of Bowl.com under Forms and Manuals.

SPOKANE COUNTY USBC OPERATIONS MANUAL

Chapter Ten: Amendments

This chapter explains the requirements associated with adopting/amending, and reporting bylaws decisions to USBC Headquarters.

Section A. Options within the Bylaws

It is important that the association adopt and follow the appropriate version of the bylaws in their official form. (The most current version of the bylaws can be found in the Forms & Manuals section of BOWL.com) However, there are specific areas of the bylaws that are determined by the association to best fit its unique needs. Those areas are:

1. Fill-in-the-blank, and other areas indicated as optional within the bylaws including:
 - a. Association name
 - b. Dues amounts (State dues up to the maximum)
 - c. Number of directors
 - d. Number of vice presidents
 - e. Number of years in a term, maximum number of terms, etc.
2. Additional eligibility requirements for officers, directors, adult delegates, and youth delegates. For example, an association might decide that to be elected president, an individual must have served on a board for two years. Additional eligibility requirements should be based on an applicable skill, experience, and/or level of expertise, and not be so restrictive that filling board positions could be in jeopardy. (These eligibility requirements should also be clearly written on the application for board, or readily available to anyone who may want to run for the board.)
3. Stagger systems based on the adopted number of years in a term, are developed by the nominating committee, to be approved by the appropriate voting body and included in the bylaws. Two examples of stagger systems are:
 - a. Two-Year Terms
 - 1) Odd Years
 - a) President
 - b) 6 Directors
 - 2) Even Years
 - a) Vice President
 - b) 5 Directors
 - b. Three-Year Terms
 - 1) Year One
 - a) President
 - b) 3 Directors
 - 2) Year Two
 - a) Vice President
 - b) 4 Directors
 - 3) Year Three: 4 Directors
4. Other items specifically stated in the *USBC Association Policy Manual* as requiring inclusion in the bylaws.

Section B. Amending

Associations can elect to change the optional portions of the bylaws by following the amendment procedure outlined in the bylaws.

Any member may submit a proposed amendment, in writing, to the association by the number of days



SPOKANE COUNTY USBC OPERATIONS MANUAL

prior to the annual meeting as stated in its bylaws. Approval requires a two-thirds vote of the voting body at an association membership/delegate meeting

1. An association may NOT make any changes to the mandatory bylaws with the exception of:
 - a. Including additional eligibility requirements for Board, and/or delegate positions.
 - b. A stagger system.
 - c. A delegate/youth delegate chart(s) for attendance at the state annual meeting (State).
 - d. Amending the indicated options such as number of directors, quorum, etc.
2. In addition, if adopted, the following items must be included in the association bylaws:
 - a. The board's ability to use mail/e-mail/teleconference voting, if state laws allow.
 - b. The start date of a term (if not August 1).
3. Changes approved at a USBC Annual Meeting or by the USBC Board, applicable to the state or local association bylaws, are made automatically without further necessary action by the association.

A template of the bylaws may be found on the Association page of on BOWL.com under Forms and Manuals.

Section C. Reporting to USBC

A complete set of current bylaws must be submitted to USBC Headquarters upon request.

Section D. Change in Dues

An association may make an amendment to its current adult standard dues by following the procedure outlined in the respective bylaws.

SPOKANE COUNTY USBC OPERATIONS MANUAL

Chapter Eleven: Establishing a Procedure for Additional Positions

In considering the possibility of authorizing additional positions (such as assistant association manager, office assistant, etc.) to assist in the day-to-day operations of the association, the board should take into account both the resources available, as well as whether there is a need for the position.

1. The board:
 - a. Makes the decision if additional positions are necessary.
 - b. Determines salary maximum, if any.
2. The Association Manager:
 - a. Develops job descriptions(s) and includes in association Operations Manual.
 - b. Hires/selects the individual(s).
 - c. Determines salary, if any, up to the maximum set by the board.
 - d. Reports performance to the board.

Additional information may be found on the Association page of BOWL.com under Forms and Manuals.

SPOKANE COUNTY USBC OPERATIONS MANUAL

Chapter Twelve: Establishing a Procedure for the Handling of Funds

On the whole, overseeing the financial responsibilities of an association is one of the most important responsibilities of the board. To significantly decrease the risk of funds being misplaced or mishandled, the board should maintain an active role in providing checks and balances.

Section A. Approving the Financial Institution

The most important consideration in deciding on a financial institution is that it be federally insured by the Federal Depository Insurance Company (FDIC), or its equivalent. To be federally insured means that accounts held at that particular financial institution are insured by a federally supported program up to \$100,000. To check if your association's bank is federally insured, a search may be conducted at www.fdic.gov.

Associations are not permitted to use in-house banking. All association accounts must be maintained at an insured bank or credit institution, in the name of the association.

Section B. Designating Board Members to Sign for Withdrawals

In choosing signatories for withdrawals, the board must first satisfy bonding requirements before considering convenience. To ensure bonding protection of association funds, signatories on an association account must:

1. Be current board members, at least 18 years of age, and not immediate family members.
2. Have at least two signatures on all withdrawals.

Associations are encouraged to allow more than two board members to serve as signatories as this allows for greater flexibility. If one individual is out of town, etc., money can still be withdrawn.

An association may face a situation in which a payment or withdrawal must be made in an expedient manner. For this reason, convenience should be a consideration when board members are chosen to act as a signatory.

Making financial decisions based exclusively on convenience, however, is not advisable. A board should not authorize, for example, checks to be pre-signed.

Section C. Ensuring All Money is Deposited Within Seven Days

It is the board's responsibility to verify deposits and ensure the association manager is keeping meticulous records of money received by the association. If the association manager is not issuing a receipt for all money paid to the association (as required), verifying that all money has been deposited will be virtually impossible.

To verify that all money has been deposited, a record of deposit must be compared to all receipts that have been issued. Furthermore, the deposit date should be compared to the date of each receipt to verify that deposits were made within seven days. Should the money and receipts not balance, the association manager should be able to provide documentation of the difference.



SPOKANE COUNTY USBC OPERATIONS MANUAL

Section D. Authorizing Expenditures

When making decisions regarding money, board members are obligated to keep in mind the association purpose and the best interest of the members.

Many expenditures an association faces are routine – for example, if an association maintains an office, it may incur property taxes, rent, utility bills, etc. The payment of routine bills such as these only need to be authorized by the board once and noted in the meeting minutes. Despite this, board members should continually keep themselves informed of these costs, and immediately question any discrepancies and/or something not accounted for or approved by the board.

For convenience, the board may choose to authorize all expenditures under “x” dollars, or grant a blanket authorization for specific expenditures. Even if these practices are used, however, the expectation remains that the board review all expenditures. In these cases, a receipt or warrant should always be used and should have two signatures on them.

The use of a debit card by an association is NOT recommended due to the ease and nature of potential misuse, but if a debit/credit card is ultimately used it should be addressed by the board prior to utilization. Again, as mentioned in the previous paragraph, the board may choose to authorize all debit/credit card transactions under a specific amount (“x” dollars), or grant a blanket authorization for specific expenditures. If the practice of using a debit/credit card is implemented, however, the expectation remains that the board reviews all expenditures and the association president perform a proper monthly bank verification to confirm proper use of the debit/credit card. In these cases, a receipt or warrant should always be used and should have two signatures on them.

Section E. Ensuring the President Verifies the Association Accounts

While the president verifies association accounts monthly, the board provides an extra financial check by ensuring this verification takes place. Asking the president to provide a summary report of his/her findings is one method of satisfying this duty.

Section F. Ensuring All Required Financial Reports are Filed

The board has a responsibility to familiarize themselves with the specific Internal Revenue Service (IRS), payroll, state, and local forms/reports that are required of the association, and ensure the association manager files all applicable documents in a timely manner.

Choosing not to verify all applicable forms/reports have been filed is a significant risk as a board member. If the IRS performs an audit on the association and determines money is due, each member of the board can be held legally responsible.

To familiarize yourself with the most common IRS and payroll forms that apply to 501(c)(3) organizations, reference Chapter 2 of this manual.

Additional information may be found on the Association page of BOWL.com under Forms and Manuals.

SPOKANE COUNTY USBC OPERATIONS MANUAL

Chapter Thirteen: Bonding, Burglary, Holdup Insurance, & Liability Insurance

USBC maintains a policy of bonding, burglary and holdup insurance for all chartered associations. The bonding, burglary and holdup insurance coverage described in this section is available through a policy of insurance issued to USBC by an independent licensed insurance company. The policy covers:

1. Misuse of Funds. A shortage attributable to dishonesty by an association officer.
2. The taking of funds from an association officer, or board member, by violence or threat of violence.
3. Funds taken through the forcible entry into the premises or locked receptacle where the funds are kept by an association officer or board member. There must be visible evidence of forcible entry. An on-site police report is required.

Any board member authorized by the association to sign contracts and act as a signatory on any account must be a minimum of 18 years of age.

No insurance coverage is available except as specifically set forth in the policies of insurance purchased by USBC.

The surety company shall not be held liable for any loss which may have existed prior to the time the bond or insurance became effective.

The policies of insurance do not cover funds:

1. Frozen through insolvency or liquidation of any financial institution.
2. Loss of funds due to bowling center insolvency or liquidation.

Section A. Association Coverage

USBC chartered associations, with the exception of those located on US Military Bases in foreign countries, automatically are covered for \$10,000 and can obtain additional coverage without cost upon written request to USBC Headquarters or through WinLABS.

The policies of insurance provide coverage for misuse of funds by an association officer and bonds all officers and directors of the association for loss of funds due to burglary and/or holdup. Coverage is further extended to a non-board member appointed by the association manager as the tournament manager of a required championship tournament.

The following conditions govern the method by which associations must handle its funds to qualify for 100% protection of any loss caused by the dishonest act of an association officer:

1. Funds must be deposited within 7 days in an insured bank or credit institution in the name of the association.
2. Withdrawals require the signatures of two authorized officers/directors who are at least 18 years old.
 - a. Signature stamps should not be used.
 - b. Checks should not be pre-signed.
3. The president must verify the account monthly.
4. The association account must be audited annually.

NOTE: When a signature stamp is used or checks are pre-signed the associations bonding coverage can, and will be in jeopardy.

SPOKANE COUNTY USBC OPERATIONS MANUAL

Failure to meet any of the conditions of the policies of insurance will result in a 50% reduction of any documented loss.

Section B. Burglary and Holdup Insurance

The funds of each chartered association are insured against loss by burglary and holdup as follows:

1. The taking of funds from an association officer or board member, by violence or threat of violence.
2. Funds taken through the forcible entry into the premises or locked receptacle where the funds are kept by an association officer or board member. There must be visible evidence of forcible entry. An on-site police report is required.
3. Receipts: Not to exceed one week's receipts at any one time, with a limit of \$2,000.
4. Disbursements: Not to exceed an amount of \$10,000 at any one time for a period of seven days.

In the event the league or association fails to deposit the funds in a recognized banking or credit institution in the name of the organization as specified, the insurance company will be liable for only one week's receipts when a loss occurs due to burglary or holdup.

The policies of insurance **DO NOT** cover loss by:

1. Fire
2. Mysterious disappearance.
3. Funds left unattended.

Section C. Losses and Claims

Any loss should be reported to USBC Headquarters for guidance within 15 days.

Any attempt to regain funds through an agreement between the principal and offended parties without authorization from USBC Headquarters creates a legal situation which places the association's right of recovery under the bond in jeopardy.

Any officer who misuses the funds of a league, state, or local association shall be subject to suspension from USBC membership. Likewise, the surety company will not extend coverage to any individual who misused funds in the past or has been convicted of a felony.

The president also may be liable for suspension from USBC membership for failing to make the monthly verification of all association accounts. (This could be, but is not limited to scholarship account, each tournament account, fund raiser account, etc.)

Section D. Insurance

Associations can purchase professional or general liability insurance coverage through USBC Headquarters. USBC Headquarters, through its master policy, is able to offer a group (discounted) rate which should reduce premiums when compared to like coverage offered by local agents.

Section E. Professional Liability Insurance

There is no guarantee against lawsuits. To limit your association's exposure to them, it is wise to purchase professional liability insurance. It includes coverage for officers, directors, staff, committee members and any other volunteers acting on the association's behalf. It also covers actual or alleged wrongful acts (i.e., negligence, omissions, breach of duty, etc.) while performing your association duties. Please note that state associations are automatically provided with professional liability insurance



SPOKANE COUNTY USBC OPERATIONS MANUAL

coverage under the USBC master policy.

Section F. General Liability Insurance

General liability insurance covers such things as third party bodily injury, property damage, or personal injury claims. This coverage is especially tailored to protect members participating in an association sponsored league event or tournament play, as well as for other association functions such as board meetings, workshops, or banquets.

Section G. Lane Inspectors Insurance

Lane inspectors conducting bowling lane inspections at centers on behalf of USBC and local associations are provided coverage against accidental bodily injury. While extensive, this policy is not all encompassing. Those conducting lane inspections are responsible for familiarizing themselves with the terms of the policy and the procedure for filing a claim, should the need arise.

Lane inspector insurance is not purchased. Those qualified individuals, as outlined in the policy, are covered.

Additional information may be found on the Association page of BOWL.com under Forms and Manuals.

SPOKANE COUNTY USBC OPERATIONS MANUAL

Chapter Fourteen: SMART

SMART is the Scholarship Management Accounting and Reports for Tenpins program and provides a centralized location to manage bowling scholarships at no cost to the Provider and/or Recipient.

USBC requires all former and awarded (assigned to a person) scholarships issued through an association, including those issued for academic or meritorious accomplishments, to be deposited with SMART. (This has been a requirement since 2008.)

Scholarship funds must be deposited with SMART within 30 days after the end of the league/tournament/event in which they were earned, including scholarships for academic or meritorious accomplishments.

Section A. Benefits of the USBC SMART Program

1. All youth scholarships that are managed by SMART are held in the name of the organization that provided the scholarship.
2. Recipients have up to eight years from their high school graduation date to use the funds, or eight years from award date, if after high school graduation. If they have served in the military, their funds are extended by the period of their first enlistment only.
3. If the scholarship money is not used by the designee within eight years, the scholarship expires and is returned to the Provider's SMART Account. These funds can be added to events and can be reallocated by the organization to a new scholarship recipient. These funds cannot be used in place of paid prize money, but can enhance an event.
4. SMART is an online program and is accessible at BOWL.com/SMART. Providers and Recipients may view the information in their account. The online service includes:
 - a. Providers:
 - 1) Viewing account information.
 - 2) Changing contact information.
 - 3) Submitting recipient information lists.
 - 4) Viewing or printing annual statements.
 - 5) An allocation is given to Providers, each May, from interest earned.
 - b. For Recipients:
 - 1) Viewing account information.
 - 2) Adding/changing contact information.
 - 3) Viewing scholarships earned.
 - 4) Viewing scholarship disbursements.
 - 5) Requesting funds for college.

Section B. Additional Information

Go to www.BOWL.com/SMART for information needed to efficiently manager Provider and Recipient accounts, including:

1. Frequently Asked Questions for both Providers and Recipients.
2. Application to open new Provider accounts.
3. Policy and procedures manual.
4. News releases.
5. Financials.

SPOKANE COUNTY USBC OPERATIONS MANUAL

Chapter Fifteen: Suspension and Reinstatement

USBC has established measures to ensure due process for any USBC member:

1. Against whom a complaint may be filed.
2. Whose right to USBC membership may be challenged.
3. Who may be seeking reinstatement of membership.

In this chapter we will discuss and identify procedures for:

1. Filing a complaint.
2. Processing of a complaint.
3. Types of hearings an association may need to conduct. (Prior to a hearing contact USBC – Rules for the procedures.)
 - a. Average re-rate.
 - b. Suspension.
 - c. Reinstatement.
4. Failure to pay membership fees.
5. Tournament worthless check.
6. Failure to submit final averages.
7. Removal from office.
8. Temporary suspension.
9. Fund shortages.

Section A. Filing of a Complaint

1. Complaint may be filed only in the current season or the season immediately following the alleged violation.
2. The complaint shall be in writing and set forth the rule(s) violation(s) and detail the charges against the member(s), hereafter referred to as the defendant(s), and the USBC rule(s) involved. When charges or a bond claim have been filed:
 - a. The defendant(s) continues to be eligible to bowl in USBC competition.
 - b. USBC may temporarily suspend the defendant(s) from all offices held, until the matter has been considered.
 - c. If temporarily suspended, another individual shall be appointed by the league/association board to perform the duties of the individual who is under temporary suspension.
3. The complaint shall be:
 - a. Signed by the person(s) making the charges;
 - b. Include supporting documentation; and
 - c. Filed with USBC Headquarters. Any complaint received by the association must be forwarded to USBC Headquarters for processing.

Section B. Processing of a Complaint

1. Upon receipt of a proper written complaint, USBC will forward a copy of complaint and supporting documentation to the defendant.
2. USBC Headquarters will give the defendant an opportunity to:
 - a. Respond in writing.
 - b. Have counsel review the complaint and respond in writing on his/her behalf.
 - c. Submit written testimony from witnesses.
 - d. Submit any other evidence on his/her behalf.
3. When either the information is received or the time limit for submission elapses, an administrative decision will be rendered and all involved notified.

SPOKANE COUNTY USBC OPERATIONS MANUAL

4. The possible decisions are:
 - a. Indefinite suspension.
 - b. Indefinite suspension, not to hold office.
 - c. Indefinite suspension, never to hold office.

NOTE: With the above recommendations, USBC Headquarters may permit the individual to coach, but not handle money.

- d. Warning.
 - 1) Imposition of penalty is withheld.
 - 2) Individual has a record; similar to probation.
 - 3) Individual can compete in certified competition.
- e. Dismiss.
- f. Not guilty.
5. Withdrawal of Complaint. A request to withdraw a complaint may be made by the complainant prior to a decision being rendered. USBC is under no obligation to grant the request.

Section C. Reinstatement

Application for reinstatement must:

1. Be filed in writing to USBC Headquarters, Attention: Rules.
2. Include payment or proof of payment if money is owed.

NOTE: The status of the applicant shall remain unchanged until USBC notifies the applicant in writing of the decision.

Section D. Failure to Pay Membership Fees

1. State and local associations must comply with the following procedures to initiate suspension charges against an individual for failing to pay his/her membership fees. (The following procedure does not apply to checks issued/credit cards tendered by a league secretary for payment of membership dues for the league.)
2. If an individual has not paid his/her membership fees by the date requested by the association, the following procedures must be followed:
 - a. The association sends a letter notifying the individual:
 - 1) Payment has not been received or payment was made with a bad check/credit card.
 - 2) Payment or proof of payment must be submitted within fifteen (15) days. If payment was made by bad check/credit card, additional bank/service fees can be applied to the amount owed.
 - 3) Personal check/credit card is not an acceptable method of payment. (Cash, money order or cashier's check only.)
 - 4) Failure to submit payment or proof of payment could result in denial of membership.
 - 5) He/she is ineligible to participate in any USBC competition.
 - b. The association notifies the league(s) that the individual does not hold membership and cannot participate in USBC competition. (See the Rules page of BOWL.com under Resources-Association for sample letter.)
 - c. If payment or proof of payment is not received within the time period specified, the association forwards the following to USBC Headquarters, Attention: Rules:
 - 1) Copy of the notice sent to the individual requesting payment.
 - 2) Copy of the membership application.

SPOKANE COUNTY USBC OPERATIONS MANUAL

- 3) If bad check/credit card was issued, copy of the front and back of the check or credit card draft returned and documentation of bank/credit fees incurred.
- 4) Any other supporting documentation.

Section E. Tournament Worthless Check/Invalid Credit Card Procedures Tournaments must comply with the following procedures when handling a worthless check/credit card for tournament fees.

1. Tournament management must send a letter notifying the principal that: (See the Rules page of BOWL.com under Resources-Association for sample letter.)
 - a. The check(s) was/were returned or the card was deemed invalid and requests payment.
 - b. Payment must be submitted within a specified time period. If payment was made by bad check/credit card, additional bank/service fees can be applied to the amount owed.
 - c. Personal check/credit card is not an acceptable method of payment. (Cash, money order or cashier's check only.)
 - d. Failure to submit payment or proof of payment could result in suspension of membership.
2. If payment or proof of payment is not received within the time period specified, tournament management forwards the following to USBC Headquarters, Attention: Rules:
 - a. Copy of the notice sent to the individual requesting payment.
 - b. Copy of the front and back of the check or credit card draft returned and documentation of bank/credit fees incurred.
 - c. Tournament must provide printed documentation if tournament has any additional worthless check fees.
 - d. Any other supporting documentation.

Section F. Failure to Submit Final Average(s) Procedure

Local associations must comply with the following procedure in order to initiate suspension charges against a league secretary for failing to submit league averages.

If final league averages have not been submitted by the date requested, the association must:

1. Send a letter to the league secretary stating:
 - a. Averages have not been received.
 - b. Averages must be submitted within fifteen (15) days.
 - c. Failure to submit could result in suspension of membership.
2. If averages are not received within the specified time period, the association forwards the following to USBC Headquarters, Attention: Rules:
 - a. Copy of the letter sent to the league secretary.
 - b. Supporting documentation.

Section G. Nonpayment of League Fees

1. When a league member is accused of failing to pay league fees and/or withdrawing without sufficient cause, the league must follow the procedures in the *USBC Playing Rules* book, Rule 115b.
2. If the local association receives a copy of the file, the local association manager shall:
 - a. Verify that complete information was provided.
 - b. Submit the file to USBC Headquarters, Attention. Rules.

Section H. Infractions of Youth Eligibility Rules

Upon notification of a USBC Rule 400 violation, the local association shall:

1. Verify the following information was provided:
 - a. Bowler's name/address/birth date.

SPOKANE COUNTY USBC OPERATIONS MANUAL

- b. Date and location of activity.
- c. How youth violated eligibility rules.
- d. List any cash or awards received in violation of youth eligibility rules and/or returned.
2. Within seven (7) days of receipt of notification of the Rule 400 violation, submit a copy to USBC Headquarters, Attention: Rules.

Section I. Re-rate Averages

The board or a committee of not less than five (5) board members, may re-rate the league average of any member of the association when there is evidence that the bowler's average does not represent the bowler's true ability.

1. The following procedure must be used to re-rate any member of the association:
 - a. Written notice can be sent first class mail or be hand delivered and shall be sent to the individual charged not less than ten (10) days prior to the date of the hearing and must include:
 - 1) Date, time and location of hearing
 - 2) His/her right to attend and offer a defense.
 - 3) His/her right to have counsel present;
 - 4) His/her right to produce witnesses on his/her behalf.
 - b. The bowler shall be given the opportunity to appear before the committee and present any testimony or evidence to show why such re-rate action should not be taken.
 - c. A bowler whose average has been re-rated must be notified of the re-rated average by first class mail or be hand delivered and a copy to USBC Headquarters, Attention: Rules.
 - d. The bowler has the right to appeal the association's decision in writing to USBC Headquarters, Attention: Rules, within ten (10) days after being notified of the re-rated average.
 - e. If no appeal is filed within the ten (10) day period, the re-rated average shall stand.
2. The bowler must report and use the re-rated average or established league average (whichever is higher) for all handicapped or classified competition.
3. After re-rating has been in effect for a 12-month period, the bowler may apply to USBC Headquarters for an adjustment if the bowler has not established a higher league average and can also provide sufficient documentation to support a re-rate adjustment.

<p>NOTE: Before conducting a re-rate hearing, contact the Rules Department for further information.</p>

Section J. Removal from Office

The following procedure must be followed when a complaint is filed to remove an officer or director from an association office.

1. Within one week after receipt of the complaint, the association president or in his/her absence or involvement a board member not involved in the case, schedules a meeting of the association board of directors.
 - a. The meeting should be held within thirty (30) days of receipt of the complaint.
 - b. Written notice shall be sent to the individual charged and the complainant not less than ten (10) days prior to the meeting and:
 - 1) Must include the date, time and place of the meeting as well as his/her right to attend and offer a defense.
 - 2) Must include a copy of the complaint.
 - 3) Be sent by first class mail **or** be hand delivered.
 - c. The board must be provided written notice of the meeting.
2. A quorum of the board must be present and a roster listing those present and absent must be

SPOKANE COUNTY USBC OPERATIONS MANUAL

included in the file.

3. A complete and accurate report of the meeting minutes must be maintained.
4. All documents and materials relating to the charges must be retained.
5. A two-thirds vote of the board members present and voting is required for removal from office.
 - a. Within five (5) days from the date of the meeting notify the individual(s) involved in writing of the board's decision.
 - b. The individual charged must be notified of his/her right to appeal that decision to USBC Headquarters, Attention: Rules.
6. An appeal must be filed in writing within fifteen (15) days of the date of the notice; otherwise the decision of the board is final.

NOTE: The defendant and complainant should be excused prior to deliberation and vote.

An officer or director removed by the board is not eligible to seek re-election and/or be reappointed to the board unless two-thirds written consent of the board is obtained.

For committees the appointing authority has the power to remove or replace

Section K. Appeal

USBC's administrative decisions may be appealed to the USBC Legal and Legislative Committee. The appeal must be filed in writing within ten (10) days of the date of the letter notifying them of the administrative decision. A statement of the reasons for the appeal must be included. The appeal is to be sent to USBC Headquarters, Attention: Rules.

Section L. Special Hearing Committee

USBC may appoint a special committee, which may include USBC Board members and non-USBC Board members to conduct a hearing or investigation within an association.

Section M. Hearings

The following information is to be used in conjunction with the required procedures in Sections A- K of this chapter. Its purpose is to add additional clarity and assistance when dealing with the procedures. It is not intended to take the place of the mandatory information therein.

1. **Introduction.** A member who fails to comply with the *USBC Playing Rules* or an association board member who fails to perform the duties of his/her office as outlined in the *USBC Bylaws* and *USBC Association Policy Manual* may be subject to suspension or removal from office charges.
2. **Definitions Related to Suspension and Reinstatement Procedures**
 - **Chairman.** This person presides at a hearing and makes sure everyone involved has time to ask or answer questions. The chairman normally is the association president, unless the president appoints another member.
 - **Complainant.** The person bringing the charges – complaints could include more than one complainant.
 - **Defendant.** The person who is accused – one complaint may have more than one defendant.
 - **Suspension or Reinstatement hearing.** Conducted only if USBC determines a hearing is necessary.
3. **Reasons for Suspension or Removal.** An individual can be suspended or removed from office for violation of USBC bylaws, policies, or playing rules including but not limited to the following:
 - a. Nonfeasance -Failure to perform duties and responsibilities.



SPOKANE COUNTY USBC OPERATIONS MANUAL

- b. Misfeasance - Violation of USBC and/or local/state association bylaws.
- c. Malfeasance - Conduct and/or any deliberate action detrimental to the best interest of the organization.
- d. Misuse of league, tournament or association funds.
- e. Violation of USBC rules.



SPOKANE COUNTY USBC OPERATIONS MANUAL

Chapter Sixteen: Alcohol and Tobacco Policy

USBC Headquarters' stance on the consumption of alcoholic beverages or use of tobacco products at meetings involving youth has not changed. Put simply, alcohol and tobacco may not be present at meetings that involve youth.

This requirement is applicable at youth association meetings, as well as merged association meetings, which serve all constituencies – men, women and youth members.

If the association meeting is conducted with a corresponding event (such as a banquet), the no alcohol and tobacco requirement is only pertinent to the meeting portion of the event, however there are still restrictions when youth attend the banquet.

USBC Headquarters recommends hosting the event in a facility that does not have a bar in the area where the banquet is held. If that cannot be found, the bar in the banquet area should remain closed during the event. Furthermore, adult leaders representing youth (i.e. - members of the youth committee, board, youth coaches/supervisors, etc.) should not partake in consuming alcoholic beverages or using tobacco products in the room or area where youth are present.