

St Joseph, MO., USBC Association, Inc. Operations and Procedures Manual

Purpose:

To provide the association leaders with information in the *ST JOSEPH MO., USBC Local Association, Inc., Policy Manual*. This information was previously in the ABC local bylaws/constitution and policy manual. In addition, this information also will support the *ST JOSEPH, MO., USBC LOCAL ASSOCIATION, Inc. Bylaws*, including, but not limited to:

1. To promote the game of American ten pins, with the help and guidance of the USBC;
2. To promote sanctioned league and tournament bowling;
3. To encourage sportsmanship and fair play according to the local and national USBC playing rules;
4. To develop new leagues and tournaments for the membership;
5. To assist with the programs designed to increase skill levels;
6. To provide equal opportunities for all members.

ST. JOSEPH, MO., USBC LOCAL ASSOCIATION, INC. STRUCTURE

The **St. Joseph, MO., USBC Local Association, Inc.** will be referred to throughout this document as:

- a) **ST JOSEPH, MO., USBC Local Association, Inc.** – serving men, women, and youth in **Andrew, Buchanan, and Clinton** Counties.
- b) Associations must apply for an initial charter with USBC, renewable every five years.

ST JOSEPH, MO., USBC Local Association, Inc. Meeting Representation

Representation at state and local annual meetings will be based on the structure of the association. References to individuals who are entitled to attend and/or vote will be specific when providing information outlined in this document. When providing general information, all representation will be referenced, i.e. Delegates/members/alternates.

Definitions are:

- a) **Members** – Individuals who have obtained current USBC membership in this association;
- b) **Delegates/Alternates** – Individuals who are elected by the membership to represent this association at a State or National Annual Meeting;
- c) **Delegates Representing Adults** – Individuals in USBC associations, who are at least 14 years of age, elected to represent the adult members of the St Joseph association at a State meeting;
- d) **Proprietors** are defined in the association bylaws. Proprietors or center representatives, who are members of the association, may attend annual meetings as:
 - i. A member of an adult association or,
 - ii. An elected Delegate to the state or national meeting.

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Voting Authority

Non-merged Local USBC Association Adult Members

Bowling Association serves men & women membership, who will vote on the following:

- Adopt bylaws and adult dues
- Elect officers and directors
- Elect delegates to state meeting
- Elect delegates to USBC meeting

1. Number of Directors

- a) The St Joseph USBC Association, Inc. will be made up of 12 directors and three officers – President, first Vice President, and second Vice President, as mandated by the bylaws;
- b) The St Joseph USBC BA, Inc. will include reasonable representation of the membership;
- c) Proprietors are important to the sport of bowling and USBC encourages associations to have at least one proprietor on this Board, however, the Board cannot have more than three proprietors at any one time. (Proprietors are defined in Article IV, (B), of the bylaws.)

2. Eligibility

The eligibility requirements for the St Joseph USBC, Inc. Board are, but not limited to:

- a) Must be an association member in good standing at the time of election and throughout the term;
- b) Must be a minimum age of 14 years, unless state laws mandate a specific age, and be a reasonable representative of the membership. Any member of the board authorized to sign contracts or acting as a signatory on association accounts must be a minimum age of 21 to meet bonding requirements;
- c) Must not be bowling in an unsanctioned American Tenpin league or tournament;
- d) Must demonstrate a working knowledge of the sport of bowling and the industry;
- e) Must demonstrate leadership qualities and the ability to think strategically as it related to Board responsibilities;
- f) If the Nominating Committee has additional eligibility requirements for Board members, they would be adopted by the membership and placed in the association bylaws;
- g) St Joseph USBC Local association members.

3. Term of Office

The membership will approve the number of years recommended by the board for the term of office for both Officers and Directors. Officer terms are not to exceed three years. All terms begin on August 1st of each year.

- a) Eligibility requirements for any and all officers' positions require no less than two years of service as a director;
- b) Two unexcused absences during one fiscal year may require a review by the board, and may be a reason for dismissal from the board, as determined by the board. In order to have an excused absence the President or the Association Manager must be notified at least 3 days prior to the meeting, unless it is an emergency, in which case the 3 day notice can be waived by the board. All absences must be approved as legitimate by a majority of the board. If the board determines that the absences are not acceptable, the director may be removed, with a secret ballot vote which requires a two-thirds affirmative vote to dismiss. Anyone removed for violation of this or any other USBC rule will have the right to appeal, in writing, to the board and/or the USBC. Such appeal will have five days from the time of dismissal to file the appeal, otherwise the dismissal will stand.

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Term limits (the number of terms allowed) are established for Officers' and Directors in the association bylaws and must be consistent with applicable state laws set forth in your particular state statutes. USBC encourages associations to set term limits for the purpose of providing opportunities for association members to serve on the Board.

4. Voting

Officers' and Directors are elected by majority vote. Delegates and alternates (when there is more than one position) by plurality vote. The election shall be by ballot vote, except that a voice vote may be taken when the number of candidates does not exceed the number of positions to be filled. Voting procedures by majority are as follows:

- a. One candidate. A voice vote may be taken.
- b. Two candidates. If a majority vote is not reached on the RM ballot, balloting continues until a candidate received a majority vote.
- c. Three or more candidates. If a majority vote is not reached on the first ballot the candidate having the lowest vote total is dropped. Balloting continues until a candidate receives a majority vote.

Voting procedures by plurality are:

- a. One candidate. A voice vote may be taken.
- b. Two or more candidates. The candidates with the most number of votes are elected.

5. Election Protest – Local Only

Protests must be filed in writing to USBC within 15 days of the election, or no later than the day before the Board members begin their term of office, whichever occurs first. If USBC rules the election null and void, the association must conduct another election. Any protest of the succeeding election must be filed in writing with USBC within 48 hours after the election. If there are no further protests within an additional 48 hours, the election stands.

6. Life Members

Life members, both board and honorary, are eligible to attend any and all board meetings with voice, but no vote.

Life membership in this association may be granted under the following conditions:

- a) A past president who has served a minimum of two terms as president;
- b) A past director who has served a minimum of four terms as a director;
- c) Those eligible under items a) or b) may be nominated by the board by a simple majority of the directors present, provided a quorum is present;
- d) The nomination for life membership may be approved by a simple majority of the membership at the annual meeting, provided a quorum is present, and may not exceed two per fiscal year;
- e) Those elected to life membership will have their annual dues paid by the association;
- f) Honorary life membership may be granted provided the member meets the requirements as stated in items d) and e), and nominated by a simple majority of the board.

7. Life Members

The association may have associate members. These individuals would perform a specific duty for the association and could be invited to board meetings to report on topics, but they would not have voice or vote at board meetings. Such duties could include committee work, league secretary training, bowling clinics, public relations, etc.

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8. Board – Officers

The officers of the association shall include a President and Vice President and must be all least 14 years of age. (The association determines if more than one Vice President or a Sergeant-at-Arms is necessary.)

- a. President. This individual manages key relationships with the National organization and state or local association. In addition, this person acts as the spokesperson for the association;
- b. 1st Vice-President. This individual would take over the responsibilities of the President due to absence or disability;
- c. 2nd Vice-President. Would assume responsibility of the 1st VP in their absence or the President if both the higher officers are incapacitated;
- d. The Association Manager is selected and appointed by the president, with board approval required, and is an employee of the association. The Association Manager, with Board approval, may have the authority to seek other individuals to assist in fulfilling his or her duties. However, the official position of Association Manager may not be changed to provide for a Secretary, Treasurer, Secretary/Treasurer or Executive Director.

9. Committees

The President, with Board approval, appoints all committees, except:

- 1) Nominating (all associations)

Standing committees are:

- 1) Nominating
- 2) Finance

Committees should include non-Board members to ensure diversity.

a. Nominating Committee

The Nominating Committee is composed of five association members, elected by the Board, which elects its own chairperson. The committee will:

- 1) Solicit interest/resumes for open Board positions from the Board and members based on predetermined criteria;
- 2) Meet at least once annually;
- 3) Determine any additional eligibility requirements (to be placed in the associations' bylaws) for all open positions;
- 4) Present a slate of candidates for all open positions.

b. Finance Committee

The Finance Committee is composed of at least three Directors. The committee meets at least twice annually. It reviews and monitors the budget and ensures that an audit is conducted annually, for the current season, no less than 15 days prior to the Annual meeting.

c. Other Committees

The following committees, and their duties listed, will be appointed by the president yearly for the purpose of providing the services, as listed, to the membership:

1) Awards and Special Projects

Be responsible for the following:

- a) Coordinate for the presentation of awards, including the development of local awards;
- b) Public Relations, including any and all forms of publicity for membership;
- c) Any other items that would not fall under the jurisdiction of any other committee, and as assigned by the president, with board approval.

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2) Constitution, Bylaws, and Policy

- a) Review the local association constitution and bylaws yearly, and propose/recommend changes as approved by the board for approval by the membership at the annual meeting;
- b) Be responsible for any and all changes that are approved by the USBC that would require changes to the association bylaws/constitution;
- c) Review the Policy Manual yearly and propose any changes that are needed to the board for adoption.

3) Hall of Fame

- a) Be responsible for the nomination and presentation of those members who are possible candidates for the Hall of Fame;
- b) Set up and publicize the annual hall of fame and awards banquet as mandated by the board and the Hall of Fame Constitution and Bylaws;
- c) Accept all other duties as assigned by the president of the board.

4) Lane Certification and Inspection

- a) Serve in a joint capacity with the local WBA to do the annual certification of all centers within the jurisdiction, and collect all fees as required by the USBC;
- b) Inspect lanes on a periodical basis as required by the USBC;
- c) Accept all other duties as assigned by the president or the board.

5) Annual championship Tournament

- a) Present tournament applications to the board for approval, including any possible rule changes;
- b) Recommend tournament sites and entry fees for board approval;
- c) Present the list of eligible bowlers to the board, and deliver the applications to those who qualify;
- d) Publicize all facets of the tournament;
- e) All other duties that may be assigned to this committee by the president of the board.

6) Masters Tournament

- a) Present tournament applications to the board for approval, including any possible rule changes;
- b) Recommend tournament sites and entry fees for board approval;
- c) Present the list of eligible bowlers to the board, and deliver the applications to those who qualify;
- d) Publicize all facets of the tournament;
- e) All other duties that may be assigned to this committee by the president of the board.

7) Senior Masters Tournament

- a) Present tournament applications to the board for approval, including any possible rule changes;
- b) Recommend tournament sites and entry fees for board approval;
- c) Be responsible for seeing that all USBC rules are adhered to and completed;
- d) Publicize all facets of the tournament;
- e) All other duties that may be assigned to this committee by the president of the board.

8) Seniors Tournament

- a) Present tournament applications to the board for approval, including any possible rule changes;
- b) Recommend tournament sites and entry fees for board approval;
- c) Present the list of eligible bowlers to the board, and see that the tournament applications are delivered to all centers;
- d) Publicize all facets of the tournament;
- e) All other duties that may be assigned by the president of the board.

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Other committees and task forces would be formed as needed to implement Board approved priorities, such as recognition, tournaments and events, etc. The President would appoint the committee/task force with Board approval. Committees furnish written reports to the Association Manager or Board upon request.

9) Employee(s)

An individual will be appointed by the president based on the recommendations of the nominating committee, and approved by the board, for the Association Manager position. The Association Manager would define a need for additional employees with approval of the Board. The guidelines for appointing, employing, evaluating, and removing the Association Manager shall be as follows:

- a) An interview committee, appointed by the president and approved by the board, shall be responsible for developing an application form for employment by the association, for the position of Association Manager, and will be responsible for the distribution of the application(s);
- b) The completed form(s) shall be returned to the interview committee in a time frame as determined by the committee. No grace period for the return of the form(s) will be allowed, and no interviews shall be given without a completed application form;
- c) The criteria to be used by the committee for interview(s), based on information from the applications, will be developed by the committee and approved by the board. After board approval the application form and the criteria will become a part of this manual, and may be updated periodically by the committee with board approval;
- d) The committee will recommend a salary for the Association Manager and how it will be disbursed. The board will be responsible for approving or modifying those recommendations, and upon approval will be implemented and included as part of this manual;
- e) The committee will be responsible for an annual evaluation of the Association Manager, 15 days prior to the annual meeting, and a report given at the meeting, based on, but not limited to:
 - 1) Job performance,
 - 2) Board and membership relations,
 - 3) The dispersing of timely reports to the board, and
 - 4) Any item(s) incidental to good business practices
- f) Removal of the Association Manager for cause will be the responsibility of the board, based on the recommendation(s) of the interview committee. The committee shall be specific in its reasons for removal/dismissal, citing any and all violation(s) of USBC and/or the St Joseph USBC Association bylaws, and will require a *two-thirds affirmative ballot vote of the board, present and voting, provided that a quorum is present*. If removal/dismissal is affirmed, the outgoing Association Manager shall be bound by USBC rule(s) to cooperate in all facets of the office to provide for a smooth and timely transition, within 14 days from the time of the vote, to the new Association Manager;
- g) The removed/dismissed Association Manager shall have the right to appeal, within 14 days of being removed/dismissed in writing, to the USBC, and the local board, citing the reasons and rules that would apply in reversing the decision for the board by the USBC. During this time frame the existing Association Manager would continue the duties of the office, and if the decision is reversed by the USBC the current Association Manger would retain the office.

10) Association Manager (See section 9, all items)

All associations are required to have an Association Manager selected/appointed/employed by the Board. Regardless of whether this individual is paid or not, he or she is an employee of the association and accountable to the Board. To meet bonding requirements, the Association Manager must be a minimum age of 18, unless state laws mandate a specific age.

The Association Manager directs the day-to-day operation of the association and also is responsible for implementation of the priority issues and goals set by the Board along with the USBC Performance Standards. The Association Manager is eligible to serve as a Director of the association,

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however, because the Board chooses this individual, and because of possible conflicts of interest, this is not recommended.

The Association Manager may not serve as an Officer simultaneously due to signature and bonding requirements. The Board monitors the performance of the Association Manager and performs evaluations periodically. (See item 9.)

11) Association Manager Job Description

Overall responsibilities.

The Association Manager reports to the association President/Board and is responsible for:

- a) Overseeing the operations of the association;
- b) Providing administrative support;
- c) Coordinating services necessary to comply with USBC Association Performance Standards;
- d) Providing a complete, up to date financial status every month;
- e) Any and all other duties as may be assigned by the board.

Education/skill requirements.

The individual should have:

- a) Knowledge of bowling;
- b) Management, office, and organizational skills;
- c) Knowledge of current technology;
- d) Experience with WinLABS, MS Word preferred;
- e) Strong communication skills;
- f) Inter-personal relationship skills;
- g) Two years sales and marketing/public relations experience preferred, but not necessary;
- h) Three years experience on a local ABC Board.

Reports To/Reporting Relationships

- a) The Association Manager reports to and is selected/appointed, and employed by the Board, which will allocate additional human and financial resources on a task basis as necessary.
- b) The Association Manager reports to the Board on a regular basis (at least quarterly) to USBC National as required; and to the association members as needed.
- c) If staffed, the Clerical Assistant will report directly to the Association Manager.
- d) The Association Manager receives reports from staff and committee chairs. Volunteers will report on assigned tasks to the Association Manager and the board.

Duties

The tasks for which the Association Manager will be responsible may include, but not limited to:

- a) Works in conjunction with the Board, adheres to USBC Performance Standards, USBC and association bylaws and applies for charter renewal every five years, as required by USBC;
- b) Implements and monitors the strategic/action plan of the association and its progress. Reports progress toward specific goals to the Board quarterly;
- c) Responsible for the overall finances of the association, which would include –
 - 1) Preparing a budget for Board approval;
 - 2) Submitting written financial reports at all Board and association meetings;
 - 3) Submitting a written, audited, year-end financial report;
 - 4) Staying within the budget;
- d) Oversees volunteer activities;
- e) Responsible for all association correspondence;
- f) Oversees the use of WinLABS to enter and transfer information to USBC;

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- g) Notifies each league secretary, in writing, of the programs and services offered by the association;
- h) Submits reports to USBC and the state association as requested;
- i) Responsible for the operation of the tournament, either as Tournament Manager or supervisor of the Tournament Director, as directed by the board.

Standards

To the extent possible, each assigned task will have measurable standards, which will gauge performance. When the USBC establishes standards for any task assigned, the standards set by the association shall be at least as high as those set by USBC. Some examples include:

- a) Completion of strategic plan;
- b) Membership goals;
- c) Compliance with financial procedures (maintain budget).

12) Location

The location of the association office will be located in the residence of the Association Manager, unless provided for otherwise by the board.

13) Due Process

Due process includes any and all decisions made by the board which may have a direct or indirect impact on those considered 'athletes' and/or 'regular' members. They will have the right to appeal to the USBC local association, and, if the aggrieved is still not satisfied, directly to the USBC. All such appeals must be in writing, citing any and all rules that would apply, with copies to the local association and the USBC. Such appeals must be done in a timely fashion, namely, with 14 days of any decisions that are considered to be, by the 'athlete' or 'regular' member, in error.

14) Athlete

USBC provides due process, which is in compliance with USBC requirements.

15) Regular Member

The USBC rule book and/or the association bylaws will dictate procedure(s) for the following:

- a) Suspension and reinstatement;
- b) Bonding;
- c) Re-rating averages;
- d) Special hearings conducted by USBC;
- e) Removal of a Board or Committee member;
- f) Removal of a charter;
- g) Association worthless check/credit card.

Operations

Meetings

Generally, the board will meet once a month. All directors will be notified by mail or phone at least 15 days in advance, not counting the day of the meeting. Directors are required to attend all meetings, unless they have an acceptable reason for non-attendance, and may be excused from that meeting. Missing 2 meetings, in one fiscal year, unexcused may result in disciplinary action, including the possible suspension/removal from the board. Any such action is appealable in writing to the board 14 days after the meeting, and then may be appealed to the USBC in writing 14 after the board meeting called for the purpose of hearing the appeal. Any and all such appeals shall be copied to the board/USBC. Special board

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meetings may be called at any time by the president, or at the written request of at least three members of the board. Special meetings will require a 3 day notice, not counting the day of the meeting, and will be restricted to only the subject for which they are called. The Annual Meeting of the membership for the purpose of elections, and for giving the state of the association report will be held in the month of April. All committees are required to give a report on their activities, including an up to date report on the finances of association. The proposed budget, changed or unchanged and in its final form, may be approved by a simple majority of the membership, present and voting, provided there is a quorum present. This is not a required ballot vote, but, if requested, shall be done by ballot.

16) Averages

Local associations are responsible for submitting sanctioned association tournament scores, in addition to providing individual league averages. All association averages shall be maintained by the Association Manager, and shall be responsible for the creation of the Annual Association Average Book, both winter and summer averages. The Association Manager, with board approval, shall also be responsible for establishing the guidelines for the league secretaries to turn in the required information. Any other information that is required for the Association Manager to do the job in a timely fashion, for example, but not limited to, the sanctioning of leagues within the USBC mandated guidelines, shall be the responsibility of the Association Manager.

17) Performance Standards

To preserve the health and integrity of the organization, and to ensure consistent delivery of services, the association will be evaluated based on the Performance Standards detailed below.

- a) All USBC members must have equal opportunity to participate in tournaments of equal design and quality. USBC associations must conduct championship level competition for the membership constituency (men and women) and comply with state and local laws in the area;
- b) Transmit membership tournament scores, awards, and association Board data to USBC via WinLABS as required by USBC;
- c) Complete and submit an annual self-assessment;
- d) Complete and submit a strategic/action plan;
- e) Prepare and operate under an annual budget, perform an audit or have an outside source file all required corporate forms (tax returns and IRS forms as appropriate); and provide full financial disclosure to membership annually;
- f) Develop, maintain, and submit a membership retention and development plan. This plan is to include developing a program to increase proprietor and membership relations and may be submitted as part of the strategic/action plan listed in item d (above);
- g) Develop and implement a communication plan;
- h) Assist centers with membership marketing plans. The association must maintain USBC charter requirements by meeting Performance Standards. If performance standards are not achieved and maintained USBC will counsel with the association, which could include 'on site' visits to help the association. Associations that meet these requirements will have their charters renewed.

18) Assessment Form(s)

USBC will provide assessment form(s) as well as guidance regarding strategic/action plan. Associations will be expected to report actions taken to address areas in need of improvement from previous assessments.

- a) Complete an association self-assessment yearly.
 - 1) Evaluate results and set appropriate goals through the association's strategic plan;
 - 2) Quarterly reporting of progress to the Board as related to specific goals based on the association's strategic plan.
- b) Participation in the assessment by at least five individuals, a combination of Board members and non-Board members, is required. Submit the assessment to USBC yearly, which

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documents the association's achievements of its goals. Categories will include, but may not be limited to:

- 1) Tournaments;
- 2) Transmission of data;
- 3) Finances;
- 4) Membership retention and development;
- 5) Communication;
- 6) Awards;
- 7) Training membership marketing.

19) Promotion of Bowling

This association will assist in developing supplemental state/local promotional programs that add to or enhance those developed by USBC.

20) Growth of Sport – Recruitment/Retention

This association will be responsible for working with proprietors to increase membership by adding new members and retaining existing members. The association is also responsible for increasing sanctioned competition and required to implement programs provided by the National organization. Finally, the association will be responsible for developing league/membership, working to ensure youth transition and for building all bowlers' interest in the sport.

21) Non-Dues Revenue

This association will seek out and develop alternative sources of income to support their program. Any and all forms of revenue, including jackpots, side pots, brackets, etc., at any association event will be done by the association, unless changed by a two-thirds vote of the board.

22) Charitable Activities

This association will run special events to raise money for charitable activities, will encourage development of charitable activities, and will participate in state and national charitable fundraisers.

23) Supplies

- a) USBC will ensure the availability of supplies necessary to support activities. These would range from no cost to fee-based in nature;
- b) This association will facilitate, through the office of the Association Manager, the ordering and distribution of supplies.

Programs and Services

24) Awards

This association will be required to distribute national and state awards, and will develop a procedure for timely distribution and presentation of all awards

This association will be responsible for developing awards programs other than the awards established by USBC.

25) Recognition

This association is responsible for maintaining historical recognition for the local hall of fame for its membership, including the listing of Life Members, Honorary Members and Members Emeriti, and also is responsible for developing and maintaining programs for recognition of performance, contributions, and participation. This association will also be responsible for submitting qualifying names for recognition from its membership to USBC, and will also submit qualifying names for recognition from its membership to the state association. The state association will solicit nominees from the state and local associations for recognition at the state and national levels.

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26) Tournaments – Association

This USBC association will conduct open championship level competition for its membership constituency (men and women) and will comply with state and local laws in the area, and will offer to their members the opportunity to compete in all national programs.

27) Lane Certification and Inspection

USBC has the primary responsibility for developing the certification/inspection process that includes, but is not limited to, training registered Inspectors. This association will identify interested volunteers to perform the association's inspections.

The St Joseph USBC BA, Inc., and WBA will work with their corresponding association(s) to ensure compliance. Unless USBC is notified, the President is responsible for ensuring that the required certification and lane dressing inspections are being done and results are reported to USBC.

28) Communications

The Association Manager is responsible for the distribution of information to and from the national and state organizations. And will be responsible for communication all national and state news to the members using the association Web site and association membership meetings.

29) Education and Training

USBC is responsible for delivering quality, standardized programs to associations to ensure consistency across the country, and this association will be responsible for delivery of training, education, and course work as applicable to maintain the highest standards of service to the membership.

30) Workshops

This association will conduct workshops for all league officers using the latest information from the USBC.

31) Coaching

Coaching is the key to developing new bowlers and maintaining interest at all levels of participation. Coaching should be available to every bowler at every level in every center. The mission of the coaching program is to provide quality training programs, instructional tools and service for bowling instructors, coaches and the bowling community. This association will support the national program.

32) Scholarship/SMART/Grants

USBC will provide scholarship fund management and opportunities for scholarships from elementary to adulthood. This also will include grant opportunities. This association will provide at least two – one female and one male – scholarship opportunities for our local junior bowlers, based on the application(s) received, and the winners will be announced at the annual Hall of Fame and Awards Banquet.

33) Budget

This association is responsible for preparing and operating an annual budget under the direction of the chair of the finance committee and the Association Manager.

34) Charter

Every Five years, the association must renew its charter. The application along with supporting documentation must be submitted to USBC prior to the expiration of the charter. Once chartered, the association must abide by the bylaws, policies, procedures, and Performance Standards as outlined by

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USBC. USBC will assist in meeting the requirements, which could include 'on site' visits to help the association. Associations that meet these requirements will have their charters renewed.

35) Finance

The association financial procedures include, but are not limited to:

- a) Funds must be deposited within seven days in an FDIC insured bank or credit union in the name of the association;
- b) Withdrawals require the signature of two of the three authorized Board members, including the Association Manager. To meet bonding requirements, any member of the Board authorized to sign contracts or as a signatory on association accounts must be a minimum age of 18;
- c) Two members of an immediate family cannot co-sign for withdrawals from any association account;
- d) The president must verify the account(s) monthly;
- e) Audits must be conducted quarterly, with an annual audit report to the membership at the annual meeting. The audits should be conducted either by a committee or audit firm.

36) Meetings

Generally, this association will meet once a month, but will have as many Board meetings as necessary to ensure the smooth operation of the association and service to the members. However, as a minimum, at least four quarterly Board meetings are required at the local level.

37) Collect Membership and Facilitate Processing

As stated in the Performance Standards, the association is responsible for the transmittal of membership and dues via WinLABS weekly. This would include league sanctioning information, as well as additional members. Upon adoption of the USBC bylaws and based on the maximum dues amounts established by the USBC Delegates, the national USBC Board of Directors will set national dues. The local association dues, up to the established maximums, will be determined as follows: USBC local association members will set the adult dues based on information provided by the local board.

Each association will have the fiduciary responsibility to determine what is needed to best serve its members. National, state and local levels will be mutually dependent of each other to provide the best program and services to the member at the lowest cost.

Action to approve any change in dues requires a two-thirds vote of the membership. Any change in dues, and the reason for the change, will be reported as follows:

- a) State must report to all local associations;
- b) This association will inform league secretaries of the change in dues as well as the amount of dues to be collected for national, state (if applicable), and local, for regular membership and each membership category established by USBC and the local association.

38) Tournaments – Additional

Associations that conduct additional tournaments can have bonding coverage by submitting a list of tournaments, format and rules. Any additional tournaments, such as league championship, league officers, etc, and fun formats (nine-pin no-tap, Baker, etc.), will be determined by the board of directors.

39) WinLABS

Process the following through WinLABS:

- a) Membership, names – addresses/address changes;
- b) League information – start/end, officers, etc.;

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- c) Averages of members from leagues;
- d) National awards;
- e) Local association awards;
- f) Officers/Directors – titles/title changes, addresses/address changes – terms of office;
- g) Date of last/next meeting;
- h) Adult Delegates to the USBC Annual Meeting;
- i) Local association tournament scores by the Tournament Manager (See WinLABS User Guide for complete procedures).

Volunteers

40) Role of the Volunteer

In most membership organizations, the volunteer is the driving force, and a special effort must be made to recruit and motivate interested individuals. The role of the volunteer in USBC would match the volunteer's expertise, commitment and passion for the sport with programs and projects that directly affect the member. Volunteers may be invited to attend board meetings with voice only.

Volunteers would enhance the organization's relationships among members, non-member and bowling center proprietors, among other possible activities, they would:

- a) Promote and advance the sport of bowling;
- b) Help recruit and retain membership;
- c) Assist and participate in educational seminars and workshops;
- d) Promote and assist at tournament.

41) Volunteer Accountability

- a) Accountability must be measurable;
- b) Association tasks will be clearly defined with a timeline;
- c) Associations will provide training, mentoring and follow-up (i.e., task specific, show them how to do the task) and the needed materials;
- d) Talents of volunteers needed to meet the task;
- e) Association Manager will have ultimate responsibility for completion of the task;
- f) Committee members report to and communicate their needs to the Association Manager (i.e., non-performing members, committee meetings not scheduled, members not contacted, or additional funding needed, meeting space, etc.);
- g) Association Manager provides quarterly report to the Board on status of all approved projects and events in reference to volunteer assignments (does not preclude immediate Board notification as needed);
- h) All actions are tied into the strategic plan.

42) Volunteer Expectations/Measures – Examples

- a) Tournaments. Measurement standard could be increased participation;
- b) Membership. Recruit/retain membership with a measurement of retaining 100% or increasing 10% of the total membership, etc., joint promotions (cooperative effort between associations and proprietors) are programs the new organization can implement, to promote bowling;
- c) Clinics. Different skill sets required for this topic, such as, learn to bowl, improve skills;
- d) Public Relations. Communication (press releases), sports groups (sports councils), institutions (schools, businesses), media attention (other communication), image of bowling (part of the responsibilities or reflection of the committee's efforts);
- e) Promoting. Visiting the settee area, welcoming new bowlers;
- f) Scholarships. Soliciting funds, selecting and judging (Any and all applicants must be bona fide members of, and bowling in, a St Joseph Youth League);
- g) Awards. Presentation and delivery in a timely manner;

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- h) Events. Hall of fame, Charities, Fundraisers;
- i) Committees. Attend meetings and report to the Board regularly and membership as needed.

This policy manual may be revised at any time by a two-thirds vote of the Board of Directors and a two-thirds vote of the membership.