
Association Policy Manual Update

Updated 3-25-11

**Chapter One: National Supplement-membership-Governance
Section B, Item 6, USBC Youth Basic Membership**

Corection, add:

- d. USBC Basic League award emblems (high game, series, average, champion and most improved)
- e. USBC High Score Awards

**Chapter Sixteen: Suspension, Reinstatement and Hearings
Section J, Removal from Office**

We are clarifying the Youth Committee removes their own members.

Section J. Removal From Office or Youth Committee

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

Removal of Youth Committee members is handled by the Youth Committee

1. Within one week after receipt of the complaint, the association president/Youth Committee Chairman, or in his/her absence or involvement a board/Youth Committee member not involved in the case, schedules a meeting of the association board of directors/Youth Committee.
 - 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 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) Be sent by first class mail **or** be hand delivered.
 - 3) The board/Youth Committee must be provided written notice of the meeting.
2. A quorum of the board/Youth Committee must be present and a roster listing those present and absent must be 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/Youth Committee members present and voting is required for removal from office/Youth Committee.
6. Within five (5) days from the date of the meeting notify the individual(s) involved in writing of the board/Youth Committee's decision and of his/her right to appeal that decision to USBC Headquarters to the attention of Rules.

7. An appeal must be filed in writing within fifteen (15) days of the date of the notice; otherwise the decision of the board/Youth Committee is final.

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

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

For committees other than the Youth committee, the appointing authority has the power to remove or replace members.

Updated 11-2-10

Due to questions we have received on financial reviews and outside auditor the following “note box” was added to:

Chapter Two, Section A, after Item 6 Chapter Nine, Section A, after item 3-b

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.

The following note box was added to:

Chapter Five, Section B, after Item 5 Chapter Seven, Section A, after Item 9-b-6)

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 that proper procedures are followed for, amongst others, deposits, statement verifications, and tax filings. A sample year end financial review from can be found on BOWL.com/associations under the Forms and Manuals tab, then selecting Finances and Tax Information.