
Chapter Five: 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.
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. Where there has been a merger of a BA and WBA and they have an agreement with the non-merged youth association (non-competing), the merged board must still have 20% representation elected by the youth representatives/youth delegates and officers and directors who hold youth membership.
6. In an area where the BA and WBA merge and the youth association refuses to merge, this creates a competitive situation. The merged association will serve men, women, and youth, and the structure is consistent with a regular merged association. Additionally, the youth association will be chartered and have a structure consistent with a regular non-merged youth association.
7. USBC shall have the authority to suspend, expel, or otherwise discipline for cause, officers or directors of any chartered association.

Section B. Authority and Duties

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

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

1. Enforcing the bylaws.
2. Complying with the *USBC Association Policy Manual*.
3. Conducting championship level competition for its membership constituency.
4. Establishing a procedure for the handling of funds which includes:
 - a. Approving the financial institution(s), which must be federally insured or its equivalent.
 - b. Comply with bonding requirements.
 - c. Ensuring all money is deposited within seven days.
 - d. Authorizing all expenditures which can include electronic transfers of routine bills. (Electronic transfers and routine bills only need initial authorization.)
 - e. Ensuring the president verifies the association accounts monthly.
 - f. Ensuring all required financial reports are filed. (IRS, payroll taxes, state taxes, etc.)
 - g. Ensuring scholarship funds are deposited into USBC's SMART program within 30 days of completion of the league or tournament, or academic or meritorious accomplishment.

5. Establishing 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 recommended.)
6. Choosing the date of the association annual meeting.
7. Determining the procedure for selecting the annual meeting and championship tournament site(s).
8. Approving a procedure for retention of records which must include the financial records.
9. Overseeing the transfer of association records and property to the:
 - a. Successors to a position, or employee, no later than the first day of their term or employment.
 - b. Board within two weeks from the date of vacancy.
10. Determining association optional member benefits and dues, if applicable, not to exceed the maximum dues amount determined by the USBC delegates.
11. Implementing USBC programs as requested.
12. Ensuring the association has an active e-mail account, to be maintained 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. Selecting/appointing the association manager.
14. Approving requests by a center or another entity for a special mailing to the entire association 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 in the association's jurisdiction requests a mailing to the entire association membership, the association board must receive written approval from each center in the association's jurisdiction prior to doing the mailing. If a center in the association's jurisdiction does not provide written approval of a neighboring center's mailing, 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 March 1. 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 scheduled or association cut off date.
 - b. Process all averages, including pin total and number of games bowled in WinLABS or a system approved by USBC.
16. Re-rating the league average of an association member when there is evidence the bowler's average does not represent the bowler's true ability. (Local)
17. Conducting suspension and reinstatement hearings if requested by USBC Headquarters. (Refer to the Suspension and Reinstatement Procedures for re-rate, suspension, reinstatement, and appeal procedures.)
18. The board shall have the power to render final decisions on all protests and disputes within the association unless appealed to USBC Headquarters.
19. Providing 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 committee and chair appointments.

Section C. Board Eligibility.

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

1. A candidate for the board (elected or appointed) must be a current member in good standing and be bondable by USBC, if at least 18 years of age.
2. The association manager is not eligible to serve concurrently as an officer; however, may be elected as a director.
3. In a merged association, a non-merged BA or a non-merged WBA, a maximum of three bowling center proprietors may serve on the board simultaneously including the total number of proprietor board members, as well as proprietor board members elected by and from the youth representatives/youth delegates.
4. Representation on the state board from local associations is not limited unless otherwise specified in the 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.
 - 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

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. 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 respective bylaws.
2. 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.
3. 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 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 Chair prior to the elections.

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.
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 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, (state) upon written request to USBC Headquarters or e-mail bonding@bowl.com or (local) through the WinLABS program.

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. 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.
3. 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. **Age.** To meet bonding requirements, any member of the board authorized to handle funds, sign contracts or acting as a signatory on association accounts must be a minimum age of 18. Bond coverage does not extend to anyone under the age of 18.

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/state/local laws, including Articles of Incorporation.
2. *USBC Bylaws*.
3. *USBC Association Policy Manual*.
4. *Association's Operations Manual*, if applicable.
5. *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, gender, disability, or national origin.
2. All associations should 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 will not be members of the board of directors unless they are elected to one of the board positions of the association.

The association board will have 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 not to include automatic board participation.

Section K. Conflict of Interest

Association 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. Be looking out for the association's and member's best interest, not his/her own.
2. Not experience personal gain from his/her affiliation 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 any matter the board deems as confidential.

Section L. Expenses

Legitimate business expenses can be reimbursed, with board approval. Such expenses must be documented, including receipts.

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.
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

- a. Specific roles or positions within the USBC Youth program that require registration include:
 - b. Local non-merged youth association board members.
 - c. Local merged association Youth Committee members.
 - d. Association manager in merged associations and non-merged youth associations.
 - e. Non-family members who serve as overnight trip chaperones.

2. Record Retention

Associations are required to:

- a. Maintain all required records of all former organizations.
- b. Maintain records as described in the USBC Record Retention Guide (See the association page on BOWL.com, Forms and Manual 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 comply with information included in the *USBC Graphics Standards Manual* (also known as the *USBC Style Guide and Association Leaders' Brand Guide*). Associations may not license the use of the USBC logo or marks (i.e. related graphics such as the logo for BOWL.com, USBC tournaments, departments, etc.) to any third party. If such licensing is desired, please e-mail marketing@bowl.com.
- b. The USBC Association Logo options template must be used when designing and creating a new logo. Submit your logo to USBC Headquarters marketing@bowl.com for approval before printing or digitizing your association logo.
- c. When creating new (or reordering existing) association apparel, pins, etc. that includes 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 comply with information included in the *USBC Youth Characters Official Graphics Standards and Style Guide* and use of the logo(s) must be approved by USBC by e-mailing a request to marketing@bowl.com.

The *USBC Graphics Standards Manual* and *USBC Youth Characters Official Graphics Standards and Style Guide* can be obtained by logging on to the association page of BOWL.com or e-mailing marketing@bowl.com.

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



5. Recognition

USBC associations are required to:

- a. Maintain records of all those previously honored, such as:
 - 1) Hall of Fame members.
 - 2) Honorary members.
- b. Solicit input and submit names of individuals deserving National, state and/or local recognition.

Provide USBC Headquarters with appropriate information, as requested.