
Affiliate Association Policy Manual



Revised 6/30/09

Bowl with US™

**US BOWLING
CONGRESS™**

Copyright © 2008 by the United States Bowling Congress
Revised June 30, 2009

All rights reserved. No part of this document may be reproduced, stored in a retrieval system, or transmitted in any form or by any means by any person who is not a USBC member without the prior written consent of the United States Bowling Congress.

United States Bowling Congress

621 Six flags Dr.

Arlington, TX 76011

(800) 514-BOWL

bowl.com



USBC Affiliate Association Policy Manual

Table of Contents

Contact Information.....	iv
Introduction.....	v
Definitions.....	vi
Chapter 1: Affiliate Association Structure.....	1
Chapter 2: Dues/Membership Processing.....	4
Chapter 3: Affiliate Council.....	6
Chapter 4: Meetings	15
Chapter 5: Committees.....	17
Chapter 6: Tournaments.....	18
Chapter 7: Awards and Recognition.....	23
Chapter 8: IRS and Tax Information	24
Chapter 9: Other Requirements	27
Chapter 10: Delegates	28
Index.....	30



United State Bowling Congress
621 Six Flags Drive, Arlington, TX 76011
Telephone (800) 514-BOWL
www.bowl.com

FOR QUESTIONS ABOUT:	E-MAIL ADDRESS	EXTENSION	FAX #(817)
Bonding	rules@bowl.com	3156	385-8260
Bowling History, Statistics or Records	pr@bowl.com	8959	385-8262
Bylaws, Tax Information	associationservices@bowl.com	3158	414/421-8560
Coaching	coaching@bowl.com	8969	385-8261
Collegiate	USBCcollegiate@bowl.com	8425	385-8260
Communications	pr@bowl.com	8959	385-8262
Convention & Delegate Status	meetplan@bowl.com	3366	414/421-8560
Equipment Specifications and Lane Certification	specs@bowl.com	8407	385-8261
General Info, Supplies, Merchandise, Lost/Replacement Cards, Awards	bowlinfo@bowl.com	3161	414/421-8560
High School Bowling	USBChighschool@bowl.com	8422	385-8260
Housing/Travel	USBCtravel@bowl.com	(800) 269-5885	385-8263
Junior Gold Program	USBCjuniorgold@bowl.com	3171	385-8260
Marketing (Logos)	marketing@bowl.com	8960	385-8262
Membership/Awards	ma@bowl.com	3151	414/421-8560
National Tournaments			
USBC Open Championships	USBCopenchampionships@bowl.com	8200	385-8269
USBC Women's Championships	USBCwomenschampionships@bowl.com	8200	385-8268
USBC Junior Gold Championships	USBCgoldchamp@bowl.com	3171	385-8260
USBC Team USA Championships	USBCteamusa@bowl.com	8978	385-8261
USBC Youth Open Championships	USBCyouthopen@bowl.com	8350	385-8260
Pepsi/USBC Youth Championships	USBCyouthchampionships@bowl.com	8421	385-8260
Registered Volunteer Program	registeredvolunteers@bowl.com	8243	385-8262
Rules of the Game and Disputes	rules@bowl.com	3155	385-8260
Scholarships/SMART Program	smart@bowl.com	8290	385-8266
Sport Bowling	sportbowling@bowl.com	3177	385-8262
Team USA	teamusa@bowl.com	8978	385-8261
Tournament Certification	rules@bowl.com	3155	385-8260
Youth	USBCyouth@bowl.com	8971	385-8260
WinLABS	labshelp@bowl.com	3431	414/421-8560

Introduction

The United States Bowling Congress (USBC) has provided for affiliate associations in the *USBC Bylaws* (Article II, Section B). As a result, associations meeting specific criteria will be eligible to operate as affiliate associations. Ultimately, USBC reserves the right to authorize affiliate associations.

The purpose of allowing for affiliate associations is to provide an opportunity for associations with small membership numbers to continue to operate, without having to meet all of the requirements of a USBC standard association.

To be eligible to operate as an affiliate association, one of the following conditions must be met:

1. Total membership of less than 250 for non-merged associations, or 750 for merged associations serving men, women, and youth.
2. Must not be within 100 miles of any neighboring association or affiliate association.
3. Special permission is granted from USBC Headquarters.

This *USBC Affiliate Association Policy Manual* has been revised to include all of the official governing documents for affiliate associations. All applicable portions of the USBC Local Merged/Non-Merged Bylaws and the USBC Association Policy Manual are included herein.

Affiliate associations may not make any changes to this *USBC Affiliate Association Policy Manual*, with the exception of determining the association name (requires USBC Headquarters approval), local adult dues, and Council size.

Any additional provisions/policies/duties/etc., provided they are not in conflict with the *USBC Bylaws*, this *USBC Affiliate Association Policy Manual*, and federal/state/local laws, may be adopted by the Council, and maintained in the association's operations manual.

Definitions

Adult member: An individual who holds a USBC adult membership.

Association Operations Manual: A manual created and maintained by the affiliate association, which contains information on the day-to-day procedures and operations.

Council: The elected governing body of the affiliate association. The Council functions similar to a Board of Directors in standard USBC associations. It is comprised of Council members, elected by the association's voting body.

Plurality vote: The largest number of votes cast for a given candidate. The candidate(s) receiving the most votes is (are) elected.

State delegate eligibility: Affiliate associations are eligible to send locally elected delegates and/or youth delegates to their respective state annual meeting(s), unless the state bylaws indicate otherwise.

Youth league official: USBC member that is a youth supervisor, coach, program director, or center proprietor/manager.

Youth member: An individual who holds a USBC youth membership.

Chapter One: Affiliate Association Structure

This chapter details USBC requirements for associations regarding charters, purpose, tax exemption, name, jurisdictional area, fiscal year, 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. Purpose

The purpose of the affiliate association is to:

1. Provide equal opportunity for all in the sport of bowling without regard to race, religion, age, gender, disability, or national origin.
2. Promote the game of American Tenpins.
3. Conduct and support certified 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 (IRC).
5. Provide services and benefits to its members.
6. Enforce the playing rules.

Section B. Charter

USBC Headquarters will issue a charter to associations that meet the requirements established in the *USBC Bylaws*, this *USBC Affiliate Association Policy Manual*, and by the USBC Board of Directors. Chartered associations are subject to the authority of the USBC.

1. **Maintenance** – To maintain its charter, at a minimum the affiliate association must:
 - a. Not enact any rules inconsistent with the *USBC Bylaws*, this *USBC Affiliate Association Policy Manual*, and state laws.
 - b. Provide services for all of its membership constituents.
 - c. Comply with 501(c) (3) status.
2. **Revocation** – USBC shall have the power to revoke the charter of any association at any time if it determines the association is not meeting the established requirements, or for violation of USBC rules. Prior to revoking a charter, USBC will work with the association to attempt a resolution other than revocation. The revocation could be appealed to the USBC Legal and Legislative Committee.

Section C. Tax Exemption

Every association is under the national group exemption and classified as tax exempt under section 501(c)(3) of the IRC. Associations must comply with IRS requirements to maintain their tax exempt status.

Section D. Association Name

1. The name of the association is subject to the approval of USBC Headquarters.

2. Any change or modification of the association name must be approved by USBC Headquarters and adopted by the association's voting body.
3. The association name will be as follows:
 - a. (Name of local) USBC (Serving men, women, and youth).
 - b. (Name of local) USBC BA (Serving men and women).
 - c. (Name of local) USBC WBA (Serving women).
 - d. (Name of local) USBC Youth (Serving youth).

Section E. Jurisdiction/Location

1. The association's jurisdictional boundaries shall be determined at the time of initial chartering and shall be approved by USBC Headquarters.
2. Jurisdictional boundaries describe the area, including the centers, assigned to an association. The association will then provide 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 modification of the boundaries must be approved by USBC Headquarters.
5. Jurisdictional boundaries shall include at least one certified bowling center.
6. The following may not serve in the same center:
 - a. Merged and non-merged adult associations, (affiliate or otherwise).
 - b. Two merged associations (affiliate or otherwise).
7. A youth association will determine if it will merge with the BA and WBA adult associations in the same jurisdictional boundaries. This merger must include both adult associations. The youth association has the option of merging or remaining non-merged.
8. A merged association serving men, women, and youth in the same jurisdiction as a non-merged youth association may either compete for the youth membership or make an agreement that the youth association will provide programs and services for the youth in the area (affiliate or otherwise).

<p>NOTE: This scenario will be detailed throughout this manual as “merged with a youth association.”</p>

9. Affiliate associations shall only be affiliated with one merged state association or a non-merged BA, WBA, and/or youth state association, with the exception of a merged with a youth state association.

Section F. Fiscal Year

The fiscal year for all associations is August 1 through July 31.

Section G. Association Dissolution

Associations dissolved include but are not limited to, those that have merged with another association; have not completed the charter process with USBC or have had their charters revoked by USBC.

For those associations merging, all assets remaining after payment and discharge of its duties, obligations, and liabilities will be distributed proportionately at the direction of the former association Council. This Council determines the division of the assets including trusts, provided no portion of the assets is distributed to any organization not described in Internal Revenue Code (IRC), Section 501(c)(3) of 1986, as amended.

For all other associations, upon dissolution of this organization, all of its assets remaining after payment of its lawful obligations shall be distributed in accordance with the requirements of Section 501(c)(3) of the Internal Revenue Code and regulation promulgated thereunder.

USBC has the authority to enforce any/all distributions provided they meet the requirements described in IRC, Section 501(c)(3) of 1986, as amended. Failure to distribute could be cause for suspension from USBC.

Section H. Indemnification

Council members and other authorized volunteers, employees, or agents shall be indemnified against claims for personal and individual liability arising in connection with their positions or service on behalf of the association to the full extent permitted by law.

Chapter Two: Dues/Membership Processing

Section A. Dues Structure

1. Membership is valid as established in the USBC National Bylaws, and described in the USBC Playing Rules and Commonly Asked Questions.
2. Each individual shall pay national, state (where applicable), and local dues (adults)/local processing fee (youth), except as provided in Rule 100e, Traveling Leagues and Rule 100l, Mail-o-Graphic Leagues.

3. Associations will use one of the following dues structures as applicable to its membership:
 - a. Non-merged adult associations: The BA/WBA members, by two-thirds vote, determine and adopt local adult dues, if any. The annual adult standard membership dues are as follows:

Local	\$ _____. (Cannot exceed \$10.)
State	\$ _____. (Cannot exceed \$1.)
USBC	<u>\$10.00.</u>
Total	\$ _____

- b. For non-merged youth associations: The annual youth standard membership dues are as follows:

Local Processing Fee	\$ 2.00
State dues	\$ 0.50
USBC	<u>\$14.50</u>
Total	\$17.00

- c. For merged associations: The Council adult members, by two-thirds vote, determine and adopt local adult dues, if any.

The annual adult standard membership dues are as follows:

Local	\$ _____. (Cannot exceed \$10.)
State	\$ _____. (Cannot exceed \$1.)
USBC	<u>\$10.00</u>
Total	\$ _____

The annual youth standard membership dues are as follows:

Local Processing Fee	\$ 2.00
State dues	\$ 0.50
USBC	<u>\$14.50</u>
Total	\$17.00

4. Decisions made at the USBC Annual Meeting or the applicable state association annual meeting which affect these dues amounts are made automatically without further action by the association.

5. The Council may waive all or part of local adult dues/youth processing fees for:
 - a. Members of other USBC associations (affiliate or otherwise) having a reciprocal agreement with the association.
 - b. Members processed by bowling centers within the association's jurisdiction.
 - c. Other groups, such as seniors, military, etc., as determined by the Council.
6. The association cannot charge additional non-dues assessments.
7. Merged associations and non-merged BAs must charge the same local association dues to men and women.
8. Merged associations may, at the maximum, only charge for local adult dues when a youth member joins an adult league or the association may waive all or part of its remaining local dues.
9. Associations will accept payment of annual membership dues in any form approved by USBC Headquarters.

Section B. Distribution of State Dues

State dues shall be distributed by USBC Headquarters as follows:

1. **Merged State Association** – All youth and adult dues go to the merged state association.
2. **Non-Merged State Association**
 - a. Youth dues go to the state youth association.
 - b. Men's dues go to the state BA.
 - c. Women in a merged association choose the state WBA, BA, or both. If choosing both, she must pay the corresponding dues for both.
 - d. Women in a non-merged association will pay the corresponding state dues.*
3. **Merged and Non-Merged Youth State Associations**
 - a. Adult dues go to the merged state association.
 - b. If merged state and state youth association are competing – youth choose the merged, youth only, or both. If choosing both, they must pay the appropriate dues for both.**
 - c. If merged state and state youth association are not competing – youth dues go to the state youth association.

*Women who join the local and state WBA and also want to bowl in the BA must join the local and state BA and vice versa.

**Merged with a youth association: Merged associations represent men, women, and youth, and youth associations represent youth in the same jurisdictional area. Youth who join a competing merged or youth association and also want to bowl in the other must apply and pay the appropriate state dues and local processing fee. (This situation arises when a BA and WBA merge and the youth association remains separate.)

Chapter Three: Affiliate Council

This chapter explains the Council structure, authority, duties, eligibility, terms, resignations, removals, vacancies, bonding, conflicts of interest, as well as individual officer requirements and responsibilities.

The management and governance of the affiliate association is vested in the Council.

Section A. Structure

1. The Council is the elected governing body of the affiliate association. It functions similar to a Board of Directors.
2. The Council is comprised of Council members, elected by the association's voting body. Officers are elected by and from the Council members.
3. The Council shall have a minimum size of four Council members and a total size as determined by the association's voting body.
4. **The total number of Council members is _____.**
5. Any increase or decrease in total Council size shall become effective August 1, following adoption, unless otherwise specified.
6. No individual may be elected to more than one voting position on the Council.
7. Life or other honorary members are not members of the Council unless elected by the voting body as a Council member.
8. USBC shall have the authority to suspend, expel, or otherwise discipline for cause, Council members of any chartered association.

Section B. Authority and Duties

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

1. Enforcing the *USBC National Bylaws*.
2. Complying with this *USBC Affiliate Association Policy Manual*.
3. Electing the affiliate association officers.
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. Designating Council members, at least 18 years of age, to sign for withdrawals. All withdrawals must have two signatures. Two members of an immediate family cannot co-sign for withdraws (refer to Section I of this chapter for definition of family members).
 - 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 association accounts monthly.
 - f. Ensuring all required financial reports are filed (IRS, payroll taxes, state taxes, etc. Refer to Chapter 8).
 - g. Ensuring scholarship funds are handled as specified by USBC Headquarters. (Refer to Section M of this chapter.)

Established procedures should be included added as an addendum to this manual.

5. Establishing a procedure for a yearly audit, to be included as an addendum to this manual.
6. Approving a procedure for retention of records which must include the financial records. The established procedure should be included as an addendum to this manual.
7. Overseeing the transfer of association records and property to the:
 - a. Successor to a position, or employee, no later than their first day on the Council or start of employment.
 - b. Council within two weeks of the individual's ending date on the Council.
8. Implementing USBC programs as requested.
9. Ensuring the association has an active e-mail account, to be maintained by the association manager or another individual appointed by the Council. The e-mail account must be entered in the association's WinLABS database and transmitted to USBC Headquarters.
10. Selecting/appointing the association manager.
11. Approving use of membership records. Membership records are the property of USBC and the association, and are provided to USBC Headquarters as requested.
 - a. The membership list must be retained by the association and a 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 Council 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 the centers.
12. Establishing a procedure for maintaining averages which shall include providing each league secretary with the National ID numbers of each participant in the league prior to the end of each league's schedule or association's cutoff date for submission of averages. It shall provide for the maintenance of an average record of association members by publishing a yearbook or maintaining a list for office use. The average listing shall be maintained as part of the association records for at least three (3) years and must include the following information:
 - a. A listing, alphabetical by bowler name, of all league averages based on at least 21 games. All such averages shall be considered official. The association shall either maintain separate winter league and summer league average listings; or the association may maintain a single combined listing provided such listing indicates which leagues are summer leagues.
 - b. The names of each league in which a member has bowled at least 21 games.
 - c. The number of games bowled by the member in each league.
 - d. The member's average in each such league.

The association 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 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. Established procedures should be included as an addendum to this manual.

13. Re-rating the league average of a member when there is evidence the bowler's average does not represent the bowler's true ability.
14. Conducting suspension and reinstatement hearings if directed by USBC Headquarters. (Refer to the Suspension and Reinstatement Procedures on bowl.com.)
15. Rendering a final decision on all protests and disputes within the association unless appealed to USBC.
16. Providing other reports as required by USBC Headquarters.

Section C. Eligibility

A candidate for the Council must be:

1. A USBC member in good standing at the time of election and throughout his/her time on the Council as follows:
 - a. A candidate in a merged or non-merged adult association must be a member of the association.
 - b. A youth candidate in a merged or non-merged youth association must be a member of the association.
 - c. An adult candidate in a non-merged youth association must be a USBC member.
2. A minimum age of 14, unless state laws mandate a specific age. Any member of the Council authorized to handle funds, sign contracts, or acting as a signatory on association accounts must be a minimum age of 18 to meet bonding requirements. Bond coverage does not extend to anyone under the age of 18.
3. Bondable by USBC, if at least 18 years of age.
4. Elected without regard to race, color, religion, gender, disability, national origin, or age, other than the minimum age.
5. Reasonably representative of the membership constituency.

Section D. Elections

1. Council:
 - a. Council members are elected at an association membership meeting.
 - b. The election shall be by plurality vote, unless the use of majority vote is adopted by the members. **Council members are elected by _____ vote.**
 - c. An affiliate association is permitted to conduct annual Council elections. Procedures for annual elections:
 - 1) May include a stagger system.
 - 2) Must specify a term length for each position.
 - 3) May specify a maximum number of terms.
 - 4) Must follow all applicable policies outlined in this *USBC Affiliate Association Policy Manual*.
 - 5) Must be placed as an addendum to this manual.
 - d. Should no protocol exist for annual elections, affiliate associations shall adhere to the following:
 - 1) Annual elections are not required, however, an election must be held if requested (Refer to Chapter 4, Section B for how an election may be requested).

- 2) An election shall be either:
 - a) To elect all Council positions.
 - b) To fill vacant positions (Refer to Section A of this chapter for the total number of Council members).
 - 3) Frequency of election – Positions on the Council shall be subject to election a maximum of once per season (except in the case of vacancies).
 - e. Notice for election – Meeting notice must indicate that a Council election will be held.
 - f. The election of Council members may be held on a single ballot.
 - g. Elected individuals will begin service as Council members August 1, following election, unless otherwise specified in an addendum to this manual.
 - h. Voting will be by ballot if there is more than one nominee for each position.
 - i. Nominations from the floor will be accepted.
 - j. Mail, absentee, and proxy voting are not permitted.
2. **Officers:**
- a. Officers are elected by and from the Council.
 - b. The election shall be by plurality vote, unless the use of majority vote is specified in the association’s operations manual. **The officers are elected by _____ vote.**
 - c. To serve as an officer, an individual must be a current member of the Council.
 - d. The Council shall:
 - 1) Hold an election to fill any vacated officer position (as often as necessary).
 - 2) Hold an election for all officer positions at the discretion of the Council (maximum of once per season).
 - e. The officers of an association consist of a president and vice president. The members may, if it so chooses, allow for additional vice presidents and/or a sergeant at arms. If these additional positions are allowed, they shall be included in an addendum to this manual.
 - f. Should an officer position become vacated, a current officer may run for election for another officer position without resigning his/her present officer position. If defeated, the individual retains his/her current position.
 - g. Officer positions shall be voted on separately and consecutively beginning with the highest position to be filled.
3. **Association Manager:** The association manager position is not an elected position. The association manager shall be selected/appointed by the Council. The association manager is eligible to be elected to a position on the Council, however, is not eligible to serve simultaneously as an officer.

Section E. Terms

Council members remain in office until:

1. An elected successor takes office.
2. The individual resigns.
3. Removal for ineligibility or cause.
4. Death.

Section F. Vacancies

Vacant positions on the Council shall be filled by election at a membership meeting.

Section G. 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. If no timely protest, the election stands.

Section H. Resignation and Removal

1. **Resignation.** A Council member may resign his/her position by providing written notice of resignation to the president, or in the case of the president, to the Council.
2. **Removal for Ineligibility.** A Council member who is no longer eligible to serve on the Council may be removed by a two-thirds vote of the Council when a quorum is present.
3. **Removal for Cause.** When a Council member is accused, in writing, of failure to properly perform the duties of his/her office or otherwise engaging in improper or unfair activities or conduct, the Council may conduct a meeting following the Removal From Office Procedure outlined in the Suspension and Reinstatement Procedures. An appeal may be filed with USBC Headquarters within 15 days of removal. Two-thirds written consent of the Council is required to seek re-election to the Council.

Section I. 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 request to USBC Headquarters or through the WinLABS program.

The policies of insurance provide coverage for misuse of funds by an association officer and bonds all association Council members for loss of funds due to burglary and/or holdup.

Coverage is extended to a non-Council member appointed by the association manager as the tournament manager of the championship tournament. Funds from other association tournaments, conducted by a non-Council member appointed by the association manager, are not bonded until received by a member of the Council.

2. 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.** Any member of the Council 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 J. 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. An association should ensure its Council and committees are representative of its membership.

Section K. 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 Council unless they are elected to one of the Council positions.

The Council 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 Council participation.

Section L. Conflict of Interest

The Council shall not engage in any acts constituting a conflict of interest. Council members have a legal responsibility to the affiliate association and its members and may be held responsible for failing to honor these obligations. A Council member must:

1. Be looking out for the association's and members' interest, not his/her own interests.
2. Not experience personal gain from his/her position as a member of the Council.
3. Not participate in the decision making process if the decision affects that individual.
4. Maintain confidentiality in any matter the Council deems as confidential.

Section M. Officers

1. President

Authority and Duties:

- a. Presides at all Council and membership meetings.
- b. Acts as spokesperson for the association.
- c. Obtains financial records from the association manager and verifies the association accounts monthly.
- d. Appoints committees, with Council approval.
- e. Appoints two adult Council 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 Council and Youth Leaders Board (merged or non-merged youth only).
- f. Attends committee meetings in an ex-officio, non-voting capacity, unless stated otherwise in an addendum to this manual.

2. Vice President

Authority and Duties:

- a. Presides at all meetings when the president is absent.
- b. Performs other duties as prescribed by the Council or requested by the president.

3. Association Manager

- a. Acts as the ex-officio, non-voting secretary/treasurer of the Council.
- b. Has voice only, does not count towards the quorum and cannot make or second motions at Council meetings, unless he/she is also a Council member. He/she may be excused from Council meetings based on the issue/discussion at hand.
- c. Has voice and vote at membership meetings, unless he/she is not a current member of the association. (In a non-merged youth association, he/she must be a USBC member to have voice and vote.)
- d. Is selected/hired by and accountable to the Council and USBC.
- e. Must be a minimum age of 18, unless state law mandates a specific age, and be USBC bondable.
- f. Is not required to be a member of the association, however, it is suggested.
- g. Is not eligible to serve concurrently as an officer of the association.
- h. Is eligible to serve as a Council member.
- i. Authority and Duties:
 - 1) **Reporting**
 - a) To USBC Headquarters as required.
 - b) To the Council/members at any meeting and as needed.
 - c) A financial report, in writing, at every Council and membership meeting.
 - d) A written, audited, year-end financial report to the Council.
 - 2) **Financial** - Complying with the established bookkeeping procedures and accounting of assets and disbursements, as approved by the Council, which must include:
 - a) Receiving and issuing a receipt for all funds paid to the association within 10 days (i.e. to league secretaries for receipt of dues).
 - b) Depositing association funds, and if applicable, Youth Leaders Chapter funds, in the association's financial institution(s), which must be federally insured or its equivalent, within seven days of receipt.
 - c) Ensuring all withdrawals have two signatures.
 - d) Providing the president with all records for monthly verifications.
 - e) Ensuring all required financial reports are filed (IRS, payroll taxes, state taxes, etc.)
 - f) Providing all documentation for the association audit.
 - g) Establishing a procedure for retention of records which must include the financial records, to be approved by the Council. The procedure should be included in an addendum to this manual.
 - h) Providing a report of financial transactions as requested by the Council or USBC.
 - i) Paying all bills authorized by the Council.
 - j) Paying all invoices/warrants from Youth Leaders Chapter funds that are 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.

- k) Submitting scholarship funds to USBC Headquarters for administration by SMART as specified (see below).

NOTE: Scholarship funds must be deposited with SMART within thirty days after the end of the league/tournament/event in which they were earned, including scholarships for academic or meritorious accomplishments. For more information, contact SMART at USBC Headquarters.

3) **Other**

- a) Ordering association supplies.
- b) Processing membership and remitting USBC national and state dues to USBC Headquarters within 20 days of receipt.
- c) Performing an upload of WinLABS backup twice per year. (The first one must be completed after “starting new season” in WinLABS.)
- d) Overseeing volunteer activities.
- e) Handling association correspondence, including distributing information to and from USBC Headquarters to the respective Council, proprietors, and members.
- f) Distributing meeting notifications, as designated in this *USBC Affiliate Association Policy Manual*.
- g) Maintaining the association’s operations manual, if applicable.
- h) Receiving, compiling, and filing committee reports.
- i) Recording and maintaining meeting minutes.
- j) Submitting the association’s adult/youth delegate(s) credentials to the state (if applicable) within the specified formats and dates.
- k) Transmitting all Council member information to USBC Headquarters within 20 days of election, and maintaining the accuracy of the information.
- l) Maintaining a record of, verifying, and submitting to USBC Headquarters and the state association, averages of members who have participated in at least 21 games in each league.
- m) Providing each league secretary a list of all league members and their National ID numbers for submission of averages (Refer to Section B of this chapter).
- n) Providing membership records and submitting to USBC Headquarters when requested and in a format specified by USBC Headquarters.
- o) Ensuring members’ awards are fulfilled within 7 days.
- p) Ensuring lane certification and dressing inspections are completed and submitted to USBC Headquarters in a timely manner.
- q) Entering Youth Leaders Chapter information (identifying Youth Leaders and their titles) in WinLABS within 20 days of receipt, if there is a program in the association’s jurisdiction.
- r) Performing other duties as prescribed by the Council and this *USBC Affiliate Association Policy Manual* and addendums thereto.

Section N. Expenses

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

Chapter Four: Meetings

This chapter details USBC requirements for holding meetings. Included is information regarding who may attend, who may vote, quorums, meeting notice, and the recording of proceedings.

Section A. General Meeting Requirements (Council and Membership Meetings)

1. Meetings involving youth members may not involve the use of tobacco products or alcoholic beverages.
2. Minutes must be kept for all association meetings.
3. Minutes of the previous meeting shall:
 - a. At the minimum, be available for review to all attendees of the meeting.
 - b. Be filed (paper or electronic) permanently.
4. Mail, absentee, and proxy voting are not permitted.

Section B. Membership Meeting

1. Affiliate associations are not required to hold an annual membership meeting. A meeting must be called, however:
 - a. If requested, in writing, by at least 10 members.
 - b. If requested, in writing, by at least 3 members of the Council.
 - c. If requested by the president.
2. The following actions require a membership meeting:
 - a. To hold an election for the Council.
 - b. To increase or decrease the total size of the Council.
 - c. To vote on any changes in local adult dues.
 - d. To elect adult/youth delegates and alternates to the state annual meeting (as applicable).
3. Voice and Vote:
 - a. All members are eligible to attend with voice.
 - b. All members at least 14 years of age, unless state law mandates a specific age, are eligible to attend with voice and vote.
 - c. Non-merged youth affiliate associations shall allow Council members and youth league officials to attend with voice and vote. (All adult representatives must be USBC members.)

For some items requiring a membership vote there are specific voting responsibilities. Each of these items are listed in this *USBC Affiliate Association Policy Manual* (reference Chapter 2, Section A – adult dues, and Chapter 7, Section C – adult and youth delegates).

4. Notice – Written notice of an association meeting shall be sent, and should be at least 15 days prior to the meeting. Notice shall be forwarded to:
 - a. The Council.
 - b. League secretaries (for merged and non-merged adult associations).
 - c. Youth league supervisors (for merged and non-merged youth associations).

5. Quorum – A quorum is the number of voting members who must be present in order for business to be legally transacted. Quorum size shall be one greater than the current number of members on the Council.
6. Change in Dues
 - a. When a vote is to be taken regarding a change in adult dues, written notification of the proposed change shall be sent to the Council and each league secretary, 15 days in advance of the meeting, and must specify the amount and reason for the change.
 - b. Written notification of any adopted change in dues, and the reason for the change, shall be sent to the Council and league secretaries.
 - c. All adult dues changes shall be effective August 1, following adoption, unless otherwise specified.
7. Action - A majority vote of those members and Council members present and voting (and youth league officials in a non-merged youth association), at a properly noticed meeting, when a quorum has been established, is required to take action, unless otherwise provided by law, the *USBC Bylaws*, or this *USBC Affiliate Association Policy Manual*.

Section C. Council Meetings

1. The Council shall meet:
 - a. At a minimum as often as required by state law.
 - b. If requested, in writing, by at least 3 members of the Council.
 - c. If requested by the president.
2. Notice – Written notice for all meetings shall be sent to the Council, and should be at least 15 days prior to the meeting.
3. Quorum – To conduct business at a Council meeting, a majority of the current number of Council members must be present.
4. Excused from Meetings – A Council member, including the association manager, may be excused from any portion of a Council meeting based on a conflict of interest.
5. Voice and Vote:
 - a. All elected Council members are entitled to voice and vote.
 - b. Association Manager - has voice only, does not count towards the quorum, and cannot make or second motions, unless he/she is also a Council member.
6. Action - A majority vote of those Council members present and voting, at a properly noticed meeting, when a quorum has been established, is required to take action, unless otherwise provided by law, the *USBC Bylaws*, or this *USBC Affiliate Association Policy Manual*.

Section D. Parliamentary Procedure

The most recent edition of *Robert's Rules of Order, Newly Revised*, governs all meetings.

Chapter Five: Committees

The audit committee is the only standing committee for affiliate associations.

Committees may be comprised of both members and non-members. Non-members serve with voice and no vote.

Section A. Audit Committee

1. Composed of at least two individuals.
2. Appointed by the president with Council approval.
3. Selects its own chairperson.
4. Meets at least once per year.
5. Is responsible for conducting a yearly audit, or ensuring it is done by an accredited professional.

Section B. Other Committees

1. The president may establish other committees, with Council approval.
2. The president appoints the chair and recording secretary of non-standing (optional) committees, unless a different procedure is outlined in the association's addendum to this manual.

Chapter Six: Tournaments

Affiliate associations are not required to host an association championship tournament.

If the affiliate association chooses to host an association championship tournament, the tournament must comply with all USBC requirements unless otherwise approved by USBC Headquarters.

Section A. Tournaments – If the affiliate association opts to conduct a championship tournament, the following is required based on association type:

1. **Merged Associations:**

- a. Open tournament (men and women).
- b. Women's tournament.
- c. 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 permitted in your state.

2. **Non-merged Associations:**

- a. USBC BA – An open tournament for men and women.

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

Contact an attorney for more information on public accommodation laws and advice on what specific practices are permitted in your state.

- b. USBC WBA – Women's tournament.
- c. USBC Youth – Youth tournament.

Section B. Tournament Operation

1. All members must have an equal opportunity to participate in tournaments of equal design and quality.

2. 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.
3. Tournament scores must be submitted to USBC Headquarters as specified.

Section C. Certification

1. Association championship tournaments are certified through USBC Headquarters.
2. If the association conducts additional tournaments, they must be certified with USBC, including modified formats and scholarship tournaments. Scholarship funds must be submitted to USBC Headquarters for administration by SMART. However, fund-raising events to benefit named charities do not have to be certified (Bowl for the Cure®, etc.).
3. Tournament management is required to submit the financial report on line once the tournament is completed.

Associations may apply for tournament certification by completing the application online at <http://www.bowl.com/rules/tournamentcertification.aspx>, through the Tournament Certification Online Program.

Section D. Prize Funds

1. All prize funds shall be distributed within 30 days following the close of the tournament, except when USBC Headquarters has authorized delay in payment.
2. Tournament prize lists must be maintained for at least one year including the name and score of each prize winner, the prize issued and a financial statement listing all prize receipts and disbursements.

<p>NOTE: All scholarship tournaments must submit a prize list and deposit all scholarship prize awards with the SMART program, USBC Headquarters, in accordance with <i>USBC Playing Rules</i> 301d and 309, within 30 days after the end of the tournament.</p>

Section E. Rules

1. The championship tournament shall be governed by the following:
 - a. *USBC Playing Rules Book*.
 - b. This *USBC Affiliate Association Policy Manual*.
 - c. The Council.
2. Tournament rules:
 - a. Are adopted by the Council or a committee of more than one member. A majority vote is required to adopt or change the tournament rules.
 - b. Shall not conflict with USBC playing rules. The following rules do not apply:
 - 1) 300 b, item 1
 - 2) 300 c, item 1(b)
 - 3) 301 a
 - 4) 303 item e
 - 5) 309 item b, 1 and 2 (applies for scholarship tournaments)

Tournament management is not required to submit to USBC Headquarters a prize list and financial statement in accordance with USBC Rule 309 unless requested by USBC

Headquarters. However, the association shall maintain for at least one year, a prize list with the name and score of each prizewinner, the prize issued, and a financial statement listing all prize receipts and disbursements.

- c. The following formats are not available for the annual association championship tournament:
 - 1) Pro-Am Tournament – Rule 301 d
 - 2) Modified Formats – Rule 302 a
 - 3) Mail-o-Graphic – Rule 302 b
- d. Can limit the number of players classified as professional bowlers to two on a four or five-player team and one on a three-player or doubles team.
- e. Can set a minimum number of games for an acceptable average for entry. However, the minimum number of games required for an acceptable average cannot exceed 21.

Section F. Entering Averages

- 1. 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.
- 2. Averages established in USBC summer leagues, which start their schedules after March 15 for the summer season, shall be accepted as official when members do not have a winter season average. Unless the tournament rules state otherwise, averages established in leagues, which start their schedules after March 15 for the summer season, shall not be accepted when a member does have a winter season average.

Section G. 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 15 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.

Section H. Format

The tournament consists of any or all of the following and shall decide the association champions in the following events:

- 1. Five, four or three-player teams.
- 2. Two-player teams. (Doubles)
- 3. Singles events.
- 4. All-events.

Section I. Consolidated Tournaments

Local associations adjacent to each other may consolidate their annual association championship tournament(s) provided the Councils/Boards of the adjacent associations approve such consolidation.

The Councils/ Boards of the adjacent associations shall determine the management of the consolidated association championship tournament(s).

Section J. Sectionals

Affiliate associations outside the United States may conduct their annual championship tournament using a sectional format with the permission of USBC Headquarters. Associations using the sectional format shall determine the number of sectionals, as well as whether a roll-off of sectional champions will be held to determine association champions in each event. The rules of each event must list whether or not a championship roll-off will be used.

Section K. Eligibility

1. To participate in an association tournament an individual must be a member.
2. **Adults** - To be a member, the individual must apply through the appropriate association and pay the appropriate dues, i.e., local, state, and national.
3. **Youth** - All youth members participating in youth leagues in bowling centers located within the jurisdictional boundaries of a youth association are permitted to bowl in the championship tournament even if their original membership was not processed through the association unless those dues are waived by the host association. If applicable, the following members must pay state dues and local processing fee:
 - a. Youth moving from state to state must pay state dues and the local processing fee.
 - b. Youth moving from one local association jurisdiction to another must pay only the local processing fee.
4. Those eligible to bowl in a non-merged state WBA are:
 - a. All women in a merged local association who join the state WBA.
 - b. All women in a non-merged local WBA.

Women who belong to a non-merged local BA are not eligible unless they join the non-merged local WBA and pay the appropriate local and state dues. The non-merged local WBA could supply the member with a multiple membership card designating she is a member of the WBA.

5. Those eligible to bowl in a non-merged state BA are:
 - a. All men and women in a non-merged local BA.
 - b. All men in a merged local association. Women in a merged local association are not eligible unless they join the non-merged state BA and pay appropriate dues.

Women in a non-merged local WBA are not eligible to participate in the state BA tournament unless they join the non-merged local BA and pay appropriate state (if applicable) and local BA dues. The non-merged local BA can supply the member with a multiple membership card designating she is a member of the BA.

6. Associations may adopt additional tournament eligibility requirements provided they do not conflict with USBC rules. Tournament rules may require:
 - a. An individual to be a member of the association no more than 30 days prior to the date the player participates in the tournament.
 - b. 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 or more games in a league within its jurisdiction or members who do not hold membership in another association.

Section L. State Pepsi USBC Youth Championships

Associations shall encourage and assist coaches of USBC certified 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.

Chapter Seven: Awards and Recognition

This chapter details the affiliate association requirements for awards and recognition.

Section A. Awards

Associations are required to:

1. Fulfill and distribute all national awards within seven days of receipt of the application.
2. Submit high score awards applications to USBC Headquarters within seven days of receipt of the application.

For member history purposes, associations should transmit all earned national awards information (high score and locally fulfilled) to USBC Headquarters within seven days of the application.

Section B. Recognition

Associations are required to:

1. Maintain records of all those previously honored, such as:
 - a. Hall of Fame members.
 - b. Honorary members.
2. Solicit input and submit names of individuals deserving national, state, and/or local recognition.
3. Provide USBC Headquarters with appropriate information, as requested.

Chapter Eight: IRS and Tax Information

This chapter lists some of the association's requirements for filing appropriate tax related forms. Associations may be required to file additional forms. Contact the local IRS office, State Department of Revenue, or a tax consultant for more information.

It is the responsibility of the entire Council to ensure all legal documents are filed and all taxes are paid as legally required.

Section A. IRS Reporting

1. Payroll

If the Council approves compensation for an individual, including the association manager, president, lane inspectors, etc., there are tax requirements. The IRS and state/local governments may impose severe penalties for non-compliance.

Associations that compensate an individual \$100 or more per year are required by the IRS to withhold Federal Income Tax, Medicare, and Social Security.

If an individual receives compensation, federal, state, and local laws on employment must be taken into consideration. Associations are required to check with the appropriate state government to determine any state employee payment requirements such as state income tax, workers' compensation payments, state unemployment tax, etc.

2. Form 990, 990-EZ, 990-N

Every association is required to file an annual report with the IRS.

Gross receipts would include, but not necessarily be limited to:

- a. Tournament entry fees.
- b. Ways and means committee projects.
- c. Fund-raising projects.
- d. Membership dues as defined below.

USBC local associations fall into the category of "agents" as defined by the IRS in the "General Instructions for Form 990 and Form 990-EZ." As an agent, dues money collected on behalf of the state and National organizations should not be counted in determining if the association has \$25,000 in gross receipts.

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

2008 Tax Year (Filed in 2009 or 2010)	Form to File
Gross receipts normally ≤ \$25,000	990-N
Gross receipts > \$25,000 and < \$ 1 million, and Total assets < \$2.5 million	990-EZ or 990
Gross receipts ≥ \$1 million, or Total assets ≥ \$2.5 million	990
2009 Tax Year (Filed in 2010 or 2011)	Form to File
Gross receipts normally ≤ \$25,000	990-N
Gross receipts > \$25,000 and < \$500,000, and Total assets < \$1.25 million	990-EZ or 990
Gross receipts ≥ \$500,000, or Total assets ≥ \$1.25 million	990
2010 Tax Year and later (Filed in 2011 and later)	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

3. Form 990-T

- a. Associations that gain income in excess of \$1,000 gross per year from activities not related to the purpose of the organization for which the IRS granted tax exemption, must report and pay taxes on that income using IRS Form 990-T.
- b. Examples of unrelated business income are:
 - 1) Fund-raisers.
 - 2) Sponsor donations.
 - 3) Raffles.

4. Form 1099

Associations must meet all IRS and state reporting and payment requirements by issuing an IRS Form 1099 to any individual who has total cumulative earnings of \$600 or more during a calendar year in competitions operated by the association. This figure includes regular prize winnings in addition to side competition earnings from events such as brackets.

If the association operates multiple competitions during the calendar year, the earnings of an individual in all of these competitions are to be added together to determine the need to issue the IRS Form 1099.

Section B. Small Games of Chance

Associations that desire to run raffles, 50/50 drawings or any other type of games of chance must contact the appropriate city and/or state to determine if a permit is required before running the promotion.

NOTE: USBC Headquarters is not responsible for misinterpretation of information in this chapter. Associations should contact the Internal Revenue Service (IRS) or a tax advisor experienced with tax exempt organizations.

Chapter Nine: Other Requirements

Section A. Registered Volunteer Program

Beginning August 1, 2008, associations that serve youth bowlers are required to participate in the Registered Volunteer Program and follow all of the procedures, rules, and policies that constitute the program. (Information on the Registered Volunteer Program can be found on bowl.com.)

Section B. Lane Certification & Dressing Inspections

The association manager is responsible for ensuring all inspections are completed according to USBC requirements. Associations will identify interested volunteers to assist with lane certification and lane dressing inspections. The association manager will monitor each inspector's performance (refer to the *USBC Bowling Center Inspections Manual* for details).

Section C. Record Retention

Associations are required to:

1. Maintain all required records of all former organizations.
2. Maintain records as described in the Record Retention Guide (included in the "Association" pages of bowl.com), and as determined by the Council.

Section D. Supply Distribution

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

Section E. Logos

1. 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*). The guide is available at bowl.com on the Association/branding page. 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.
2. 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.
3. 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.
4. 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, including sample logos, can be found on bowl.com.

Chapter Ten: Delegates

Section A. USBC Annual Meeting

Affiliate associations are not eligible to send delegates to the USBC Annual Meeting.

Section B. State Annual Meeting (if applicable)

Affiliate associations are eligible to send locally elected delegates and/or youth delegates to their respective state annual meeting(s), unless the state bylaws indicate otherwise.

Section C. Eligibility

1. For non-merged adult affiliate associations, delegates/alternates must be:
 - a. Elected by the members present and voting.
 - b. At least 14 years of age, unless state law mandates a specific age.
 - c. USBC members in good standing of the association at the time of election and throughout their term.
2. For non-merged youth affiliate associations, youth delegates/alternates must be:
 - a. Elected by the youth members, Council members, and youth league officials present and voting.
 - b. At least 14 years of age, unless state law mandates a specific age.
 - c. USBC members in good standing at the time of election and throughout their term.
3. For merged affiliate associations:
 - a. Adult delegates/alternates must be:
 - 1) Elected by the adult members present and voting.
 - 2) At least 14 years of age, unless state law mandates a specific age.
 - 3) USBC members in good standing of the association at the time of election and throughout their term.
 - b. Youth delegates/alternates must be:
 - 1) Elected by the youth members and youth league officials present and voting.
 - 2) At least 14 years of age, unless state law mandates a specific age.
 - 3) USBC members in good standing of the association at the time of election and throughout their term.

If a member is elected to represent more than one association (affiliate or otherwise) to attend the same meeting, the first election shall stand and any succeeding election shall be declared null and void.

An association is not eligible to send delegates/youth delegates if it is declared delinquent or USBC has revoked its charter.

<p>NOTE: An association that has not processed dues for the current season shall be considered delinquent.</p>

Section D. Election

Adult delegates, youth delegates, and alternates serve for one year, beginning August 1 preceding the annual meeting for which they are elected. Adult delegates, youth delegates, and alternates are elected:

1. At a membership meeting.
2. Nominations shall be taken from the floor.
3. By plurality vote. The election shall be by ballot, except that a voice vote may be taken when the number of candidates does not exceed the number of positions to be filled.

Mail, absentee, and proxy voting are not permitted.

The election is to be held in compliance with state annual meeting requirements.

Section E. Vacancies

Vacancies are filled for the un-expired portion of each term by alternates in the order in which they were elected. If a vacancy still exists, the president fills the vacant position by appointment.

A position is only considered vacant if an elected individual, whose term has not expired, is unable to fulfill his or her duties.

Any appointee must meet the same eligibility requirements as elected positions.

Index

A

Adult Advisor 11, 12
Association name 1, 24
Association Manager 7, 9, 10, 11-13, 15, 17, 22, 24
 Reporting 12
 Financial 12
 Lane Certification 13, 24
 Other 12-13
 Tournament 17
 Voice 15
Audit 6, 12, 16
Averages 7, 13, 18, 19, 20
 Adjustment 19
 Entering 21
 ReRates 7
Awards and Recognition 21

B

Bonding 8, 10

C

Charter 1,2,10,25
 Dissolution 2
 Maintenance 1
 Revocation 1
Committees 10, 11, 12, 16, 18
Council 4, 6-13, 16, 18, 19, 22, 24, 25
 Authority and Duties 6-8
 Bonding 10
 Conflict of Interests 11
 Diversity 10
 Elections 9-10
 Election Protest 9
 Eligibility 8
 Expenses 13
 Life Members 10-11
 Officers 9, 11-13
 Resignation/Removal 10
 Structure 6
 Terms 9
 Vacancies 9

D

Dissolution 2-3
Delegates 25-26
 Elections 25-26
 Eligibility 25
 Meetings 25
 Vacancies 26
Dues 4, 5, 14
 Change in 14
 Distribution 5
 Structure 4



E

Elections 8,9,25-26
 Council 8
 Delegates 25-26
 Officers 9

F

Fiscal Year 2

H

Honorary Member 6, 10-11, 21

I

Indemnification 3
IRS 1, 6, 12, 22-23

J

Jurisdiction 2

L

Location 2
Logo 24
Life Members 6, 10-11

M

Meetings 14-15
 Council 15
 Membership Meetings 14, 15
 Requirements 14
 Parliamentary Procedure 15
Membership 4-5, 7, 12, 19, 20

O

Officers 6, 9, 10, 11-13

P

Parliamentary Procedure 15
President 6, 10, 11, 12, 14, 15, 16, 22, 26
Purpose 1, 22

Q

Quorum 10, 11, 14, 15

R

Record(s) 7, 11, 12, 13, 21, 24
Registered Volunteer 24
Resignation/Removal 11

S

Scholarship(s) 6, 12, 18
Suspension 3, 7, 10



T

Tax 1, 6, 12, 22-23

Tournaments 17-20

Averages 18

Consolidated Tournament 19

Eligibility 19-20

Format 19

Pepsi Tournament 20

Prize Funds 18

Rules 18

Tournament Operation 17-18

V

Vacancies 6, 8, 9, 26

Council 8

Delegates 26

Vice President 9, 11

Y

Youth 1, 2, 4, 5, 8, 11, 12, 13, 14, 17, 19, 20, 24, 25

Championships 20

Delegates 25

Dues 4, 5

Eligibility 8, 25

Meetings 16

Tournament 17, 19

Registered Volunteer Program 24



621 Six Flags Drive, Arlington, TX 76011

(800) 514-BOWL bowl.com

Revisions:
August 2008
June 2009