

## **ASSOCIATIONS**

### **1. What are affiliate associations?**

These are associations with less than 250 members for non-merged associations or less than 750 members for merged associations. Affiliates are required to comply with the USBC affiliate performance standards but are not required to incorporate, hold annual meetings or tournaments unless they wish to. They elect a council of 3 to 5 members who, in turn, determine who will be president, vice president and association manager. Affiliate associations are not entitled to delegate representation to the USBC Annual Meeting.

### **2. What authority does an association have with respect to leagues within its jurisdiction?**

Since each league is governed by its own board of directors in accordance with Rule 103b, associations may not dictate to them regarding adopted rules, etc. Association officials may, if invited, sit in on league board meetings where important issues are being discussed and act in an advisory capacity to answer any questions regarding procedures the league must follow.

### **3. What can be done with excess funds when disbanding an association?**

The funds must be transferred to another 501(c)(3) organization, or to the new association. Any other option must benefit all members such as providing scholarships, in the association's name using the USBC SMART program, hosting a tournament which must be open and promoted to all members. If there are any questions regarding an acceptable use of excess funds, please contact Association Services at [associationservices@bowl.com](mailto:associationservices@bowl.com) or 1-800-514-2695 ext. 3158.

### **4. Who is responsible for lane certifications and inspections?**

The association manager is responsible for ensuring all inspections are completed according to USBC requirements. Local associations will identify interested volunteers to assist with lane certifications and lane dressing inspections. The association manager will monitor each inspector's performance.

### **5. Where can I find a member's league average on bowl.com?**

You can find averages for USBC members on [bowl.com](http://bowl.com) using the "Find a member" feature on the top right portion of the page:

Average information has been updated on bowl.com. Information for each member now includes all association members, league averages and personal accomplishments. The averages on bowl.com are the averages (21 games minimum) reported by the league as of the date specified by the local association. It still remains the responsibility of the bowler to verify that the average they have submitted is in compliance with the competition rules (Rule 319a(3)).

## ASSOCIATION SERVICES FREQUENTLY ASKED QUESTIONS

### 6. When a center announces it will be closing or is closed during the season, what decisions must be made regarding the rest of the season?

The association should inform the Association Services Team at USBC Headquarters (800) 514-2695 ext. 3158, that the center has closed and, if possible, when it will be reopening. If there is only one center in the association, headquarters will place the association on inactive status. All funds should be placed on hold until the association determines the status of the center. If, after one season of inactivity, the center has not reopened, the association will be disbanded and funds must be transferred to another 501(c)(3) organization.

The closure of a bowling center also raises a number of issues for leagues currently operating. For that reason, USBC Rules Staff has put together an information sheet that provides guidance on some of the issues the league must now deal with. This information can be accessed at this link:

<http://usbcongress.http.internapcdn.net/usbcongress/bowl/rules/pdfs/CenterClosingsLeague.pdf>

### 7. Can membership mailing lists be given out upon request?

Each proprietor in the association is entitled to receive a report of leagues in his/her center. The association must not discriminate which proprietors receive a report. Each proprietor should automatically be given a copy of his/her center's report after all leagues have been entered into WinLABS for the season. In addition, if the proprietor should need an updated copy or request one for special events such as a tournament, another should be provided. Please also note that a center's league bowler list must not be given to a competing proprietor.

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.

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, do not require approval from centers. The membership list must be retained by the association and the mailing must be made by the association or a bonded mailing service.

### 8. Who approves the association operations manual and who can see it?

The operations manual is for board use only and must be approved by a majority of the board members. It should be reviewed annually for any additions or corrections.

A member can request to view a particular section of the manual and only that section needs to be made available.

### 9. What are the timeframes for record retention?

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Associations are required to maintain all records as well as those from the former organizations (ABC/WIBC/YABA). The timeframe for retention of specific items can be found on bowl.com. Please use the following link for more information:

<http://usbcongress.http.internapcdn.net/usbcongress/bowl/associations/pdfs/RecordRetentionGuide.pdf>

### 10. Can state associations use WinLABS to process for local associations?

State associations should not process for local associations as the state associations are not currently supported for processing membership. Only local associations are supported for WinLABS at this time. If an association does not wish to process, it can be done by a neighboring local association or through National Processing for fee.

### 11. What is the Youth Leaders Program?

The Youth Leaders Program provides youth the opportunity to strengthen their leadership skills and enhance local bowling opportunities through promotion, education and involvement. These young bowlers, age 12 and up, are the sparks that add excitement and a sense of ownership to USBC Youth activities. They are young bowlers who love the game, attract others to bowling and make it a better sport.

For more information, please visit the USBC Youth page of bowl.com, located here:

<http://www.bowl.com/youth/index.jsp>

Under Youth Features, scroll over to USBC Youth Leaders Program

## ***BOARDS***

### 12. Can the bylaws state a board member must attend a specific number of meetings to maintain eligibility as a board member?

This requirement cannot be placed in the bylaws; however, it can be put in the association's operations manual. If the association board felt an individual's absences were too frequent or inappropriate, the board would need to formally remove the board member by using the Removal from Office Procedures. A meeting must be held and that member should be present to speak on his/her behalf. Please see pages 10-6 and 10-7 of the *USBC Association Manual* at the following link:

[http://www.bowl.com/Downloads/pdf/Associations/ALH2007\\_Ch3.pdf](http://www.bowl.com/Downloads/pdf/Associations/ALH2007_Ch3.pdf)

### 13. Are board meetings open to the members?

While we stand firm behind the policy that, by their nature, board meetings are closed, **it is ultimately up to each board of directors to decide whether their board meetings will be open or closed.** We also affirm that even if the meeting is declared "open to the public," the board has the authority to declare an "Executive Session" and close the meeting to only board members.

Any non-board members allowed in the open board meetings will be guests only and not allowed voice unless presenting a report. No guest will be allowed voting privileges.

The decision to hold open or closed board meetings should be placed in the association's operations manual.

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### **14. What is an executive session?**

An executive session is an entire board meeting or a portion of a board meeting in which the proceedings are secret and the only attendees are board members. Deliberations of an executive session are secret and all attendees are honor-bound to maintain confidentiality.

### **15. If our state has an “open meeting” law, is our board required to abide by it?**

Legal counsel has indicated that local or state ordinances in this regard apply only to meetings of governmental bodies, such as school boards, planning commissions, village boards, etc. They do not apply to USBC associations because they are private organizations.

### **16. Can a life member serve on the board?**

A person who has been given the title of “life member” for the association cannot automatically serve on the board of directors. This person must be elected by the membership to an officer or director position in order to serve. If the association allows open board meetings, all members, including life members, may attend without voice or vote.

### **17. Does a board member have to bowl in a certified league to remain on the board?**

No, board members are not required to bowl in a certified league. The *USBC State/Local Association Bylaws* state “A candidate for the board must be a USBC member in good standing of the association at the time of election and throughout their term.”

They do NOT state he/she must be a bowler throughout their term of office. It only states that he/she must be a USBC member.

### **18. Can a board member bowl in an uncertified league?**

Yes, a board member can bowl in an uncertified league, as long as it is not listed as an additional eligibility requirement in the bylaws.

### **19. Can a board member bowl in an uncertified tournament?**

Any USBC member may participate in an uncertified tournament. There are many fund raising tournaments that are not certified but provide a great benefit for those who need it.

### **20. Who are directors at large?**

Directors at large are those directors who are elected by the members/delegates but do not have to meet specific jurisdictional criteria. For example, if an association specifies they have 15 directors and there are six centers in its jurisdiction, they can specify that there will be two directors from every center and the remaining three will be directors at large.

### **21. Who are auxiliary members?**

Auxiliary members were formerly known as Associate Directors. For the purposes of training and educating a potential board member, an association may appoint Auxiliary Members to the board. They are appointed by the president with approval of the board.

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These members perform specific duties for the association, as determined by the board. They attend board meetings with voice only and no vote and must be excused from the board meeting when confidential or legal business is discussed (i.e. – hearings, performance reviews, etc.)

Auxiliary Members should:

- 1) Serve on committees
- 2) Provide special reports at the request of the board
- 3) Participate in league training
- 4) Serve as an association representative and distribute awards

To be eligible to serve as an auxiliary member, an individual:

- Must be a USBC member of the local association, in good standing throughout his/her term.
- Shall not have served on a previous state or local association (USBC, ABC, WIBC or YABA) board. However, those individuals who have only served on a board as a youth member are eligible to serve as an auxiliary member in a non-merged adult association.

### **22. If an officer or director is convicted of a felony, can he/she be removed from the board?**

Yes. USBC has a blanket bond for the entire board and USBC's surety company will not extend coverage to any individual who misused funds in the past or has been convicted of a felony. If the individual is not removed from the board, bond coverage for the association may be jeopardized. (More information can be found in the *USBC Playing Rules* book, pages 95-98.)

### **23. Can an individual who has been convicted of a felony run for a position on the board?**

No. USBC has a blanket bond for the entire board and USBC's surety company will not extend coverage to any individual who misused funds in the past or has been convicted of a felony. (More information can be found in the *USBC Playing Rules* book, pages 95-98.)

### **24. Is our board required to complete an annual review of the officers, directors and association manager?**

Effective Aug. 1, 2009 the board is no longer required to review the association manager annually however; it is a sound business practice. It may be determined that there is more work than originally anticipated and a salary increase should be discussed or if the association manager is having difficulty with the duties of the position, the board may approve additional office help or can offer assistance from one of the board members. If, after several reviews, the situation has not improved, the board can terminate that person and hire or appoint a new association manager.

Officers and directors may also be reviewed but they cannot be removed unless a removal hearing is held.

## ASSOCIATION SERVICES FREQUENTLY ASKED QUESTIONS

### ***BYLAWS***

#### **25. How are proposed amendments submitted for the optional areas of the state/local bylaws?**

Any member of the association may submit proposed amendments to the association for the areas in the bylaws that can be modified. They must be presented in writing within the specified number of days required in Article X of the association bylaws.

#### **26. How are proposed amendments approved?**

Approval requires a two-thirds vote of the members (local)/delegates (state) at an association meeting.

### ***COMMITTEES***

#### **27. How are committee members selected?**

The president appoints committees, except the nominating and youth, with approval of the board. He/she may attend president appointed committee meetings in an ex officio, non voting capacity unless otherwise stated in the association's operations manual.

The nominating committee, which is optional as of Aug. 1, 2009 would be elected by the entire board.

The youth committee members are elected at the annual membership meeting by the youth representatives (local)/youth delegates (state) and officers and directors who hold youth membership.

#### **29. How are committee chairs and recording secretaries appointed?**

Each standing committee selects its own chair and recording secretary. The president selects the chair and recording secretary for optional committees unless another procedure is outlined in the association's operations manual.

#### **30. Can the name of a potential nominee be withheld from the ballot by the nominating committee?**

The nominating committee is not required to place a name on the ballot. It is their responsibility to determine who is best qualified for each position up for election.

However, if a person has submitted credentials and is not on the ballot, his/her name may be placed on the ballot by a nomination from the floor, provided he/she meets the eligibility requirements for the position.

### ***DELEGATES***

## ASSOCIATION SERVICES FREQUENTLY ASKED QUESTIONS

### **31. How does USBC determine the delegate representation for the USBC Annual Meeting?**

Each merged state association is allowed two delegates and two alternates to the USBC Annual Meeting. Each non-merged state association is allowed one delegate and one alternate to the USBC Annual Meeting.

Each local association (excluding affiliates) with less than 1,000 members will be entitled to one delegate and one alternate to the USBC Annual Meeting. Local associations (excluding affiliates) with more than 1,000 members are entitled to one delegate and one alternate for each 1,000 members or major fraction thereof. Membership totals will be based on USBC's records of the association's fiscal year membership as of July 31 of the year prior to the USBC Annual Meeting.

All USBC members are welcome to attend the USBC Annual Meeting with voice, however, only delegates will be entitled to voice and one vote on all matters presented.

### **32. What if a person is elected to more than one delegate position?**

The bylaws state that a person cannot represent more than one association at the same state or national meeting. However, a person can be elected as an adult delegate and a youth delegate to attend the same state meeting. Additionally, delegates are only entitled to voice and one vote, voting as an adult delegate for adult items and as a youth delegate for youth items.

However, the bylaws do not restrict a person from being elected as an alternate at the state and a delegate at the local level. If the individual then has the opportunity to become the state delegate he/she would then not be eligible to serve as the local and the local alternate would then take his/her place.

### **33. How are delegate vacancies filled?**

Prior to the meeting, vacancies shall be filled for the unexpired portion of each term by the alternates, in the order in which they were elected. If a vacancy still exists, the president fills the vacant position by appointment, provided the appointee meets the same eligibility requirements as the elected delegates.

If an association is not fully represented while attending the USBC Annual Meeting, the delegates of the association who are present may select enough of their members present to act as delegates so that the association can be fully represented.

### **34. What happens if an association elects fewer delegates than it is entitled to?**

The association's board of directors may exercise one of the following options:

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

## ***DUES***

## ASSOCIATION SERVICES FREQUENTLY ASKED QUESTIONS

### 35. What is an assessment fee?

An assessment fee is an additional amount charged to cover items such as a replacement card or an average book.

### 36. Can an assessment fee be charged?

Assessment fees cannot be charged. For example, a member cannot be charged for requesting a duplicate membership card.

### 37. If the association is unable to verify the current membership of an individual, what should be done?

There are a number of avenues the association can use to investigate these matters. The player should be asked to present any evidence they might have of payment, such as the signed stub from the membership application or a cancelled check. The league secretary or youth league director should be asked to produce evidence of submitting the bowler's application and payment to the local association.

Bowlers can be ruled ineligible and/or denied entry into certified competition when evidence of payment of membership dues cannot be verified. The player should be advised to immediately purchase a membership in order to be eligible to compete while the matter is being investigated. If the investigation determines the player had previously purchased membership, the bowler will receive a refund.

**League secretaries or youth league supervisors who do not forward the dues paid by the bowlers could have charges filed against them for Malfeasance. (Rules 102e(2) and 17b(5)) For more information, please contact our Rules Staff at (800) 514-2695, Ext. 3155.**

## ***ELECTIONS***

### 38. Can ballots be ordered destroyed?

If an association does not already have a procedure in its operations manual, *Robert's Rules of Order, Newly Revised, 10th Edition* (p. 404) states "after completion of an election or balloting on a motion, if there is no possibility that the assembly may order a recount (which requires a majority vote unless a special rule permits a lesser number to do so), the ballots can be ordered to be destroyed or to be filed for a certain length of time with the secretary (such as two weeks) before being destroyed."

If they are not ordered destroyed during the meeting, they should be destroyed after 15 days past the meeting as the time for protest has expired.

### 39. How do I file an election protest?

*Robert's Rules of Order, Newly Revised, 10<sup>th</sup> Edition* (p. 279) applies here, as the USBC bylaws do not address election protests. If a member/delegate/youth representative does not believe an election was handled properly, he/she can make a point of order at the meeting. The presiding officer could then make a ruling, but that decision could be

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challenged. If challenged, the members/delegates/youth representatives would ultimately decide to support the ruling of the presiding officer or the challenge.

There are no provisions for protesting the election to USBC Headquarters following a state meeting. However, if a protest is voiced during a local meeting and no action is taken by the presiding officers/board; then a protest must be submitted, in writing, within 15 days of the election or no later than the day before the board member(s) begin his/her term of office, whichever comes first.

### **40. Can delegates and alternates all be elected on a single ballot?**

Delegates are elected by plurality vote and the election can be on a single ballot. For instance, if an association is entitled to 10 delegates and 10 alternates, the top 10 vote getters would be the delegates and the next 10 would be the alternates.

### **41. What if there is a tie for the last delegate or alternate position?**

If there is a tie for the 10<sup>th</sup> delegate, another plurality vote is taken for the two positions. The winner is the 10<sup>th</sup> delegate and the loser is the 1<sup>st</sup> alternate. If the meeting is adjourned prior to breaking the tie, it is suggested to draw straws or flip a coin.

### **42. Are nominations from the floor required?**

The USBC state and local bylaws require associations to call for nominations from the floor. As long as the nominee meets the eligibility requirements, that person can be nominated from the floor. If the association requests written qualifications to be on record, a short recess can be called so the nominee can complete a qualifications form.

### **43. Is there a time limit on when qualification for nomination can be submitted?**

The state association bylaws require qualifications be submitted in writing at least 24 hours prior to the opening of the annual meeting.

There is no required time limit for the local associations unless an amendment has been adopted in the bylaws.

### **44. Can a person who is absent be nominated for a position?**

Per *Robert's Rules of Order, Newly Revised, 10<sup>th</sup> Edition* (p. 430), the nominee does not have to be present to be nominated and elected.

### **45. What if a person who is absent is elected to a position?**

If the person is absent and has not consented to the candidacy, the election becomes final when the person is notified of his/her election, provided that he/she does not immediately decline.

If he/she does decline, the election is incomplete and another vote can be taken immediately or at the next meeting without further notice.

### **46. What constitutes a majority vote?**

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*Robert's Rules of Order, Newly Revised, 10<sup>th</sup> Edition* (p. 387) defines a majority vote to mean "more than half of the votes cast by persons legally entitled to vote, excluding blanks or abstentions, at a regularly or properly called meeting at which a quorum is present." For example, if there are 25 people present and 19 votes are cast, a majority (more than 9-1/2) is 10.

### **47. When electing the officers, what if there is no majority vote reached on the first ballot?**

The USBC state and local bylaws state if a majority vote is not reached on the first ballot, the candidate receiving the lowest vote total is dropped and balloting continues until a candidate receives a majority vote.

### **48. What if there is a tie for the lowest vote total?**

If nothing is stated in the association operations manual regarding a tie for the lowest, the membership can bring forth a motion to determine the procedure and it must be approved by a majority vote. The procedure should then be placed in the operations manual for future use.

### **49. How is a viva voce (voice) election used?**

If only one nominee is running for an open board position, a viva voce (voice) election is used. The position will be considered vacant if the Nays outweigh the Ayes. The president will then appoint an individual to the position with board approval, as long as they meet the eligibility requirements. The president may appoint the individual who was originally running for the position.

### **50. How is the order of officer elections determined?**

Each officer position shall be voted on separately and consecutively, beginning with the highest office to be filled. Anyone who is not elected for one position may be placed on the ballot for another if they wish to run.

### **51. How are the directors elected?**

Directors may be elected by majority or plurality. This is determined by adoption of an amendment for Article V, Section C of the state or local association bylaws.

## ***FINANCIALS - TAXES***

### **52. Who can request a copy of the association's Form 990?**

All association members and potential donors may request a copy of the association's IRS Form 990. It must be given on the spot for walk in requests and 72 hours for written requests.

### **53. Is our association required to incorporate?**

All associations are required to incorporate unless they are considered affiliates. Organizing an association as a nonprofit corporation with its home state provides the

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association with an independent legal identity and limits the potential liability of association officers, directors and members.

### **54. What are the articles of incorporation?**

Once the incorporation has been approved by the state, the association will receive a legal document titled Articles of Incorporation. This shows the name of the association, when it was approved and what date (if any) the association will be required to renew.

The Laws of Incorporation of the state take precedence over the USBC Bylaws.

### **55. What is an audit?**

An audit is an examination of an association's financial documents to determine whether the records and reports are valid and the information is fairly represented.

The purpose of an audit is to review management policies and procedures, analyze the flow of transactions and their related internal controls and to work with management in suggesting and implementing solutions when needed.

### **56. Who is responsible for completing an audit?**

Ensuring an association audit is completed is the responsibility of the entire board. It can be done internally by the audit committee or the association can have an outside source (CPA, auditing firm) complete it.

### **57. Why must an audit be done?**

For bonding purposes, USBC requires the association, at the minimum, to complete an audit annually. Additional audits may be required if the association merges or hires a new association manager.

### **58. Can bills be paid online or must we have two signatures on a check?**

For bonding requirements, there must be two signatures for all withdrawals. The association board has the authority to authorize legitimate expenses to be paid via electronic means.

### **59. Can I use my personal credit card for association purchases?**

Using a personal (or spouse's) credit card to purchase association related materials is not illegal. An association can use a personal credit card to purchase association related materials as at times it may be necessary to use a credit card to purchase items. However, please be advised to use receipts as verification for purchases, thereby allowing individuals to be reimbursed by the association.

### **60. Can the association have a credit card in its name to be used by board members?**

The president and/or association manager may hold a credit card in the name of the association but only with board approval. If it is approved, the president must verify the transactions monthly. This practice is not recommended in that there are not two

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signatures on the transactions and if the credit card is misused, it may not be covered by bonding insurance.

### **61. Is the association required to give out a financial report if a member requests one?**

Full financial disclosure must be provided, in writing, to the membership annually. A copy can be requested by any member at anytime and must be disclosed. Information should include the audit report, a copy of the budget (if applicable), balance sheets and income statements.

### **62. Can two immediately family members be president and association manager?**

Yes. Since associations have audits (a system of checks and balances), two or more members of an immediate family can hold positions on the same association board, as long as both of these individuals are not signatories on the association bank account(s). (More information can be found in the *USBC Playing Rules* book, pages 97-100.)

### **63. What authority does an association have regarding league finances?**

Although associations cannot require annual league audits, USBC Headquarters can request a financial audit be conducted by the league. The association can offer its assistance as needed to satisfy the request. If it becomes necessary to file a formal complaint, contact Rules at USBC Headquarters at: [rules@bowl.com](mailto:rules@bowl.com) or by phone at (800) 514-BOWL, ext. 3155.

### **64. Can an association charge Non Sufficient Funds (NSF) fees on checks returned for membership dues?**

An association is not allowed to charge a fee over and above what is charged by their bank to individual members whose personal checks for membership fees have been returned unpaid. This is specific to checks from individual members for his/her fees.

If a league secretary submits a personal check as payment of membership dues for league members which is returned unpaid, this is cause for the filing of a complaint for possible malfeasance since these funds are required to be deposited into an account in the name of the league. This fee information should be included in the association operations manual.

### **65. What is a “per diem”?**

A per diem is defined as a daily allowance. The IRS sets the standards for the amount of per diem allowed (similar to mileage reimbursement) based on localities. For example, if someone were traveling to New York City, the per diem would be higher than if they were traveling to Podunk. For more information go to <http://www.irs.gov/pub/irs-pdf/p1542.pdf>

### **66. Can delegates receive per diems to attend the state and/or national convention?**

The board determines if per diems or reimbursements will be given and how much they will be.

### **67. Is there a set “per diem” rate?**

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Local and state associations are not required to use the IRS-approved per diem rates to reimburse delegates, however the amount these associations pay can have repercussions. If they pay less than the IRS rate, associations can allocate 60% to lodging and 40% to M&I (meals and incidentals). If they pay more than allotted, amounts equal to those rates are tax-free, but **the excess is taxable compensation to delegates**. They don't have to require individuals to return federal per diem amounts in excess of actual expenses to comply with accountable plan rules. But they do have to require them to return per diems paid for days not actually traveled.

Updated lists of IRS approved federal per diem rates are available online in pdf and text format at <http://www.irs.gov/pub/irs-pdf/p1542.pdf>

A state association can use one of two options, either look up the area they are holding the meetings to determine each federally rated area or use the "All Places" rate.

### **68. Must a delegate turn in receipts from the trip to a convention?**

Receipts for reimbursements or per diems should always be kept and should also be turned in to the board in order for them to assess/justify expenses and determine if the per diem amounts are excessive, not enough, etc.

### **69. Must scholarship funds be deposited with SMART within a specific time frame?**

Yes. All scholarship funds issued through an association must be deposited within 30 days after the league/tournament/event ends, including scholarships for meritorious accomplishments. These funds must be deposited in the USBC program called SMART (Scholarship Management Accounting and Reporting for Tenpins). More information can be found at the following link: <http://members.bowl.com/smart/>.

### **70. Can our association use signature stamps on checks?**

While the use of signature stamps is not prohibited, it is strongly discouraged due to the increased possibility for loss when misused. The use of a signature stamp may affect the bonding coverage in the event of a loss. (More information can be found in the *USBC Playing Rules* book under the Associations section on page 99). Contact Bonding at (800) 514-2695, ext. 3156 for more information

### **71. Is our association exempt from federal and state taxes?**

All associations chartered with USBC are considered part of the USBC 501(c)(3) group exemption and are exempt from paying federal income taxes.

If any association wishes to be exempt from state income tax, they must contact their secretary of state for the instructions and/or form to complete.

### **72. Is our association required to have an employer ID number?**

Prior to chartering, all associations were required to have an Employer Identification Number (EIN). This number is now registered with the IRS as part of the USBC group exemption. The association manager should have a copy of the IRS approval on file. If

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not, please contact Association Services at [associationservices@bowl.com](mailto:associationservices@bowl.com) for more information.

### ***INSURANCE***

#### **73. Does USBC offer any insurance programs?**

There are several types of insurance provided for USBC associations through independent insurance companies:

- **Directors and Officers Liability Insurance**
  - No application needs to be completed if the association is already participating in the program.
  - Renewal notices come directly from *The Horton Group, Inc.* This insurance covers lawsuits resulting from any actual or alleged "wrongful act." A "wrongful act" includes errors, omissions, and acts of negligence or breach of duty by a covered individual while performing their duties for the association.
  - Covers defense and claim costs up to \$1,000,000 in protection for a covered lawsuit.
  - Subject to a \$500 deductible.
  - Cost is based on association's previous season membership, \$150 to \$500
  - State associations are covered under the USBC master policy and should not apply.
  - Available to US associations only.
- **General Liability Insurance**
  - No application needs to be completed if the association is already participating in the program.
  - Renewal notices come directly from *Lupke-Rice Associates.*
  - This insurance provides protection for claims from third party bodily injury, property damage or personal injury occurring at association sponsored events or the association's office.
  - No deductible applies to these claims.
  - Costs for this program varies based on last season's membership totals.
  - Coverage is available to US associations only.

Both types of insurance forms are available on bowl.com at the following link:  
[http://usbcongress.http.internapcdn.net/usbcongress/bowl/associations/pdfs/insurance\\_LocalInfoApps.pdf](http://usbcongress.http.internapcdn.net/usbcongress/bowl/associations/pdfs/insurance_LocalInfoApps.pdf)

For further questions or Director and Officer Liability Insurance or General Liability Insurance Certificates through USBC, please contact Kim Hohensee or Doug Henderson at The Horton Group at (800) 242-9028.

#### **74. Is there special insurance available for lane inspectors?**

USBC has purchased accident insurance coverage to protect lane inspectors while performing lane inspections at bowling centers on behalf of USBC and USBC local associations. This is available to all local associations at no charge.

The policy provides accidental death or dismemberment benefits up to \$10,000 and excess accidental medical expense benefits up to \$25,000.

## ***MEETINGS***

### **75. Can we tape our association board and/or membership meetings?**

If the president or association manager wants to tape board or membership meetings, that person should get the board's approval first. It takes a majority of the board to approve taping the meetings. We recommend the tapes be transcribed and destroyed as soon as possible. Audio tapes from a meeting (board or delegate/membership) should never be distributed to members.

### **76. What should be included in the meeting minutes?**

Meeting minutes are a written record of facts of the meeting. They are not taken verbatim, only actions are recorded. Below is a list of items that should and should not be included in the minutes.

Include:

- Name of the association and the type of meeting
- Date, time and place of the meeting
- Establishment of a quorum
- Approval/changes to the previous minutes
- Tasks that are assigned
- Exact wording of a motion, including:
  - Whether it passed or failed
  - Name of the proposer
  - Vote count
- Election results, including vote count
- Notice that was given (i.e. – resignation, proposed amendment)
- Point of order or appeals
- Name of committees and reporting member (attach report to the minutes)

Do not include:

- Opinion or interpretation
- Discussion – what was said
- Judgmental phrases (i.e. – “passionate discussion” or “good suggestion”)
- Name of seconder to a motion
- Reports in detail

### **77. Can a member request a copy of the meeting minutes?**

A member is not entitled to a copy of the meeting minutes from a board meeting as board meetings are considered confidential. However, the board should give a report at every membership meeting of general board actions they have taken.

Membership meeting minutes should be printed and handed out at each membership meeting. Members can request a copy of the minutes and they must be given out.

### **78. Can special board or membership meetings be called?**

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Special meetings may be called by the president or upon written request of at least three board members or 25 members/delegates. The meeting notice must be in writing and, for state associations, must be sent at least 15 days prior to the meeting date. Local associations must send a written meeting notice which should be at least 15 days prior to the meeting date.

### **79. Can the president appoint a parliamentarian?**

According to *Roberts Rules of Order, Newly Revised, 10<sup>th</sup> Edition*, (p. 449) if a parliamentarian is needed by an organization, the president should be free to appoint one in whom he/she has confidence. Although the bylaws do not require the board to approve the president's choice for parliamentarian, we recommend that the board be consulted, as the parliamentarian's recommendations would eventually affect them as well as the association.

### **80. What is a quorum?**

The definition of quorum is the number of voting members who must be present for business to be legally transacted. The quorum requirement for your association's membership and board meetings is found in Article VII of your bylaws.

The purpose of a quorum requirement is to prevent a small number of people from taking an action that commits the entire group to something. We strongly suggest associations set their quorum for membership meetings as at least one more than the total number of board members. This will prevent just the board from making all decisions at a membership meeting. For board meetings, we suggest the association set the quorum at one more than half.

### **81. What if there is no quorum?**

No business can legally be transacted without a quorum. To ensure a quorum is reached, consider scheduling the meeting immediately before or after the largest league session in the association.

## ***MEMBERSHIP***

### **82. Who are associate members?**

Members who do not obtain membership through a league are considered associate members (formerly known as affiliate members). Individuals may obtain membership by completing a membership application online or submitting, at a tournament, the known national, state and local dues. If the state and/or local dues are not known, the individual will be charged the maximum local and state dues allowed.

Full membership rights and privileges are provided.

### **83. Who are life/honorary members?**

All associations may have honorary members, either as Life Members, Members Emerita or Hall of Famers, etc. These honorary members will always keep their titles, however,

## ASSOCIATION SERVICES FREQUENTLY ASKED QUESTIONS

they will not be included on the board of directors unless they are elected by the membership to a board position.

### **TOURNAMENTS**

#### **84. Does USBC have a sample tournament contract or bid letter we can use?**

USBC does not have a sample tournament contract or bid letter due to the wide range of size and needs of associations. USBC advises that any contracts between the association and the center provide a clear definition of all segments of the agreement. The contract should include dates, squad times, fees, number of lanes required, staffing, amenities, lane dressing requirements, tournament staff accommodations and special needs such as accommodations for those with disabilities. The Association Championship Tournament contract should include a provision that ALL ASSOCIATION MEMBERS MUST BE ALLOWED TO PARTICIPATE. Association members who have been banned from a center by management must be allowed to enter the premises and participate in the competition. Copies of the contract should be kept by the association manager for at least three years.

#### **85. Is my association required to hold a championship tournament?**

All associations (except Affiliates) are required to hold an annual championship tournament for their constituents. Affiliates are encouraged to hold championship tournaments.

The association may waive the open, women's and youth local championships if they are hosting either the state open, state women's, state youth or one of the national championship tournaments. This would be a board decision and should be reviewed carefully before deciding which, if any of the local tournaments they will waive. All associations must provide equal opportunity for all their members so it's advised if one tournament is canceled they would cancel all tournaments.

Additionally, we advise if a local association cancels its tournaments and hosts the state or national championships again, the same policy remain in place.

#### **86. What type(s) of championship tournament(s) is an association required to conduct?**

There are different requirements for merged and for non-merged associations. The requirements are broken down as follows:

##### **Merged Associations:**

- Open Championship Tournament
- Women's Championship Tournament
- Youth Championship Tournament

**If your state government's public accommodation laws allow**, your merged association may offer a Men's Only Championship Tournament and a Women's only Championship Tournament **instead of, or in addition to** the Open Championship Tournament.

## ASSOCIATION SERVICES FREQUENTLY ASKED QUESTIONS

### **Non-merged Associations:**

- USBC BA (men and women)

Non-merged BA associations must conduct an Open Championship Tournament that is open to all members – both male and female.

**If your state government's public accommodation laws allow**, your merged association may offer a Men's Only Championship Tournament and a Women's only Championship Tournament **in addition to** the Open Championship Tournament.

- USBC WBA (women only)

Non-merged WBA associations must conduct a Women's Championship Tournament

- USBC Youth (youth only)

Non-merged Youth associations must conduct a Youth Championship Tournament

### **87. Can we cancel our tournament due to lack of interest?**

No. A lack of entries can be caused by many factors. It is the responsibility of the local association to create a championship event for the members. A lack of entries in the association championship tournament should be looked at as an opportunity to try something innovative. If the format or timing of the championship is not successful, the association needs to look at modifications to present a quality event. We would suggest that the association president appoint a committee to conduct a survey of the members in an effort to identify issues that could increase participation. Committee members should include some of those who are active in tournament competition. There is also a sample survey you may want to utilize in Appendix E (page 11-13) of the *USBC Association Manual*. The survey may provide valuable insight on the feelings and/or opinions of members regarding the tournament.

Associations could look to provide incentives to centers and leagues to encourage members to participate in the championship event. Possible incentives could be a small trophy or award that is presented to the league with the most teams entered in the annual event. Officers and directors of the association should visit every league to promote the event and solicit entries.

New members of the association may not be aware of the competition the association offers. Special attention should be made to increase awareness and participation among this important group. These new members should be encouraged to take part in the fun and excitement of tournament bowling.

USBC has put together a list of ideas that can be used to increase sponsorships of your events. They can be found by accessing the following link:  
[http://www.bowl.com/Downloads/pdf/handouts\\_usbcConv\\_2006/TournamentSponsorsAdvertising\\_Handout.pdf](http://www.bowl.com/Downloads/pdf/handouts_usbcConv_2006/TournamentSponsorsAdvertising_Handout.pdf).

In addition, the Tournament Section of the *Association Leader's Handbook* (pages 9-113 through 9-121) can be referenced for information regarding planning and preparation.

### **88. Can an association conduct or sponsor non-USBC certified competitions?**

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The purpose of the USBC is to promote certified competition. Therefore, a chartered USBC association CANNOT conduct or sponsor non-USBC certified events.

### VACANCIES

#### **89. Can the president appoint more than one person to fill a vacancy?**

The president can nominate more than one person to fill the appropriate vacancy. A majority vote of the board will determine who fills the position.

This will not be considered an election due to the fact that the president is appointing the position (vacancy) and the board is then approving one of his/her selections.

#### **90. Must an appointee meet the same eligibility requirements as a person elected to that position?**

Yes, USBC requires appointees to meet the same eligibility requirements as the person originally elected to the office.

#### **91. Who replaces the association manager when there is a vacancy?**

The entire board is responsible for selecting or appointing the association manager. A majority vote of the board determines which qualified candidate will replace him/her.

#### **92. How do we remove a board member who is no longer eligible to serve on the board?**

When it is determined that a current board member is no longer eligible to serve and will not resign, the following procedure is utilized for removal:

- A meeting must be scheduled with all board members invited to attend.
- A quorum is necessary to proceed with the removal meeting.
- With a 2/3 vote of those board members present and voting, the board member can be removed.

#### **93. How do we remove a board member for nonperformance?**

When a board member is accused, in writing, of failure to properly perform the duties of their office or otherwise engaging in improper or unfair activities or conduct, the board may conduct a meeting following the removal from office procedures in the Suspension and Reinstatement section in the *USBC Association Manual* (page 10-6).

#### **94. Can a board member who has been removed from office be reinstated?**

Yes. A board member who has previously been removed from office is eligible to seek re-election and/or re-appointment to the board provided he/she obtains the written consent of two-thirds of the full board.

#### **95. How do we handle a resignation of an elected position?**

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When an officer or director of the board decides to resign, the resignation must be in writing and specify the date of resignation (can state “immediately”). After it has been received by a board member, one of the following should occur to fill the vacancy:

- If one of the officers resigns, the appointee must meet the eligibility requirements and be approved by the board.
- If a director resigns, the president will appoint a person, with approval from the board, provided the appointee meets the eligibility requirements.

### ***MISCELLANEOUS***

#### **96. Is campaigning for a position allowed?**

There is no USBC rule against campaigning. Certainly USBC does not condone or encourage campaigning, as we do not believe association elections should be political in nature. If an association decides to restrict campaigning in their policies we encourage them to ensure their limitations/requirements are done fairly. For example, candidates should not:

1. Give gifts of any kind, including pins, hats, towels, etc. (Not all members have funds to do this.)
2. Use state or local funds or materials to campaign. (Member's money should not be used to further an individual's position.)
3. Use posters, cards, letters, e-mail, badges, pins, etc. to campaign. (Again, not all members have funds and/or have equal access to e-mail addresses.)

Candidates may talk with delegates/members one on one and ask for support.

#### **97. How do we start our association hall of fame?**

If a USBC association wishes to start a Hall of Fame, there are no specific rules and regulations but the board should consider several points. Particularly, is the association ready for a Hall of Fame and is funding available? For more information and sample guidelines, please use the following link:

<http://usbcongress.http.internapcdn.net/usbcongress/bowl/associations/pdfs/HOFGuidelines.pdf>

Any USBC member who was previously an ABC or WIBC Hall of Fame member retains that title.

#### **98. Does USBC offer league secretary software?**

USBC does not promote or endorse any products. A number of companies who produce league secretarial software advertise in USBC publications. Contact information for these companies can also be found below.

- Perfect Secretary Treasure Software  
800-552-2695  
[www.treasuresoftware.com](http://www.treasuresoftware.com)
- Tenpin Bowling League, Tournament and Clipart Developers, CDE Software  
(206) 937-8927  
[www.cdesoftware.com](http://www.cdesoftware.com)

## ASSOCIATION SERVICES FREQUENTLY ASKED QUESTIONS

### 99. What is the Registered Volunteer Program (RVP)?

USBC has targeted August 1, 2008 as the date that all USBC associations responsible for youth bowling must be active in the RVP. The RVP will:

- Ensure that all volunteers who have regular contact with USBC youth bowlers are qualified to do so. It includes a mandatory criminal background screening designed to remove and/or discourage those who might harm our youth.
- Require all Registered Volunteers to abide by a **Code of Conduct** which defines appropriate and inappropriate behavior.
- Allow USBC to identify and communicate with thousands of volunteers.

For more information please use the following link:

<http://www.bowl.com/rvp/index.jsp>