Introduction

The purpose of the USBC Legal and Legislative Committee is to ensure due process for members and athletes, and review any proposed legislation as stated in the National Policy Manual. Staff assists in fulfilling the purpose as designated by the Committee.

This manual is a reference tool for the USBC Staff and the USBC Legal and Legislative Committee, including any Hearing Panel appointed by the Committee, (the “Committee”). It describes the authority and processes used for legal cases and legislation. The manual is divided into four sections – the Legal Manual, the Legislative Manual, the National Policy Manual and the Appendix. The Staff and Committee listings are in the Appendix.

Staff updates the manual as directed by the Committee, trains new Committee members, and assists the Committee in legal and legislative matters.

The Legal Manual details the types of cases and penalties for each type.

The Legislative Manual details the duties and procedures for handling all legislation.
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Legal Manual

I. Authority

Committee

1. Has ultimate authority over the administration and resolution of complaints filed with USBC.
2. Shall appoint a Hearing Panel to hear unresolved complaints.

Staff

1. Complaints
   a. Investigates allegations made by a complainant or brought by USBC against a member, including seeking information from the complainant, the person against whom the complaint was filed and any other individual who may have knowledge of the matter. Documents may be requested and reviewed. Parties may submit information as they deem advisable.
   b. After investigation, makes an internal determination as to the merits of the complaint.
   c. Recommends a proposed resolution, which if appropriate may include a suspension, fine, loss of membership, loss of opportunity to participate or other such penalty or sanction.
   d. Notifies the complainant and person against whom the complaint was filed of the proposed resolution.
   e. If matter cannot be resolved, notifies the Committee Chair.

2. Legal and Legislative Manual

   Reviews the Legal and Legislative Manual and procedures associated with the Manual and makes suggestions for changes to the Committee. The Committee will make the final decision.
II. Disciplinary Grievances

A grievance must be filed in accordance with Article II, Section A of the Disciplinary Procedures Supplement of the USBC Bylaws. Grievances postmarked, emailed, or faxed the first post office business day after the deadline shall be accepted if the deadline falls on Saturday, Sunday or a holiday.

Individuals found in violation of the rules in a Disciplinary Grievance face suspension of membership privileges.

A. Penalties: The Rules Department and the Hearing Panel shall have discretion to issue any penalty including a warning, suspension, and prohibiting a bowler from holding office for a violation of any USBC Rule(s). Payment of restitution may also be required. Reinstatement to USBC membership following a suspension shall be governed by Article IV.

B. Exceptions: The Legal and Legislative Committee has established the following exceptions to the Rules Department and Hearing Panels discretions:

1. Nonpayment of League, Association or Tournament Fees. Members found in violation of USBC Playing Rule 17b(3) shall be suspended according to the minimum suspension periods as set forth below. Reinstatement to USBC membership following a suspension shall be governed by Article IV.

<table>
<thead>
<tr>
<th></th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment received prior to Staff working file</td>
<td>Dismissed</td>
</tr>
<tr>
<td>Payment received after USBC initial notification</td>
<td>Warning</td>
</tr>
<tr>
<td>Proven money not owed or proper cause to withdrawal</td>
<td>Not Substantiated</td>
</tr>
<tr>
<td>Took money out and replaced with bad check</td>
<td>No money owed – 6 months, Not to Hold Office Money Owed – 12 months, Not to Hold Office</td>
</tr>
<tr>
<td>First time Violation</td>
<td>No minimum. Bowler immediately eligible for reinstatement upon payment</td>
</tr>
<tr>
<td>Multiple Violation within the Same Season, still suspended</td>
<td>3 months after the date of the last suspension letter</td>
</tr>
<tr>
<td>Multiple Violations within Different Seasons, still suspended</td>
<td>12 months following the date of the last suspension letter</td>
</tr>
<tr>
<td>Second Violation (After Membership Reinstatement)</td>
<td>6 months</td>
</tr>
</tbody>
</table>
2. **Misuse of Funds.** The following suspension shall apply to members found in violation of USBC Rule 17b-4. In addition to suspension, rules violators may also be prohibited from holding office. Reinstatement to USBC membership following a suspension shall be governed by Article IV.

<table>
<thead>
<tr>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restitution Paid Prior to Suspension</td>
</tr>
<tr>
<td>12 months, Never to Hold Office</td>
</tr>
<tr>
<td>Restitution Not Paid Prior to Suspension</td>
</tr>
<tr>
<td>18 months, Never to Hold Office</td>
</tr>
</tbody>
</table>

3. **Improper Withdrawal.** Members found in violation of USBC Rule 114a shall be subject to a warning.

4. **Failure to submit final averages.** Members found in violation of USBC Playing Rule 17b-5 are subject to the following penalties. Reinstatement to USBC membership following a suspension shall be governed by Article IV.

<table>
<thead>
<tr>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Averages Submitted (First Violation)</td>
</tr>
<tr>
<td>Warning</td>
</tr>
<tr>
<td>Averages Submitted (Second Violation)</td>
</tr>
<tr>
<td>Not to Hold Office</td>
</tr>
<tr>
<td>Averages Never Submitted</td>
</tr>
<tr>
<td>12 months - Not to hold office</td>
</tr>
</tbody>
</table>

5. **Failure to submit SMART Scholarships and/or reports.** Members found in violation of USBC Playing Rules 17b-4 and/or 17b-5 are subject to the following penalties. Reinstatement to USBC membership following a suspension shall be governed by Article IV.

<table>
<thead>
<tr>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Money and/or Information submitted late</td>
</tr>
<tr>
<td>Warning</td>
</tr>
<tr>
<td>(First Violation)</td>
</tr>
</tbody>
</table>
6. **Youth Eligibility.** Members found in violation of USBC Playing Rule 400 are subject to the following penalties.

| Penalty |
|---|---|
| **If no money is owed.** | Warning |
| **If restitution is owed, and paid** | Warning |
| **If restitution is owed, and unpaid** | No longer eligible for USBC Youth Membership |
| **Second Violation** | No longer eligible for USBC Youth Membership |
III. Reinstatement Cases

After an individual’s term of suspension has expired, an individual can request reinstatement. Before the reinstatement process can begin, the following must be received:

a. Written request for reinstatement.
b. Documentation of complete restitution if an amount was attached at time of suspension.

Staff has the authority to review.

A. No Violation. (Administrative)

1. Criteria. Individual has:
   a. Not previously been found in violation USBC Rules.
   b. Refrained from USBC competition for the term of the suspension or has bowled in violation; however, has sat out the minimum term of the suspension. Staff confirms this fact.
   c. Been suspended in a Keepsake case or for a violation of Rule 17b-3 (nonpay or bad payment).

2. Decision:
   a. Reinstate to membership only if suspended with a not or never to hold office restriction or ABC misuse case prior to August 1, 2000.
   b. Full Reinstatement. (Keepsake case and 17b-3 violations – immediate reinstatement, does not have to sit out full term of suspension.)

B. First Violation, Bowled in Violation (Administrative)

1. Criteria. Individual has:
   a. Not previously been found in violation USBC Rules.
   b. Bowled in violation but does not fall under the circumstances listed in Section III.C.1(b),(c).

2. Decision:
   a. Reinstate to Membership only if suspended with a not or never to hold office restriction or ABC misuse case prior to August 1, 2000. Individual eligible for reinstatement of not to hold office one year after reinstated to membership.
   b. Full Reinstatement.

3. Effective Date:
   a. Unknowingly* bowled in violation – last known date of violation + 3 months.
   b. Knowingly bowled in violation – last known date of violation + 6 months.
   * Example of Unknowingly – Suspension letter sent to wrong address.

C. Multiple Violations. (Staff Review)

1. Criteria:
   a. Individual previously found in violation USBC Rules; or
   b. Individual violated the terms of their suspension after being notified of their suspension by USBC or association; or,
   c. Individual falsified information, wrong name, social security number, etc; or
   d. Previous reinstatement request denied.

2. Possible decisions:
   a. Full Reinstatement.
   b. Reinstate to Membership Only.
c. Set future date for Reinstatement. Usually applied when individual violated the terms of suspension. Date set is calculated as follows:
   1) Add the term of suspension to the last date individual bowled in violation of the suspension.
   2) When it is documented the individual was aware of the suspension (i.e., signed for certified letter), USBC may extend the term to 6 months or one year from last date of violation and set date (case handled).

d. Deny – Individual can apply for reinstatement after one year.

e. Defer decision to next meeting.

D. Reinstatement Requests.
   1. Application for reinstatement must be filed in writing to USBC Headquarters.
   2. Include payment or proof of payment if money is owed.

E. Removal of No Office Provision (Staff Review)
   1. When a player loses the right to hold office he/she must request permission to perform office duties again.
   2. Upon receipt of a request to remove the no office provision, staff will acknowledge receipt of the request and supply the individual with a questionnaire to fill out and return before a decision can be rendered.
   3. Possible decisions:
      a. Full Reinstatement.
      b. Deny, bowler is eligible to request reinstatement one year after denial letter is sent.

F. Reinstatement Hearing Procedures. If USBC determines a reinstatement hearing is necessary, USBC Headquarters will contact the local association having original jurisdiction and instruct them to conduct a hearing following the procedures in the USBC Association Policy Manual.
IV. Dollar Amount Adjustments
(17b-3 violations)

A. Increase in Amount
The amount an individual is charged with owing may be increased in the following instances:
1. When membership dues have not been paid.
2. When an association has erroneously adjusted the amount owed at the hearing to reflect a credit of the prize money. Bowlers dismissed under 115b procedures are deemed to have forfeited prize money.

B. Reductions in Amounts
The amount an individual is charged with owing may be reduced in the following instances:
1. When an individual is charged for dates when they were not league members, including:
   a. Dates after the bowler has been replaced on a team;
   b. Dates prior to joining/participating in the league. Normally a player is not a member of the league until such time as he/she actually participates, unless there is a league rule or information to document a pre-stated verbal or written condition of entry on the part of the bowler. (Example: Completion of membership application at organizational meeting.)
   c. Dates after the league meeting that dismissed him/her under 115b procedures;
   d. Dates beyond the two week notice time frame for bowlers that have properly resigned
   e. Dates that have not been documents in accordance with Rule 115b, Item 4.
3. When an individual has not been credited with any pre-payments of dues and fees.
4. When the principal is charged with owing fees of other players (including spouses and other team members). Each player is responsible for only his/her own indebtedness and is not responsible for the payment of arrearages incurred by others. However, when a worthless check is issued to cover more than the charged individual’s fee (i.e., wife issues check for her and her husband’s fees), the check signatory responsible for the entire bank/service charge. (Exception: Person who issued check is not a league member.)
5. When a portion of the kitty money due the team has not been credited to the principal. Even though the player may have taken these funds, he/she would have been entitled to their portion of the money anyway. (Example: 5-man team with $30 in kitty money, 1/5 is the principal's, i.e., credit 1/5 of $30 ($6), to the amount due for an adjusted amount owed of $24.
6. When the amount includes personal debts, which are not confirmed as league fees.
7. When a substitute pays a portion or the entire weekly fee, the principal must be credited the amount the substitutes paid. This does not include a substitute fee.
8. When a league has charged a player with the full weekly fee but the center has not held the league responsible for the lineage. Lineage credit is given to principal but he/she can still be held liable for payment of weekly prize money, secretary fee, etc.
9. League sessions above and beyond the maximum 6 weeks allowed per Rule 115b Item 1d (1).
V. Headquarters Rerate Procedures

A. Staff may re-rate the league average of any member of the association when there is evidence that the bowler’s average does not represent the bowler’s true ability.

B. The bowler must report and use the re-rated average or established league average (whichever is higher) for all handicapped or classified competition.

C. After re-rating has been in effect for a 12-month period, the bowler may apply to USBC Headquarters for an adjustment if the bowler has not established a higher league average and can also provide sufficient documentation to support a re-rate adjustment.
VI. Charter and Association Official Removal

A – Charter Revocation or Non-Renewal
1. USBC may charge a USBC Chartered Association with failing to properly perform the duties as outlined in the USBC Bylaws and USBC Association Policy Manuals, including failing to meet required performance standards (as the same may be revised from time to time) or engaging in conduct and/or any action detrimental to the best interest of the organization. The following procedures shall be followed:
   a. Staff will notify all association board members by letter that revocation/non-renewal proceedings are being initiated and the reason. The association will be advised of their option to be represented by counsel, and right to a hearing.
   b. Initial Review:
      1) Staff prepares cover sheet and exhibit documents in the file.
      2) Staff reviews file and makes a recommendation to the CEO.
   c. The association is notified in writing of the CEO’s decision. If an adverse decision is made, such association shall be informed of the right to a hearing.
2. If hearing is requested:
   a. Legal and Legislative Committee appoints Hearing Panel.
   b. Hearing is conducted in accordance with the hearing procedures set forth in Article X of USBC’s Bylaws.
   c. Association may submit information or arguments.
   d. Staff prepares cover sheet and exhibit documents in the file.
   e. Hearing Panel reviews file and makes a decision (majority vote).
   f. Association is notified in writing of the decision.

B – Removal of an Association Board Member
1. When USBC charges an association manager, officer, board member, or non-board member acting on behalf of the association of failure to properly perform the duties of their office or otherwise engaging in improper or unfair tactics or conduct in connection with the organization, the following procedures shall be followed:
   a. Staff notifies the person(s) charged that disciplinary action is being initiated and the reason. The person charged shall be informed of his/her right to submit any arguments or documents the person believes are pertinent to the charge, and of the right to be represented by counsel.
   b. Initial Review
      1) Staff prepares cover sheet and exhibit documents in the file.
      2) Staff reviews file and makes decision.
   d. Individuals involved are notified in writing of the decision. If an adverse decision is made, such person shall be informed of the right to a hearing.
2. If a hearing is requested:
   a. Legal and Legislative Committee appoints Hearing Panel
   b. Hearing is conducted in accordance with the hearing procedures set forth in Article X of USBC’s Bylaws.
   c. Person may submit information or arguments.
   d. Staff prepares cover sheet and exhibit documents in the file.
   d. Hearing Panel reviews file and makes a decision (majority vote).
   e. Individuals involved are notified in writing of the decision.
VII. Suspensions Recognized.

A. Youth Suspensions - Except for violations of Rule 400, a suspended youth is also ineligible to purchase adult membership.

B. Adult Suspensions – Adults suspended from office are ineligible to be involved in an official capacity with youth competition.

C. Canadian Tenpin Federation “CTF” – All CTF suspensions will be recognized.

D. U.S. Center for SafeSport suspensions.
Appendix

I. Committee Members

**Mark Martin, Chairman**  
Email Address: mark.martin@bowl.com

**Jo Dimond**  
Email Address: jo.dimond@bowl.com

**Kelly Kulick**  
Email Address: kelly.kulick@bowl.com

**Jay Daryman**  
Email Address: jay.daryman@bowl.com

**Adam Mitchell**  
Email Address: adam.mitchell@bowl.com
Appendix

II. Staff

*Micahel Spridco, Senior Director*
- Office Phone: (817) 385-8390
- Cell Phone: (817) 739-1893
- Email Address: michael.spridco@bowl.com

*Laurie Smetek, Rules Manager*
- Office Phone: (817) 385-8393
- Email Address: laurie.smetek@bowl.com

*Kathy Andersen, Rules Counselor*
- Office Phone: (817) 385-8392
- Email Address: kathy.andersen@bowl.com

*John Budnik, Rules Counselor*
- Office Phone: (817) 385-8391
- Email Address: john.budnik@bowl.com

*Jen Land, Rules Counselor*
- Office Phone: (817) 385-8397
- Email Address: jen.land@bowl.com

*Katrina Smoot, Rules Coordinator*
- Office Phone: (817) 385-8395
- Email Address: katrina.smoot@bowl.com
Appendix

III. Exhibits

Office Reinstatement Questionnaire

1. What have you learned from the incident which, in turn, caused for your removal from holding office?

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

2. If this situation was to present itself again, what would you do differently as an officer of the league/association?

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

3. Please enter the Officer title you held and explain the duties that come along with holding that position. Officer Title ________________________________
Description of that Officer’s Duties
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

4. Explain which Officer position you are interested in holding and why you are requesting your reinstatement to hold office? President – Secretary – Treasurer – Team Captain – Delegate - Coach
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
5. Why do you think USBC, a league or an association should trust you to perform the duties of any of the officer positions?


6. Have you been actively serving as an officer in any uncertified leagues during your suspension? If so, what position and how well do you feel you performed your duties?


7. If you were elected president and a friend is elected treasurer in the same league, how would this change how you handle the duties of the president?


8. Explain why you feel you should be reinstated to hold office with a USBC certified league or association.


Date: ________________________________

Name: (please print) _____________________

Signature: ______________________________
Appendix

Bowler ID # (if available) _________________________

Case: _________________________________

Please fill out and return to:

USBC Headquarters
Attn: Rules
621 Six Flags Dr.
Arlington, TX 76011
Fax: 817.385.8260
Email: rules@bowl.com
Introduction

The Legislative Manual details the duties and procedures for handling all legislation, and changes to the bylaws and policy manuals through the Legislative and National Policy Committee.

The purpose of the committee is to review any proposed legislation as stated in the *National Policy Manual*. Staff assists in fulfilling the purpose as designated by the Committee.

Staff updates the manual as directed by the Committee, trains new Committee members, and assists the Committee.
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I. Authority

The Legislative Committee should be familiar with and has the authority over:

- National, state and local bylaws.
- Affiliate Bylaws
- General playing rules.
- Adult League rules.
- Adult Tournament rules.
- Youth related bylaws, youth league and tournament rules for content, suggestions and make a recommendation to the Youth Committee.

A. Legislative Committee

Responsibilities include, but are not limited to:

1. Review proposals thoroughly and objectively, discusses and makes recommendation on proposed changes from:
   a. The field.
   b. Staff.
   c. IBC Youth Committee.
   d. Other committees.
   e. USBC Board.
2. Give opinions, ask questions, or asking for additional information such as reports, etc. on the proposed legislation/codification.
3. Be familiar with the subject matter of each proposal.
4. Realize how it will impact the field.
5. Develop and propose legislation/codification or work with another committee or staff to propose necessary legislation/codification.
6. Make recommendations on proposed legislation to the USBC Board or the Youth Committee on Youth amendments/codifications. The recommendation the committee may forward to the Board or Youth Committee are:
   a. Adopt as submitted or amended.
   b. Reject and determine the reasons for rejection of field amendments.
   c. Refer for one year for further study.
   d. Return proposed legislation that is determined to be unworkable, unenforceable or currently allowed by the mechanisms already in place. This is reported to the board in the committee report and then the proposer is notified of the reason for the return of the proposal. (Further information regarding returned amendments see page 8, “Returned Amendments”.)
7. Determine reasons for committee proposals. If the committee is in agreement with a staff proposal going forward to the USBC Board and USBC Delegation it will be under the committee’s name. It is the responsibility of the committee to determine if the reason staff has for the proposal is accurate, detailed enough and easy to understand. (If the committee is not in favor of a staff proposal it will be withdrawn.)
8. Discuss and make necessary decisions for presentation of Legislative committee report with recommendations to the USBC Board.
9. Respond to questions regarding proposed amendments at board meetings.
10. At the Annual Meeting:
    a. Present the board’s recommendation on each amendment to the delegates.
    b. Respond to questions from delegates.
    c. Determine if amendments to amendments are within the scope of the current proposal.
B. **Legislative Committee Chairman**  
The Chairman is responsible for:  
1. Train new committee members.  
2. Work with the president on dates of committee meetings.  
3. Work with the staff liaisons to develop the scheduling and agenda for committee meetings. The starting and ending time of the meeting should be noted on the agenda.  
4. Review the minutes prior to sending them to the committee, President, Executive Director, and other appropriate staff members.  
5. Provide specific parameters on agenda items and action items during the committee meeting including milestones where progress updates are required between committee meetings.  
6. Report, as necessary, to the Board of Directors and the delegation at the USBC Annual Meetings.  
7. Work with the President to appoint two delegates as “Delegate Tellers” for verifying electronic balloting.  
8. Give the board decision to staff within 7 days.  

C. **USBC Board**  
Board authority is outlined in the USBC Bylaws, Article IV, Section E, Items 11, 12, 13, 14, and 15.  
- The USBC Board, by a two-thirds vote may amend the following:  
  a. The provisions of the USBC National Bylaws specific to compliance with USOC rules and regulations, provisions related to Athletes and Youth and other provisions mandated by the Articles of Incorporation or applicable law and those specific to youth competition.  
  b. General Playing Rules.  
  c. Youth League Rules.  
  d. Youth Tournament Rules.  
  e. Awards Rules.  
  f. Resolutions.  
- To be considered by the USBC Board a proposed amendment/resolution must be submitted:  
  a. By a USBC Committee; and  
  b. To the USBC Board as soon as possible prior to a USBC Board meeting and have specific language detailing the proposed change and the reason for the change included in the notice.  
- The action by the USBC Board on each amendment considered shall be limited to the following:  
  a. Adopt as submitted or amended.  
  b. Reject.  
  c. Defer for one year for further study.  

All approved amendments/resolutions by the Board become effective immediately unless otherwise specified.  
Motions to table or postpone indefinitely shall be out of order.  

D. **Staff**  
Responsible for:  
1. Maintain the *Legislative Policy Manual* and keep the committee updated on any changes.  
2. Work on amendments/codification submitted from the field:  
   a. Work with the proposers on wording and formatting of the amendments.  
   b. Send acknowledgement of proposal along with a draft to the proposer.  
3. Develop agenda along with Chairman for committee meetings. The starting and ending time of the meeting should be noted on the agenda.  
4. Discuss any issues raised by proposals and refines proposals if necessary.
5. Review proposals/codification with the:
   a. Rules Department.
   b. USBC Executive.
   c. Association Development Department.
   d. Youth Department.
6. Forward all bylaws proposal to Legal Counsel for comments, as authorized.
7. Forward proposals to Legislative Committee members.
8. Refine proposals, as needed, after meeting with committee.
9. Send youth related proposals/codification to the Youth Committee for processing to the Board with the recommendation of the Legislative Committee.
10. Prepare proposals for the USBC Board who reviews proposals and makes:
    a. Decisions on proposals under its jurisdiction.
    b. Recommendations to the delegates on proposals under the delegate’s jurisdiction for decisions at annual meeting.
11. Refine proposals, as needed, after the Board meeting.
12. Send letters to the proposers:
    a. Adults. Return the amendment or give him/her the board’s recommendation and invite the proposer to the Annual Meeting to address the USBC Delegation regarding their proposal.
    b. Youth. Give the decision of the board.
13. Prepare Adult proposals for publication, this may be printed in the Delegates Handbook, e-news and/or posted on BOWL.com at least 30 days prior to the Annual Meeting, but as soon as possible after the fall or winter board meeting.
14. Post decisions of delegates on BOWL.com and in the e-news.
15. Distribute board decisions regarding youth/athletes to the membership and other affected parties prior to the start of the following bowling season (August 1) or as appropriate.
16. Take minutes of all committee meetings.
17. Changes are:
    a. Made in appropriate books, manuals and documents.
    b. Posted online on BOWL.com.
    c. Announced in USBC publications.
18. Other duties as directed by the committee or chair.

E. **Delegates**

1. **Bylaws.** Delegate authority for bylaws is outlined in the USBC Bylaws, Article VIII. The delegates, by a two-thirds vote may amend:
   a. The USBC National Bylaws, except with respect to provisions:
      1) For compliance with USOC rules and regulations.
      2) Related to Athletes.
      3) Related to Youth.
      4) Mandated by the Articles of incorporation.
      5) Mandated by the applicable law.
   b. USBC State Bylaws.
   c. USBC Local Bylaws.
2. **Rules.** Delegate authority for rules is outlined in the USBC Bylaws, Article VIII. The delegates, by a majority vote may amend the following:
   a. Adult league rules.
   b. Adult tournament rules.
3. To be considered at the next USBC Annual Meeting a proposed amendment must be submitted:
   a. By a member or chartered association in writing to the USBC Executive Director by September 1 prior to the date of the next USBC Annual Meeting.
   b. By a USBC Committee or USBC Board in writing to the USBC Executive Director by December 1 prior to the date of the next USBC Annual Meeting.
   c. The USBC Board, by a two-thirds vote, may submit a proposed amendment to the USBC National, State or Local Bylaws (except those listed in Section A, Item 1), directly to the delegates prior to the opening of the USBC Annual Meeting.

4. The action by the USBC Board or delegates on each amendment considered shall be limited to the following:
   a. Adopt as submitted or amended.
   b. Reject.
   c. Defer for one year for further study.

All amendments by the delegates become effective August 1 following the annual meeting where they were adopted, unless otherwise specified.

Motions to table or postpone indefinitely shall be out of order.
II. Committee Meetings

The Legislative Committee will meet as needed each year to review proposed amendments/codification/resolutions.

A. Meetings
The date is set by the chairman, with President's approval.
1. The fall meeting is generally mid to late October and can be in person, or teleconference.
2. Depending on items for discussion the committee may meet prior to Board meetings and does meet prior to the Annual Meeting.
3. Teleconference meetings may be called during the season for unusual items, to prepare for a board meeting, or handle a special project assigned to the committee. This may also be used for the fall meeting, if legislation is light.

B. Attendance
1. All committee members should be in attendance either in person or via teleconference.
2. President (Optional)
3. Staff:
   a. Rules staff as assigned.
   b. Senior Director of Rules.
   c. Executive Director and/or Deputy Executive Director.

C. Agenda
In preparation for each meeting (or conference call), each committee member, the President, Executive Director, appropriate staff members from headquarters will be provided the following:
1. Date, time and place of meeting.
2. Call in information.
3. An agenda (which will be sent at least two weeks in advance, if possible).
4. A copy of each proposal to be considered, along with supporting documentation.
5. Proposed amendments, codification, discussion items, etc.

D. USBC Annual Meeting
When there is pending legislation at the USBC Annual Meeting, the committee will meet prior to the Annual Meeting. The purpose of this meeting will be to:
1. Review all proposed amendments.
2. Review changes to any proposed amendments previously considered.
3. Review comments, questions and concerns received from the field.
4. Prepare for legislative session to the delegates.
5. Address any other issues, as needed.

E. Legal Counsel
Proposed bylaw changes (legislation/codification) is sent to Legal Counsel, as directed. Legal counsel's comments will be sent to the committee to review as soon as they are received.

Legal counsel may attend any meeting and meets with the committee chair and members, as needed.
III. Proposal Procedures

A. Codification
USBC Headquarters may renumber, revise, codify and correct any provision of the bylaws, rules and regulations of the USBC, but in doing so, it shall not change the meaning of any provision. Bylaws codification is reported to the board.

B. Returns Based on Merit
Those amendments which in USBC’s judgment do not merit board and/or delegate consideration will be returned to the proposer. The committee may return proposals that:
   1. Are unworkable.
   2. Are unenforceable.
   3. Their intent can be accomplished with the mechanisms already in place.

C. Resubmission of Returned Amendment
The proposer of a returned amendment may resubmit the proposal if it is supported by a petition signed by 100 USBC members. The addresses and USBC membership numbers of the signers of the petition must be included. Such amendments will be submitted to the delegates for consideration at the next USBC Annual Meeting.

D. Withdrawal
A proposed amendment may be withdrawn, by the proposer, prior to being presented at the USBC Annual Meeting delegate’s session.

A proposed amendment that has been withdrawn by the proposer after publication, but prior to being considered by the USBC Board or delegates may be considered by the body when requested by a majority of the quorum present.
I. Authority

The National Policy Committee should be familiar with and has the authority over:

- National Policy Manual
- Association Policy Manual
- Affiliate Policy Manual
- Franchise Policy Manual
- Youth related association policies for content, suggestions and making a recommendation to the Youth Committee.

A. National Policy Committee

1. Thoroughly and objectively reviews, discusses and makes recommendation on proposed changes from:
   a. The field on the Association Policy Manual and Affiliate Policy Manual. (While the field does not have the authority to submit changes to these documents, we accept suggestions and process them to the NPC for review and handling.)
   b. Staff.
   c. Youth Committee.
   d. Other Committees.
   e. USBC Board.
2. Ask questions, give opinions, ask for additional information, etc.
3. Familiarize themselves with the subject matter of each proposal.
4. Develops and proposes changes/codification.
5. Discuss and make necessary decisions for presentation of National Policy Committee report with recommendations to the USBC Board.
6. Reviews Youth association policy related changes/codification and makes recommendation to Youth Committee.
7. The recommendations the Committee may forward to the Board are:
   a. Adopt as submitted or amended.
   b. Reject and determine the reasons for rejection of field suggestions.
   c. Defer for one year for further study.
8. Determine reasons for Committee proposals. If the committee is in agreement with a staff proposal going forward to the USBC Board it will be under the committee’s name. It is the responsibility of the committee to determine if the reason staff has for the proposal is accurate, detailed enough and easy to understand. (If the committee is not in favor of a staff proposal it will be withdrawn.)

B. National Policy Committee Chairman

1. Train new committee members.
2. Works with the president on date of committee meeting.
3. The committee chairman and staff liaisons will work together to develop the scheduling and agenda for committee meetings. The starting and ending time of the meeting should be noted on the agenda.
4. Approve the minutes prior to staff sending them to the committee, President, Executive Director, and other appropriate staff members.
5. The committee chairman working with committee members and staff is responsible for providing specific parameters on agenda items and action items during the committee meeting including milestones where progress updates are required between committee meetings.
6. Is responsible for any necessary report of the committee to the Board of Directors and the delegation, as deemed appropriate.
C. **USBC Board**
The USBC Board has final say over:

4. Youth related association policies received from the Youth Committee.

The action by the USBC Board on each amendment considered shall be limited to the following:

- Adopt as submitted or amended.
- Reject.
- Defer for one year for further study.

All approved changes to the *National Policy Manual* are effective immediately, unless otherwise specified.

All approved changes to the *Association Policy Manual* and *Affiliate Policy Manual* become effective August 1, unless otherwise specified.

D. **Staff**

Responsible to:

1. Maintain the *National Policy Manual* and keep the Board updated on any changes. The USBC Executive Area updates the *National Policy Manual* and distributes it to the board, Executive Director and Rules staff.
2. Write up amendments/changes committee/staff believes is necessary along with reason and back up documentation for presentation to the committee.
3. Review changes submitted from the field.
   a. Acknowledge and work with proposer to understand suggested changes.
   b. Format changes.
4. Develop agenda along with Chairman for Committee meetings.
5. Reviews changes with the:
   a. Rules Department.
   b. USBC Executive.
   c. Association Development Department, as appropriate.
   d. Youth Department, as appropriate.
6. Forward any unusual – legal related proposal to Legal Counsel for comments, as directed.
7. Forwards suggested changes to National Policy Committee members.
8. After review with committee refine, if necessary.
9. Send youth related changes to the Youth Committee with a recommendation and if necessary a reason for rejections from the NPC for processing to the board.
10. Prepares changes for the USBC Board, as directed by chairman. The chairman may report changes in National Policy Committee report to the Board.
11. After board decision send letters to the proposers.
12. Changes are published as appropriate:
   a. Made in appropriate books, manuals and documents.
   b. Posted online on BOWL.com.
   c. Announced in USBC publications.
13. Take minutes of all Committee meetings.
14. Other duties as directed by the Committee or chair.
II. Committee Meetings

The National Policy Committee will meet as needed each year to review proposed amendments/codification/resolutions. Meetings will be scheduled by the Chairman and notices will be sent to all Committee members and the USBC President.

A. Meetings
The date is set by the chairman, with Presidents approval.
1. This committee meets in conjunction with the Legal & Legislative Committee who generally meets for an in person meeting and is scheduled for a Saturday early in October.
2. Teleconference meetings may be called during the season for unusual items, to prepare for a board meeting, or handle a special project assigned to the committee.

B. Attendance
1. All committee members should be in attendance either in person or via teleconference, if you cannot attend the chairman must be notified.
2. Staff:
   a. Rules staff as assigned.
   b. Senior Director of Rules.
   c. Executive Director.

C. Agenda
In preparation for each meeting (or conference call), each Committee member, the President, Executive Director, appropriate staff members from headquarters will be provided the following:
1. Date, time and place of meeting.
2. Call in information.
3. An agenda (which will be sent at least two weeks in advance, if possible).
4. A copy of each proposal to be considered, along with supporting documentation.

D. Legal Counsel
Unusual changes, or as directed by the chairman, committee or Executive director items will be sent to Legal Counsel, as needed. Legal counsel’s comments will be sent to the committee to review as soon as they are received.

Legal counsel may attend any meeting and meets with the committee chair and members, as needed.