

Board of Directors

(Excerpts taken from USBC Association Policy Manual Version 1.2 Revised Jan 2009)

This explains the board structure; the authority and duties of board members; and topics associated with board eligibility, participation, and responsibilities.

Section A. Structure

- 1 The association's officers and directors, as determined in the association's mandatory bylaws, constitute the board of directors.
- 2 No individual may be elected or appointed to more than one voting position on the board.
- 3 Additional individuals may be selected/appointed to assist the association; however, those individuals will not be considered members of the board. (i.e. assistant office manager, committee member, etc.) USBC does not extend bonding/burglary/holdup coverage outside of its purchased policy. Members of the board of directors are bonded when handling association funds. (Refer to Section I in this chapter.)
- 4 Life or other honorary members are not members of the board unless elected by the voting body as an officer or director.
- 5 Where there has been a merger of a BA and WBA and they have an agreement with the non-merged youth association (non-competing), the merged board must still have 20% representation from the youth committee. In this case the representatives would be provided by the youth association, acting as the youth committee.
- 6 In an area where the BA and WBA merge and the youth association refuses to merge, this creates a competitive situation. The merged association will serve men, women, and youth, and the structure is consistent with a regular merged association. Additionally, the youth association will be chartered and have a structure consistent with a regular non-merged youth association.
- 7 USBC shall have the authority to suspend, expel, or otherwise discipline for cause, officers or directors of any chartered association.

Section B. Authority and Duties

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

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

- 1 Enforcing the bylaws.
- 2 Complying with the *USBC Association Policy Manual*.
- 3 Ensuring adherence to all USBC Performance Standards.
- 4 Electing the nominating committee by majority vote.
- 5 Adopting youth dues, as applicable, up to the maximum established by USBC. USBC state or local merged association board's decision will be based on the recommendation of the youth committee.
- 6 Selecting the Registered Volunteer Supervisor (merged and non-merged youth associations).
- 7 Conducting championship level competition for its membership constituency (Refer to Chapter 4, Section H).
- 8 Establishing a procedure for the handling of funds which includes:

Approving the financial institution(s), which must be federally insured or its equivalent.

Designating board members, at least 18 years of age, to sign for withdrawals. All withdrawals must have two signatures. Two members of an immediate family cannot co-sign for withdrawals (Refer to Section I of this chapter for definition of family members).

Ensuring all money is deposited within seven days.

Authorizing all expenditures which can include electronic transfers of routine bills.

(Electronic transfers and routine bills only need initial authorization.)

Ensuring the president verifies the association accounts monthly.

Ensuring all required financial reports are filed. (IRS, payroll taxes, state taxes, etc. Refer to Chapter 4, Section F.)

Ensuring scholarship funds are handled as specified by USBC Headquarters. (Refer to bowl.com.)

9. Establishing a procedure for a yearly audit. (Quarterly audits are recommended.)

10. Approving and reporting the budget, developed by the association manager, to the membership, if applicable. This report will include individual salary amounts, if any.

11. Choosing the date of the association annual meeting.

12. Determining the procedure for selecting the annual meeting and championship tournament site(s).

13. Approving a procedure for retention of records which must include the financial records.

14. Overseeing the transfer of association records and property to the:

Successors to a position, or employee, no later than the first day of their term or employment.
Board within two weeks from the date of vacancy.

15. Determining association optional member benefits and dues, if applicable, not to exceed the maximum dues amount determined by the USBC delegates.

16. Providing education, training, evaluations, recognition and other services as determined by USBC.

17. Implementing USBC programs.

18. Ensuring the association has an active e-mail account, to be maintained by the association manager or another individual appointed by the board. The e-mail account must be entered in the association's WinLABS database and transmitted to USBC Headquarters.

19. Selecting/appointing and evaluating the performance of the association manager.

20. Authorizing other non-board positions to assist the association, including but not limited to, office assistant, clerk, awards chairman, etc.

21. Approving requests by a center or another entity for a special mailing to the entire association membership.

The membership list must be retained by the association and the mailing must be made by the association or a bonded mailing service.

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, does not require approval from centers.

22. Establishing a procedure for maintaining averages, which shall include providing each league secretary with the National ID numbers of each participant in the league prior to the end of each league's schedule or association cutoff date for submission of averages. It shall provide for the maintenance of an average record of association members by publishing a yearbook or maintaining a list for office use. The average listing shall be maintained as part of association records for at least three (3) years and must include the following information:

. A listing, alphabetical by bowler name, of all league averages based on at least 21 games. All such averages shall be considered official. The association shall either maintain separate winter league and summer league average listings; or the association may maintain a single combined listing provided such listing indicates which leagues are summer leagues.

. The names of each league in which a member has bowled at least 21 games.

. The number of games bowled by the member in each league.

. The member's average in each such league.

The association may set a date for league secretaries to submit averages but this date may not be earlier than March 1. Averages as of the date set shall be considered the final season averages except in the case of bowlers in a league which has not bowled 10 weeks of its schedule as of that date. In that case, the averages at the end of the league schedule are official.

23. Re-rating the league average of an association member when there is evidence the bowler's average does not represent the bowler's true ability. (local only)

24. Conducting suspension and reinstatement hearings as directed by USBC Headquarters. (Refer to the Suspension and Reinstatement Procedures for re-rate, suspension, reinstatement, and appeal procedures.)

25. The board shall have the power to render final decisions on all protests and disputes within the association unless appealed to USBC Headquarters.

26. Providing other reports as required by USBC Headquarters.

Section C. Board Eligibility

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

1 A candidate for the board (elected or appointed) must be bondable by USBC, if at least 18 years of age.

2 The association manager is not eligible to serve concurrently as an officer however, may be elected as a director.

3. In a merged association, the maximum of three bowling center proprietors on the board simultaneously includes the total number of proprietor board members representing adults, as well as proprietor board members elected by and from the youth committee.

4. Representation on the state board from local associations is not limited unless otherwise specified in the bylaws. If limited:

The first local association the individual joins (within the state) will be the determining factor in applying the limitation.

An officer or director who changes residence shall not be required to relinquish office until the term expires unless: 1) A written resignation is received. 2) Disciplinary action or the

removal procedures are instituted in accordance with the procedures in the *USBC Bylaws* and Suspension and Reinstatement Procedures.

Membership is not renewed by October 1. Before a vacancy can be declared, the individual has the opportunity to appear before the board to explain the reasons for not renewing his/her membership.

Section D. Elections

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

- 1 Board members remain in office until their successors take office. Terms of office begin August 1 following the election unless another date is specified in the bylaws. If another date is adopted, it is to be indicated in Article V, Section D of the respective bylaws.
- 2 The president, vice president(s), and sergeant-at-arms (optional) positions shall be voted on separately and consecutively beginning with the highest office to be filled.
- 3 An officer or director may accept a nomination and run for election for another office on the board without resigning the present office. If defeated, the individual completes his/her term.

Section F. Terms

- 1 **Term of Office (Number of years in a term)** – Association terms are three years for all positions.
- 2 **Term Limit (Number of terms allowed)** - Refer to state law to determine if there is a maximum number of term limits allowed by law. USBC Headquarters suggests a limit of two or three terms.

Section G. Stagger System - *To be determined*

Section H. Resignation, Removal, and Vacancies

In addition to the *USBC Bylaws* and Suspension and Reinstatement Procedures, the following applies:

No vacancy, except by death, can be filled unless:

- 1 A written resignation is received.
- 2 Disciplinary action or the removal procedure is instituted in accordance with the procedures in the *USBC Bylaws* and Suspension and Reinstatement Procedures.
- 3 Membership is not renewed by October 1. Before a vacancy can be declared, the individual has the opportunity to appear before the board to explain the reasons for not renewing the membership.

Section I. Bonding

1. USBC maintains a policy of bonding, burglary, and holdup insurance for all chartered associations. The bonding, burglary, and holdup insurance coverage is available through a policy of insurance issued to USBC by an independent licensed insurance company.

USBC chartered associations, with the exception of those located on US Military Bases in foreign countries, automatically are covered for \$10,000. Additional coverage can be obtained without cost, upon written request to USBC Headquarters or through the WinLABS program.

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

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

2 Requirements for Bonding

Family Members. Two members of an immediate family cannot co-sign for withdrawals. (Immediate family members include: mother, daughter, sister, wife, husband, son, brother, father, stepsister, stepmother, in-laws, etc. Even though members of an immediate family are not residing in the same household, it would not be permissible for them to act as signatories on association accounts.)

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

Section J. Diversity

- 1 USBC will provide equal opportunity for all in the sport of bowling without regard to race, religion, age, gender, disability, or national origin.
- 2 All associations should ensure its board and committees are representative of its membership.

Section K. Life Members

Individuals who have been recognized by their ABC and/or WIBC associations as honorary members will retain their titles of Life Member or Member Emerita of the former ABC and/or WIBC association. These honorary members will not be members of the board of directors unless they are elected to one of the board positions of the association.

The association board will have the authority to determine if it will develop its own recognition program and/or honorary memberships. If the association determines that Life membership is to be part of its recognition program, those members could receive special discounts, etc. but not to include automatic board participation.

Section L. Conflict of Interest

Association board members have a legal responsibility to the association and its members and may be held responsible for failing to honor those obligations. A board member must:

- 1 Be looking out for the association's and member's best interest, not his/her own.
- 2 Not experience personal gain from his/her affiliation as a member of the board.
- 3 Not participate in the decision making process if the decision affects that individual.

Example: If voting on a host center for the association tournament, any interested board member(s), especially a proprietor member of the board, should not vote and should excuse themselves from the discussions.

- 4 Maintain confidentiality in any matter the board deems as confidential.

Section M. Expenses

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