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## **Introduction:**

The governance and structure of WSUSBC Association is detailed in the WSUSBC Bylaws and this WSUSBC Association Policy Manual. The bylaws define the association and the policy manual provides the procedures and requirements for operating the associations.

WSUSBC Association developed the plans, guidelines, and structure for conducting the day-to-day operations of the association. Some of these areas include a description of duties/responsibilities for the association manager, president, vice-president, sergeant-of-arms, and directors; a listing of all committees and their duties; and programs the association desires to create or continue to operate. These guidelines are approved by the board and compiled in this association operations manual. The association president appointed a committee to review and maintain what's relevant to the association and "adds the details" tailored to the association's needs. This operations manual is considered a living document and is updated to meet the needs of the association. Henceforth, all references to "the Association" or "Association" refers to WSUSBC Association except when it identifies local, state, and/or USBC Association. Additionally, in carrying out their duties/responsibilities, as outlined in this manual and the by-laws are down based on prior board approval.

The original copy of this manual and revisions thereto shall be maintained by the WSUSBC Association Manager. This manual was approved by the WSUSBC Board on [REDACTED] and supersedes all previous editions and any revisions thereto.

**WSUSBC VISION:** Premier organization for the state of Washington supporting our sport.

**WSUSBC MISSION:** Working together as an association for our bowling community.

**Core Values:** Professionalism, integrity, teamwork, trust worthiness.

**WSUSBC Goals:** Enhancing trust through open and unbiased communications.

## Chapter One: Association Structure

### **Section A. Association Purpose:**

The purpose of the WSUSBC association is to:

1. Provide equal opportunity for all in the sport of bowling without regard to race, religion, age, gender, disability or national origin.
2. Promote the game of American Tenpins.
3. Conduct and support bowling competition.
4. Engage in other activities permitted by an organization classified as tax exempt under Section 501(c)(3) of the Internal Revenue Code.
5. Provide services and benefits to its members.
6. Enforce the playing rules.
7. Promote the growth of youth activities.
8. Maintain or increase membership.
9. Foster programs to increase bowling skills among its membership.

### **Section B. Charter:**

WSUSBC was originally chartered by USBC May 8<sup>th</sup>, 2006 and as such WSUSBC is subject to the authority of USBC and must meet requirements established in the USBC Bylaws, USBC Association Policy Manual, WSUSBC Bylaws, and this operations manual.

1. Maintenance: To maintain its charter, at a minimum, WSUSBC association must:
  - a. Adopt bylaws approved by the WSUSBC Association members and USBC. See Enclosure 1.
  - b. Not enact any bylaws or rules inconsistent with USBC Bylaws, USBC Association Policy Manual, state laws, or WSUSBC Bylaws and WSUSBC Association Policy Manual.
  - c. Adhere to stated requirements set forth in this manual.
  - d. Comply with IRS Code, Section 501(c)(3) status.
  - e. Maintain corporation status.
  - f. WSUSBC Association must abide by bylaws, policies, and performance standards.
2. Revocation: USBC has the power to revoke the association's charter at any time if it determines the association is not acting in compliance with USBC Bylaws or rules, or state or association bylaws; or is not in compliance with such requirements as USBC may establish, in its sole discretion, from time to time.

**Section C. Incorporation:**

WSUSBC Association will be incorporated and must comply with state requirements to maintain their corporate status. This could include yearly filings and fees. A State of Washington business license is required and must be renewed annually. Currently the annual renewal fee is \$ [REDACTED].

**Section D. Association Name:**

1. The name of the association is Washington State United States Bowling Congress Association and has been approved by USBC Headquarters.
2. Any change or modification of the association name must first be approved by USBC Headquarters and then adopted by the delegates/youth representatives/members. (Refer to the appropriate USBC bylaws.)

**Section E. Association Jurisdiction/Location:**

1. WSUSBC Association's jurisdictional boundaries were determined at the time of initial chartering and approved by USBC Headquarters.
2. The WSUSBC Association's jurisdictional boundaries are determined by the state of Washington's legal boundaries and certain Idaho Associations. Additionally, the jurisdiction boundary is composed of 2 districts (East and West). The dividing line for the districts will be the Pacific Crest Trail in the Cascade Mountains. As such, the West District will be represented by 6 adult directors and the East District by 4 Adult Directors. No more than two adults can be elected from an individual local association. Additionally, there will be Youth Directors elected to represent the two districts. No more than two individuals can be elected from the same local association. The local association that issues the first USBC membership card will determine the adult/youth director's association.
3. USBC Headquarters shall decide all questions of jurisdiction. The association(s) involved in a jurisdictional boundary dispute shall submit their recommendation(s) to USBC Headquarters for a decision. Any appeal of the decision shall be submitted to USBC Headquarters according to USBC appeal procedures.
4. Any change or modification of the boundaries also shall be approved by USBC Headquarters.
5. No more than one local/state association can serve the same bowling center.
6. The location of the association office shall be determined by the board and located within the association's legal boundaries.

**Section F. Tax Exemption:**

WSUSBC Association is under USBC's national group exemption and classified as tax exempt under Section 501(c)(3) of the Internal Revenue Code (IRC). An association must comply with IRS requirements to maintain its tax-exempt status.

**Section G. Association Dissolution:**

WSUSBC Association can be dissolved by merging with another association upon approval with USBC or have had their charters revoked by USBC. If WSUSBC association merges, all assets remaining after payment and discharge of its duties, obligations, and liabilities will be distributed proportionately at the direction of the former association board. This board determines the division of the assets including trusts, no portion of the assets is distributed to any organization not described in Internal Revenue Code (IRC), Section 501(c)(3) of 1986, as amended.

**Section H. Risk Management:**

1. Emergency Procedures: To ensure continued operations in and event of an emergency, i.e., natural disaster, fire, etc. The association manager will maintain an electronic copy of association records offsite (outside the association office location). This includes a back-up of the WinLabs database. See Enclosure 5 for list of emergency contact numbers.
  
2. In the event of a sudden loss of the association manager or president:
  - a. The president will assume the duties as the association manager until a temporary or permanent association manager can be selected.
  - b. The Vice-president will serve as the acting president until a new president can be elected in accordance with the association by-laws.

## Chapter Two: Membership and Dues

### **Section A. Membership:**

Membership in WSUSBC is composed of adults and youth who have paid the appropriate USBC and state association dues. Valid membership entitles the bowler to participate in all WSUSBC competition for which they are otherwise qualified.

### **Section B. Dues – State:**

The Association will determine the amount of state adult dues for their members with the exception of youth. This amount may not exceed those maximums established by USBC. WSUSBC Board will review the annual state dues rate periodically. Currently, the annual state adult dues are **\$2.00**. In addition:

1. WSUSBC Association may only charge the difference between its adult and youth dues when a youth member joins an adult league or may waive all or part of its remaining state dues. (Refer to Rule 400 for youth eligibility.)
2. Dues Paid: Annual membership dues shall be paid before:
  - a. Adult: Completion of the bowler's first series in league competition (Rule 101).
  - b. Youth: The bowler's third session of league competition (rule 101).
  - c. Tournament: Prior to participation. See effective date. (Rule 300c and USBC Association Policy Manual)
3. The Association will accept payment of annual membership dues in any form approved by USBC Headquarters.



## Chapter Three: Board of Directors

### **Section A. Structure**

1. The WSUSBC Board is comprised of the association's officers and directors, as specified in the association's bylaws.
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, photographer, committee member, etc.) USBC and WSUSBC 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 Chapter 10, Section B)
4. Life or other honorary members are not members of the board unless elected by the voting body as an officer or director.
5. The board must have 20% representation elected by the delegates and officers and directors who hold youth membership. (WSUSBC Bylaws Article V, Section B, para 2)

### **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 USBC and WSUSBC Bylaws.
2. Complying with the USBC Association Policy Manual and WSUSBC Association Operations Manual.
3. Conducting championship level competition for its membership constituency (Refer to Chapter 8).
4. Establishing a procedure for the handling of funds which includes:
  - a. Approving the financial institution(s), which must be federally insured or its equivalent.
  - b. Designating 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 cosign for withdrawals.
  - c. Ensuring all money is deposited within seven days.

- d. Authorizing all expenditures which can include electronic transfers of routine bills. (Electronic transfers and routine bills only need initial authorization.)
  - e. Ensuring the president verifies the association accounts monthly.
  - f. Ensuring all required financial reports are filed. (IRS, payroll taxes, state taxes, etc. Refer to Chapter 4, Section F.)
  - g. Ensuring scholarship funds are handled as specified by USBC Headquarters. (Refer to [www.bowl.com](http://www.bowl.com).)
  - h. Approves actions/decisions to be executed by the President.
5. Establishing a procedure for semi-annual audits.
  6. Choosing the date of the association annual meeting.
  7. Determines the procedure for selecting the annual meeting and championship tournament venue(s) (See Chapter 8).
  8. Approving a procedure for retention of records which must include the financial records. Refer to USBC Retention Guideline.
  9. Overseeing the transfer of association records and property to the:
    - a. Successors to a position, or employee, no later than the first day of their term or employment.
    - b. Board within two weeks from the date of vacancy.
  10. Determining association optional member benefits and dues, if applicable, not to exceed the maximum dues amount determined by the USBC and the members of WSUSBC Association members. (See Chapter 2, Section B)
  11. Implementing USBC programs as requested.
  12. Ensuring the association has an active e-mail account, to be maintained by the association manager or the Electronic Media Committee. The e-mail account must be entered in the association's WinLabs database and transmitted to USBC Headquarters. (See Chapter 6, Attachment 6-10)
  13. Selecting/appointing the association manager.
  14. Authorizing other non-board positions to assist the association, including but not limited to, office assistant, clerk, photographer, awards chairman, etc.

**Section C. Board Eligibility:**

In addition to the eligibility requirements in the USBC Bylaws and the WSUSBC Association 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. In order to be considered for nomination to a board position, candidates must submit an application to the WSUSBC Association Manager. (WSUSBC Form 5)
3. In order to be considered for nomination to a board position, candidates must complete the Safe Sport and RVP program credentialing requirements IAW USBC Policy. (See Chapter 10)
4. The association manager is not eligible to serve concurrently as an officer however, USBC stipulates that they can be elected as a director. WSUSBC Association has determined that an individual cannot serve as an officer or as a director while they are filling the position as association manager.
5. A maximum of three bowling center proprietors may serve on the board simultaneously including the total number of proprietor board members representing adults, as well as proprietor board members elected by and from the youth representatives/youth delegates.
6. 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 and the WSUSBC Association Bylaws (Article V), the following applies:

1. Board members remain in office until their successors take office. Terms of office begin August 1 following the election.
2. The president, vice president(s), and sergeant of arms 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.
4. When only one candidate has been nominated for a position, they may be elected by acclamation.

**Section E. Election Protest:**

Any and all protests must be voiced during the meeting at the time of the infraction, i.e., during the election process. If a protest is voiced during the meeting and no action is taken by the presiding officer/board; then a protest may be filed in, writing, to USBC Headquarters within 15 days of the meeting. Directions on protests during the meeting are announced at the meeting. An appropriate venue would be in the opening remarks or the Rules of the Meeting and/or again by the Chair prior to the elections.

1. Candidates for Board positions except the Youth directors are considered for nomination after submission of an application (WSUSBC Form 5) to the state association manager.
2. Board directors are elected by the Delegates at the State Annual Meeting.

**Section F. Terms:**

1. Term of Office: 3 years per term (Number of years in a term).
2. Term Limit: For officers-2 consecutive terms (Number of terms allowed; For directors-No term limits have been established. (Refer to Association Bylaws, Article V, Section D)

**Section G. Stagger System:**

Based on the adopted number of years in a term and number of terms allowed, a stagger system must be developed to be approved by the appropriate voting body and included in the bylaws. **WSUSBC Stagger systems is as follows by position (WSUSBC Bylaws, Article V, Section D):**

<u>Group A</u>	<u>Group B</u>	<u>Group C</u>
<b>President</b>	<b>Sergeant of Arms</b>	<b>Vice President</b>
<b>2 West Adult Dir</b>	<b>2 West Adult Dir</b>	<b>2 West Adult Dir</b>
<b>1 East Adult Dir</b>	<b>2 East Adult Dir</b>	<b>1 East Adult Dir</b>
<b>1 Youth Director</b>	<b>1 Youth Directors</b>	<b>2 Youth Director</b>

**Section H. Resignation, Removal, and Vacancies:**

In addition to the WSUSBC Bylaws, USBC Bylaws and the procedures for suspension and reinstatement outline herein, 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. Hierarchy of Governing Directives:**

WSUSBC Association is governed by the following laws, regulations, and/or directives in the order listed below. When a contradiction exists, the requirement specified by the higher law/directive will be adhered to.

1. Federal Laws
2. State Laws
3. Local Laws
4. Articles of Incorporation
5. USBC Bylaws
6. USBC Association's Operational Manual
7. WSUSBC Bylaws
8. WSUSBC Association's Operational Manual
9. Robert's Rules of Order

**Section J. Diversity:**

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

**Section K. Conflict of Interest:**

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

1. Be looking out for the association's and member's best interest, not his/her own.
2. Not experience personal gain from his/her affiliation as a member of the board.
3. Not participate in the decision-making process if the decision affects that individual.
4. Maintain confidentiality in any matter the board deems as confidential.
5. WSUSBC Officers and Board Members will sign a Conflict of Interest (WSUSBC Form 19). See Enclosure 3 for sample form.

**Section L. Expenses:**

Legitimate business expenses can be reimbursed, with board approval. Such expenses must be documented, including receipts. Use WSUSBC Form 1. Refer to Enclosure 3.

### **Attachment 3-1**

The **Board** is responsible to:

**Manage** the Washington State USBC Association.

**Maintain** and keeping up to date a notebook that contains WSUSBC Bylaws, operations manual, and meeting minutes.

**Designating** at least two (2) association officers to co-sign for all withdrawals from association accounts and establishing the requirement for warrants that describe each fund withdrawal signed by the co-signers for the withdrawal.

**Consider** names of those individuals recommended by the president to fill director vacancies. Potential candidates must complete the same documentation as those applying for a board position. The completed form will be provided to the board prior to a board vote for the candidate.

**Elect** members to fill vacancies in the office of the president and vice president for the unexpired term.

**Consider** each proposed amendment to the WSUSBC Association Bylaws submitted by local associations/members and present their recommendations to the delegates at the state annual meeting.

**Working** closely with others both inside and outside the organization. This includes members in local associations, the USBC Headquarters, USBC Regional Manager, and bowling center proprietors/personnel.

**Review** all USBC published documentation governing the WSUSBC and this Operations Manual.

**Adhere** to WSUSBC Board policies as specified in this operation manual and WSUSBC bylaws.

**Relay** information and requests to the state board as requested by WSUSBC members.

**Attend** committee meetings and completing committee work and those duties assigned by the officers of the association.

**Assist** local associations with State events conducted in the director's area of responsibility.

## Chapter Four: Officers

### **Section A. President-Authority and Duties:**

1. Presides at all state association board and annual association meetings.
2. Acts as spokesperson for the association.
3. Obtains financial records from the association manager and verifies the association accounts monthly.
4. Appoints committees.
5. Provides an agenda to the association manager which should be 30 days in advance of the meeting with input from association manager.
6. The president may attend president-appointed committee meetings in ex-officio, nonvoting capacity, unless the Board directs otherwise.
7. Other duties as specified in Attachment 4-1

### **Section B. Vice President-Authority and duties:**

1. Presides at all meetings when the president is absent.
2. Performs other duties as prescribed by the board or requested by the president.
3. Other duties as specified in Attachment 4-2

### **Section C. Sergeant-at-Arms-Duties and Responsibilities:**

1. Maintaining order at all meetings and ensuring meetings follow guidelines outlined in Robert's Rules of Order.
2. Coordinates all seating arrangements as determined by the WSUSBC President for all meetings and workshops.
3. Other duties as specified in Attachment 4-3.

### **Section D. Association Manager:**

The association manager is an employee of WSUSBC and is hired by the board of directors. Association manager is accountable to WSUSBC and USBC.

1. Acts as the ex-officio, non-voting secretary/treasurer of the board. (WSUSBC Bylaws, Article VI, Sec D, para 3)
2. Has voice only, does not count towards the quorum and cannot make or second motions at board meetings. He/she may be excused from board meetings based on the issue/discussion at hand.
3. Has voice and vote at general membership meetings.
4. Must be a minimum age of 18, unless state laws mandate a specific age and be USBC bondable.
5. Is at least a member of USBC.
6. Is not eligible to serve concurrently as an officer of the association.

7. Is not eligible to serve as a director.
8. Authority and duties:
  - a. Reporting:
    - 1) To USBC Headquarters as required.
    - 2) To the board/delegates/youth representatives/ members at every meeting and as needed.
    - 3) A financial report, in writing, at every board and delegate/youth representative/membership meeting.
    - 4) A written, audited, year-end financial report at a board and the delegate/youth representative/membership meeting.
  - b. Financial – Complying with the established bookkeeping procedures and accounting of assets and disbursements, as approved by the board, which must include:
    - 1) Receiving and issuing a receipt for all funds paid to the association within 10 days.
    - 2) Depositing association funds in the association account, in a financial institution which must be federally insured or its equivalent, within seven days of receipt.
    - 3) Ensuring all withdrawals have two signatures. (Two members of an immediate family cannot cosign for withdrawals.)
    - 4) Provide the president with all records for monthly verification.
    - 5) Ensuring all required financial reports are filed. (IRS, payroll taxes, state taxes, etc. Refer to Section F of this chapter.)
    - 6) Providing all documentation for the association audits.
    - 7) Provides financial information to the Finance Committee for their preparation of a draft budget and aids in preparation.
    - 8) Follow the procedures for record retention/destruction as per USBC Retention Guide.
    - 9) Providing a report of financial transactions as requested by the board or USBC Headquarters.
    - 10) Paying all bills authorized by the president or vice president.
    - 11) Submitting scholarship funds to USBC Headquarters for administration by SMART as specified. (Refer to [www.bowl.com](http://www.bowl.com).)
  - c. Other:
    - 1) Handling association correspondence, including distributing information to and from USBC Headquarters to the respective board, proprietors and members.
    - 2) Ensuring board members have a current copy of the association's bylaws.



- 3) Distributing meeting notifications, as designated in the bylaws.
- 4) Receiving, compiling, and filing committee reports.
- 5) Recording and maintaining meeting minutes.
- 6) Managing the association championship tournaments and all other association tournaments. The association manager is the tournament manager, or acts as the supervisor of the tournament manager.
- 7) Distributing all prize funds within 30 days following the close of the tournament, except when USBC Headquarters has authorized delay in payment.
- 8) Maintaining a record of and submitting tournament scores to USBC Headquarters as specified.
- 9) Ordering association supplies.
- 10) Selecting/appointing individuals for additional non-board positions, if these positions have been approved by the board. Positions could include, but are not limited to, office assistant, clerk, awards chairman, etc.
- 11) Submitting the association's delegates/alternates credentials to USBC Headquarters.
- 12) Transmitting all board member information to USBC Headquarters within 20 days of election and maintaining the accuracy of the information.
- 13) Overseeing volunteer activities.
- 14) Performing other duties as prescribed by the board, the USBC Bylaws, USBC Association Policy Manual, WSUSBC Association Bylaws, and WSUSBC Association Policy Manual, as applicable.

**Section E. Performance Reviews:**

1. The association manager reports and is accountable to the WSUSBC Association board and USBC Headquarters.
2. Federal and state laws on employment must be adhered to. WSUSBC Form 26 will be used to record the performance review.

**Section F. Processing and Distributing Awards:**

The Association is required to submit USBC honor score awards earned during state association competition/tournaments IAW USBC policies/procedures.

**Section G. IRS and Tax Information:**

The following lists some of an association's requirements for filing Internal Revenue Service (IRS) and state tax forms. WSUSBC Association may be required to file additional forms. It is the responsibility of the entire board to ensure all legal documents are filed and all taxes are paid as legally required.

1. IRS Reporting:
  - a. Payroll: If an individual receives compensation, federal and state laws on employment must be taken into consideration. Further, if the board approves compensation for an individual, including the association manager, president, lane inspectors, etc., there are tax requirements. WSUSBC Association that compensates an individual \$100 or more per year are required by the IRS to withhold Federal Income Tax, Medicare and Social Security.
  - b. Form 990: WSUSBC Association is required to file one of the versions of the IRS Form 990 – Return of Organization Exempt from Income Tax. WSUSBC Association will use IRS Form 990\_\_\_\_\_. This will be submitted to the IRS electronically annually.
  - c. Form 1099: WSUSBC Association must meet all IRS and state reporting and payment requirements by issuing an IRS Form 1099 to any individual who has total cumulative earnings of \$600 or more during a calendar year in competitions operated by the association. This figure includes regular prize winnings in addition to side competition earnings from events such as brackets. If the association operates multiple competitions during the calendar year, the earnings of an individual in all of these competitions are to be added together to determine the need to issue an IRS Form 1099.
  
2. Small Games of Chance: If WSUSBC Association desires to run raffles, 50/50 drawings or any other type of games of chance it is required to contact the appropriate city and/or state to determine if a permit is required before running the promotion.

**Section H - Other Duties:**

Other duties as specified in Attachment 4-4.

#### **Attachment 4-1**

The **President** is responsible for:

1. **Working** with the state association manager to coordinate the dinner banquet associated with the state annual meeting.
2. **Working** with the state association manager and showcase committee to coordinate the annual showcase workshop meetings.
3. **Acting** as spokesperson for the Association.
4. **Submitting** an annual report to the delegate assembly (oral or written).
5. **Serving** as the liaison to the state proprietor's association, as applicable.
6. **Serving** as ex-officio member of all committees except the Nominating Committee.
7. **Communicating** regularly with the association manager to ensure that the association meets USBC performance standards if required.
8. **Keeping** the Vice President informed and assigning specific duties as needed.
9. **Ensuring** the board designates at least two association officers to co-sign for all withdrawals from association accounts along with use of warrants that describe specific usage of each fund withdrawal.
10. **Arranging** for purchase of suitable token of appreciation for retiring state association manager.
11. **Attending** or arranging for another officer to attend tournament opening ceremonies, if held.
12. **Assuring** that the state association manager provides to all Board members the results of each Email vote at the conclusion of the fifteen (15) day Email window.
13. **Appointing** candidates to fill vacant positions on the Board or Youth Committee who have completed the WSUSBC Board application (WSUSBC Form 5).

#### **Attachment 4-2**

The **Vice President** is responsible for:

1. **Performing** the duties of the President in his/her absence.
2. **Attending** all scheduled board and State Annual Meetings as well as those committee meetings as requested/assigned by the president.
3. **Being** apprised of the functions and policies of the association and the duties of the President in order to fill the position of the presidency as may be required.
4. **Serving** as ex-officio member of all committees as requested by the President except the Nominating committee.

### **Attachment 4-3**

The Sergeant-at-Arms is an important assistant to the President at all meetings (Board and State).

The **Sergeant-at-Arms** is responsible for:

1. **Maintaining** order during each meeting, including ejection of any person for creating a disturbance or other rule infraction.
2. Serve as parliamentarian at board and association meetings.

**Board Meeting** responsibilities:

1. **Ensuring** a flag is available for the Pledge of Allegiance.
2. **Distributing** material requested by the President.
3. **Answering** any closed door.
4. **Relaying** messages as necessary.

**State Annual Meeting(s)** responsibilities:

1. **Ensuring** that US and WA state flags are available.
2. **Ensures** that all attendees have signed in.
3. **Monitoring** entry into and exit from the meeting.
4. **Providing** credentials report when requested.
5. **Ensuring** sufficient ballots are available for voting.
6. **Overseeing** teller distribution and collection of ballots.
7. **Counting** votes when standing or hand votes are taken.
8. **Distributing** materials as requested.
9. **Retiring** the flags at the end of the meeting.

#### **Attachment 4-4**

The State Association Manager is an employee of the WSUSBC and is hired by the Board of Directors. The President or designated individual shall prepare a contract for review and approval by the Board of Directors. The individual hired to become the Association Manager must sign said contract. Candidates for the State Association Manager position must be computer literate and must have Internet access. WINLABS knowledge is desirable.

The **State Association Manager** is responsible for:

1. **Being** bonded for an amount sufficient to protect the assets of the association.
2. **Performing** any additional duties as may be assigned by the President and Board of Directors and as contained in the Association Manager Job Description, USBC, Bylaws, WSUSBC Bylaws, and the WSUSBC Association Policy Manual.
3. **Purchasing** appropriate WSUSBC shirts and name tags for members of the Board of Directors.
4. **Conducting** all correspondence of the association.
5. **Recording** email voting results for presentation at the next in-person Board meeting as well as incorporating into Board meeting minutes.
6. **Receiving**, recording, and reporting all money or property donated or paid to the association and remitting the report of such transactions to the President within five (5) days after receipt of any money or property donated to the association.
7. **Maintaining** a list of each USBC chartered local association within the State including the names and addresses of the association president, association manager and the delegates and alternates selected to represent the association or area at the State Annual Meeting.
8. **Maintaining** a current inventory of any and all equipment which is the property of the WSUSBC.
9. **Maintaining** a proper turn-over file for delivery to the incoming State Association Manager.
10. **Notifying** local associations concerning submission of nominees for:
  - a. Board membership
  - b. National Delegate
  - c. Hall of Fame
  - d. Scholarships
  - e. Any other special awards, i.e., LaDonna J Moore, Outstanding Youth, etc.
11. **Certifying** to the USBC the names and addresses of the delegate(s) and an alternate who are selected to attend the USBC National Meeting.
12. **Maintaining** close liaison with the WSUSBC Youth Committee.
13. **Reserving** Junior Gold spots for all youth tournaments holding a qualifying Junior Gold event at the beginning of the season.

14. **Ensuring** that youth Tournament Directors are aware of the reservations for Junior Gold spaces reserved with the number of spaces paid.
15. **Maintaining** the list of appointed Youth Committee members on the WSUSBC website.
16. **Arranging** for purchase of suitable token of appreciation for the retiring president and retiring directors.
17. **Arranging** for purchase of appropriate award for Hall of Fame inductees.
18. **Submitting** names of WSUSBC Hall of Fame inductees to the United States Bowling Congress and to the International Bowling Museum and Hall of Fame, Arlington, TX.
19. **Attending** all scheduled and special meetings of the Board of Directors as well as the State Annual Membership and Showcase/Educational Workshops.
20. **Preparing** and mailing notices and agenda for each regular/special meeting of the Board, State Annual Meeting, and the Showcase/Educational Workshop(s).
21. **Arranging** lodging for Board members attending Board and State Annual delegate/membership meetings and Board retreat as required.
22. **Making** appropriate notification to USBC and local hosting association concerning the Showcase/Educational schedule.
23. **Ensuring** the local association which is hosting the Showcase/Educational workshop meeting is notified of any Hall of Fame Inductee as well as a list of current Hall of Fame members.
24. **Ensuring** minutes of previous meetings are available to attendees.
25. **Ensuring** board members who submit WSUCBC Form 1 are reimbursed for appropriate per Diem/mileage as stipulated in this operation manual and approved by the president.
26. **Ensuring** copies of completed "Bowler Nomination/Biographies" of Hall of Fame nominees are available to all Board members in order that an appropriate vote may be conducted. See Chapter 9 - Hall of Fame/Recognition and WSUSBC Form 7.
27. **Carrying** out those additional assignments as designated by the President or Vice President.
28. **Attending** all committee meetings to which assigned or requested to attend by the President.
29. **Notifying** local associations concerning submission of bids for tournament(s).
30. **Ensuring** a list of those associations submitting bids for tournaments is available to the members of the Board to the state annual meeting.
31. **Ensuring** in coordination with the Electronic Media Committee that the Website is maintained and kept updated in a timely manner.
32. **Preparing** entry forms (with rules) as approved by the Board and posters for the tournaments and distributing to local associations/centers as appropriate.

33. **Providing** copies of each tournament entry form and the associated rules to USBC, when required.
34. **Soliciting** sponsors/added money for the tournaments.
35. **Applying** for USBC awards, as appropriate, for awards earned during tournament play.
36. **Arranging** to keep a record of all scores made in all tournaments conducted by the association for at least one year.
37. Sign a contract for bowling centers hosting state tournaments. See WSUSBC Form 20 or 21, as applicable.



## **Chapter Five: Meetings**

### **Section A. General Meeting Requirements:**

1. The use of tobacco products or alcoholic beverages during board and membership meetings is prohibited.
2. Minutes (All board and state association meetings):
  - a. Minutes must be kept for all meetings of the association.
  - b. Minutes of the previous meeting shall:
    - 1) Either be read or a written copy provided to all attendees of the meeting.
    - 2) Be approved at the next meeting.
    - 3) Be filed (paper or electronic) permanently.

### **Section B. Annual Meeting Quorum:**

Defined – A quorum is the number of voting members who must be present in order for business to be legally transacted. For the Annual WSUSBC Association Membership Meeting. According to WSUSBC Bylaws, Article VII, Section A, para 7, 45 delegates must be present in order to conduct business.

### **Section C. Youth Representation at Annual Meetings**

1. Attendance at Annual Meetings:
  - a. Youth Delegates – Attend state youth association meetings.
  - b. Youth Representatives – Attend local youth association meetings.
2. Youth Representatives: Youth representatives consist of all youth members of the association that at least 14 years of age.

### **Section D. Board Meetings:**

1. Quorum:
  - a. In order to conduct business at a board meeting, 10 board members must be present IAW WSUSBC Bylaws, Article VII, Section B, para 2.
  - b. The association manager has voice only, does not count towards the quorum and cannot make or second motions at board meetings, unless he/she is also elected or appointed as a director.
2. Excused from Meetings – A board member, including the association manager, may be excused from any portion of a board meeting based on a conflict of interest.
3. Entitled to Vote – All members of the board of directors are entitled to voice and vote with the exception of the association manager, who acts as the ex officio non-voting secretary/treasurer of the board and has voice only. The association manager may have vote if also elected as a director.

4. Teleconference, Mail and Electronic Voting: As specified in WSUSBC Bylaws, Article 7, Section B, Para 4. The WSUSBC Board may conduct association business, including voting via electronic telecommunications(e-mails) when it is not practical for the board and/or committees to meet in person.
  - a. In order for business to be conducted in this manner, every member of the board/committee has e-mail. As such, questions may be submitted electronically and shall be sent to every board/committee member. The e-mail must include:
    - 1) The number of responses must meet the quorum requirements specified in the WSUSBC By-Laws.
    - 2) Full instructions for marking the ballot.
    - 3) Required return date.
    - 4) Information from which it can be determined that the e-mail vote was authorized by the board member.
    - 5) The e-mail address and person to which the e-mail ballot is to be returned.
    - 6) Adequate, fair and open discussion of the issue precedes the e-mail vote.
    - 7) Results of the e-mail ballot voting is verified by two other persons.
    - 8) The person chosen to receive the returned e-mail ballot shall:
      - i. Record the results.
        - Votes must be confidential.
        - Abstentions do not count in vote tally.
      - ii. Report results to all board members by e-mail within 10-days after voting deadline.
      - iii. Retain a hard copy of each ballot, if required by Washington State. If no law retains till after next in-person meeting. After which if no questions, hard copies can be destroyed.
      - iv. Read and record the vote in the next board meeting. This has the same effect as taking the vote at a meeting.

## Attachment 5-2

### Annual Meeting - Standing Rules

1. Robert's Rules of Order, Newly Revised, shall govern the procedure of the State Annual Meeting.
2. All cell phones will be turned off or placed in "vibrate only" mode.
3. Delegates wishing to be recognized shall stand and properly address the chair by saying "Mr./Madam President," give their full name, and the association they represent.
4. Discussion shall be limited to three (3) minutes per person on all questions/issues and discussion shall be confined strictly to the question/issue currently on the floor.
5. Delegates, Board Members, Youth Delegates and general members shall be permitted to speak only twice on any question/issue and may not make a second speech on the same questions/issues as long as any member who has not spoken on that question desires the floor.
6. In order to expedite the business of the assembly, members shall give courteous and full attention to the speaker having the floor. **We ask that no one use laptops or other electronic devices unless they are taking notes of the meeting.**
7. Registered delegates, Board members and Youth delegates have voice and vote. General members have voice only.
8. Delegates, directors, officers and youth delegates must wear their identifying badges in plain view during the annual meeting.
9. Request that hats be removed during the Annual Meeting unless required for a medical reason.
10. Guests and visitors must be seated in an area designated by the President.
11. There shall be no alcoholic beverages served or consumed during the Annual Meeting.
12. There will be no use of any tobacco products or vaping devices during the Annual Meeting.
13. If any person is being nominated from the floor, the original plus three (3) copies of the nomination form and/or resume must be delivered to the Nominating Committee chair 24 hours prior to the start of the Annual Meeting.
14. Officers are elected by a majority vote and directors by plurality vote. When three (3) or more names appear on the ballot for an officer, the name with the lowest vote count will be dropped if no one receives a majority vote. If no one receives a majority another vote is taken. For the director position the names with the highest number of votes are elected to the director positions.
15. Exceptions may be made to these rules at the discretion of the President.

## **Standard Agenda**

1. Call to Order
2. Presentation of the Colors
3. Pledge of Allegiance
4. Roll Call
5. Report of the Standing Rules
6. Preliminary Credentials Report

Officers: \_\_\_\_\_ Directors: \_\_\_\_\_ Delegates: \_\_\_\_\_

Total: \_\_\_\_\_ Youth Delegates: \_\_\_\_\_

7. Official Call to Order
8. Action on the Minutes
9. Correspondence
10. State Association Manager's Report
11. Committee Reports
  - a. Finance
  - b. Hall of Fame
  - c. Scholarship
  - d. Youth Committee
  - e. Tournaments

12. Unfinished/Old Business

13. Final Credentials Report

Officers: \_\_\_\_\_ Directors: \_\_\_\_\_ Delegates: \_\_\_\_\_

Total: \_\_\_\_\_ Youth Delegates: \_\_\_\_\_

14. New Business
  - a. Legislative Committee – Proposed Bylaws amendments
  - b. Report of Nominating Committee
  - c. Elections – Officer(s) - Directors - Youth Directors – Delegates to National Meeting
15. Awards if required
16. Retire the Colors
17. Adjournment

# Chapter Six: Committees

As required by USBC, WSUSBC must have Finance Committee and Youth Committee. All association committees, with the exception of the Youth Committee, may be comprised of both members and non-members. Non-members serve with voice, but no vote.

Committees are members assigned by the President with board approval. The President and Vice-President are ex-officio members of all committees, except the Nominating Committee.

Committee Chairpersons are appointed by the President. Expenses for attending committee meetings/related functions are at the discretion of the President/board. The committee chairperson is responsible for:

1. Scheduling and leading committee meetings.
2. Guide and ensure the committee meets its objectives/goals.
3. Submit all appropriate reports to Association Manager.
4. Report to the WSUSBC Board of Directors.
5. Ensures their committee reviews applicable requirements of the operations manual and submit changes for consideration, if any, to the Legislative Committee, President, and the association manager.

### **Section A. Finance Committee:**

1. The President shall appoint 2 to 4 members, including a chairperson. The WSUSBC Association Manager will be an ex-officio member of the committee with voice only.
2. The purpose of the Finance Committee is to ensure that the projected annual revenue will meet the annual expenses. This includes but is not limited to ensuring a review of the financial documents is completed by an outside auditor.
3. Other duties as specified in Attachment 6-1.

### **Section B. Youth Committee:**

The Youth Committee is appointed by the President.

1. The composition of the committee will consist of five (5) to seven (7) members.
2. Eligibility – All committee members must be a member of USBC and at least 14 years of age, unless state laws mandate a different age.
3. The Youth Committee will hold at least two (2) meetings each year. Special meetings may be called by the Chair of the Youth Committee.
4. The Washington State USBC (WSUSBC) Association Youth Committee is responsible for all associated youth activities in Washington State to include:
  - a. Developing any additional eligibility requirements for:
    - 1) Youth Directors: At least 20% of the board members, to be elected by the delegates/youth delegates and to be included in the association's by-laws.

- 2) Youth Committee:
  - b. Monitoring, promoting, reviewing and recommending youth programs and services conducted by the association.
  - c. Reporting to the board.
4. Vacancies – Vacancies on the Youth Committee are filled by the President.
5. Other duties as specified in Attachment 6-2.

**Section C. Nominating Committee:**

The Nominating Committee is appointed by the WSUSBC President. The purpose of the Nominating Committee is to review applications and develop a slate of candidates for the election of:

- a. Officers and Directors
  - b. Delegates/Alternates for the USBC National Meeting
  - c. Youth Director(s)
1. The Nominating Committee report for the Annual Meeting consists of a presentation of the slate of candidates. After the report, the election process is conducted by the WSUSBC President.
  2. The Nominating Committee shall consist of three (3) to five (5) members.
    - a. Vacancies on the Nominating Committee are filled by the board.
    - b. The President should consider a potential committee member's experience with association boards or as a delegate when developing a list of Nominating Committee members.

**Section D. Other Committees:**

1. The president may establish other committees.
2. The president appoints the chairperson.
3. WSUSBC has determined the need for the following additional committees:
  - a. Audit
  - b. Venue Selection
  - d. Nominating Committee
  - e. Recognition
  - f. Legislative
  - g. Scholarship
  - h. Charitable Fundraising
  - i. Showcase and Educational
  - j. Tournament Rules
  - k. Electronic Media Support
  - l. Outreach Committee

## Attachment 6-1

### Finance Committee

The **Chair** of the Finance Committee is responsible for:

1. **Calling** Committee meetings (at least twice a year).
2. **Prepares** a draft budget for review and initial approval by the committee.
3. **Ensuring** the "Legalities, Finances, Insurance and Taxes" section of the Association Leaders Handbook in the USBC Association Manual is considered in the budget.
4. **Presents** committee's proposed budget to the board for review and approval.
5. **Preparing** the budget report for presentation to the members at the annual membership meeting.

The **Committee** is responsible for:

1. **Reviewing** regularly the budget approved by the board Association Manager to ensure it currently portrays association finances.
2. **Ensuring** the Annual Budget is designed to cover the association Fiscal Year - August 1 to July 31.
3. **Ensuring** that the following are covered in the budget:
  - a. Association Manager Compensation.
  - b. Travel expenses.
  - c. State and Annual meeting expenses for Board and Committee members.
  - d. Awards.
  - e. Scholarships.
  - f. Income and expenses for all WSUSBC State Tournaments.
  - g. All operating expenses of the association.
4. **Ensuring** the budget is completed for presentation to the Board each year.
5. **Adjusting** the budget as necessary with report and recommendations to the Board.
6. **Ensuring** the budget indicates sufficient funds will be available to adequately cover all association expenses including the purchase of new equipment.
7. **When** excess funds are available, work closely with the association manager and the President in recommending the purchase of short-term investments and suggestions for use, such as, scholarships, state tournament prize funds, showcase and/or business meeting expenses, good of the order, etc.
8. **Assuring** the budget is in balance – that proposed expenses do not exceed anticipated revenue.
9. **If** a board or association member suggests a non-budgeted expense, reviewing that item, and then presenting it to the board with its recommendations.
10. **Making** available to the Audit Committee and the Association Manager all financial information to ensure the information is documented correctly.

The **State Association Manager** is responsible for:

1. **Reviewing** the proposed draft budget by the committee chairperson before presentation to the Finance Committee.
2. **Prepares** the budget comparison report, revenue and expenditure reports and other financial reports, as applicable, for presentation to the members at the annual membership meeting.



## Attachment 6-2

### Youth Committee

The **Youth Committee** is responsible for:

1. **Assisting** the Tournament Manger/Director in the operations of the Youth Championship, the Youth Pepsi Championship Tournament as well as other youth tournaments as approved by the Board.
2. **Recommending** a Tournament Manager (who reports to the Tournament Director) for the Youth Championship and the Youth Pepsi Championship and the Youth State Masters Tournaments as well as any other youth tournaments in coordination with the State Association Manager and the Board.
3. **Coordinating** with the State Association Manager for purchase of awards for all youth tournaments.
4. **Monitoring** funding from the Board budget provided for Youth Committee activities.
5. **Proposing** any WSUSBC Bylaw amendments to the WSUSBC Legislative Committee.
6. **Preparing** Youth Committee operating guidelines to be included in the WSUSBC Operations Manual.

**NOTE:** *Any member of the Youth Committee who is absent for two consecutive meetings without providing an explanation to the Youth Committee Chair shall be subject to review by the Youth Committee for possible removal. This removal will be at the discretion of the President of the WSUSBC.*

The **Youth Committee Chair** is responsible for:

1. **Presiding** at all Youth Committee Meetings.
2. **Selecting** Youth Committee meeting dates.
3. **Preparing** an agenda for each Youth Committee meeting.
4. **Notifying** all members of the Youth Committee of the time and place for all meetings.
  - a. Sending a written notice via e-mail/USPS mail at least fifteen (15) days prior to the meetings with proposed agenda.
  - b. Specifying the specific business to be transacted if a special meeting is called.
5. **Reporting** Youth Committee activities to the WSUSBC Board and the delegates/youth delegates attending the state annual meeting.
6. **Coordinating** with the WSUSBC President and the WSUSBC Association Manager to have appropriate facilities available for Youth Committee meetings and events.

7. **Ensuring** the Youth Committee stays within the approved budget for those activities authorized by the board.
8. **Presenting** candidates to the President of the WSUSBC for filling a vacancy or vacancies on the Youth Committee.

**Note:** *Candidates must have submitted a written request to be considered and a resume as to how they can perform required committee duties.*

9. **Advising** the state association manager of the number of Junior Gold spots required.

**Youth Committee Members** are responsible for:

1. **Serving** on the Youth Committee for the duration of their appointment
2. **Attending** all scheduled Youth Committee meeting(s).
3. **Ensuring** their Safe Sport/Registered Volunteer status is maintained throughout the committee appointment.
4. **Maintaining** notebooks provided to keep pertinent Youth Committee sections of the WSUSBC Operations Manual, records of meeting minutes and any other data associated with the committee duties. Specifically, the notebooks should contain the following:
  - a. Minutes of all Youth Committee meetings.
  - b. Reports.
  - c. Forms.
  - d. WSUSBC Association Bylaws.
  - e. Committee financial statements.
  - f. Roster of other Committee members and the Board of Directors.
5. **Being available** and providing support to Youth Tournaments in their local area.
6. **Presenting** awards as requested in their local area.
7. **Responding** to e-mail correspondence as quickly as possible (typically within a week) or as requested by chair.

## **Attachment 6-3**

### **Nominating Committees**

The **Nominating Committee** is responsible for:

1. **Meeting** in time to prepare the slate of candidates so that the slate can be sent to local association delegates along with the meeting notice.
2. **Meeting** at least 24 hours before the Annual Meeting to finalize the committee report.

The **Nominating Committee chair** is responsible for:

1. **Keeping** the President informed.
2. **Submitting** a committee progress report as well as a slate of candidates before the Annual Meeting.
3. **Receiving** from the Youth Committee the slate of candidate(s) for the Youth Director(s) (if applicable.)

The **State Association Manager** is responsible for:

1. **Providing** application forms to state board members seeking re-election.
2. **Sending** an application package to local associations at least 120 days prior to the annual meeting to seek potential candidates for Board positions.
3. **The** application package will contain the following:
  - a. Application form for Board position (WSUSBC Form 5).
  - b. List of Board Officer and Director Positions to be considered in the upcoming State Annual Meeting.
  - c. Application form for Delegate to USBC National Meeting. (WSUSBC Form 6)
4. **Sending** a notification (e-mail) to local associations at 90 days prior to the annual meeting to remind them the deadline for submitting applications is approaching.

**Applicants/Nominees/USBC delegates** are responsible for:

1. Using the appropriate official application form.
2. Delegates/alternates to the USBC Annual Meeting use the Delegate Application Form.
3. Applications must be complete and include: Personal statement from the applicant regarding any specific skills and assets they wish to have considered as a part of their application.
4. All applications must be received by the State Association Manager at least 90 days prior to the annual meeting.

## Attachment 6-4

### Legislative Committee

The function of the Legislative Committee is to ensure that the WSUSBC Association Bylaws are current and not in conflict with USBC publications: (Bylaws, Association Policy Manual and Association Leaders Handbook) or State Law. At the September Retreat the committee will review the WSUSBC Operations Manual to determine any needed changes to conform with amendments approved by USBC at the Annual Meeting and to ensure it satisfies the requirements established by the Board of Directors, hereafter referred to as the Board.

The Legislative Committee will consist of three (3) to five (5) members.

The **Legislative Committee** is responsible for:

1. **Recommending revisions** to this Operations Manual.
2. **Annually reviewing** the Operations Manual for compliance with requirements established by the Board, USBC, Federal Law, state law, or board policy changes.
3. **Recommending** any changes required as a result of the review.
4. **Reviewing** proposed amendments to the Bylaws no later than 90 days before the Annual Meeting.
5. **Recommending** adoption, rejection, or modification of any proposed Bylaws amendments.
6. **Submitting** recommended changes to the Association Manager not later than 30 days before the Annual Meeting.
7. **Preparing** the committee's report for delegates and youth representatives to the Annual Meeting to include the committee's and the Board's recommendations.

The **Legislative Committee Chair** is responsible for:

1. **Coordinating** with committee members the review of all proposed Bylaws amendments received by the Association Manager or President.
2. **Ensuring** the action recommended by the committee is to the Association Manager not later than 30 days before the Annual Meeting.
3. **Ensuring** completion of the annual review of the WSUSBC Operations Manual.

The **WSUSBC Association Manager** is responsible for:

1. **Forwarding** to the Legislative Committee Chair all proposed amendments to the Bylaws or changes to the Operations Manual that require Legislative Committee study, review and recommendation.
2. **Distributing** proposed Bylaw amendments to registered delegates and youth representatives, as well as local association managers and presidents at least fifteen (15) days prior to the Annual Membership Meeting or Special Meeting, as applicable.

The **Board** is responsible for **Reviewing** and **approving** or **rejecting** the recommendations of the Legislative Committee at a Board meeting or via e-mail before the Annual Membership Meeting.

## Attachment 6-6

### Scholarship Committee

The Scholarship committee is responsible for administering WSUSBC's Scholarship Program. The WSUSBC President will appoint a five (5) to seven (7) individuals to the committee. The committee will normally meet at least sixty (60) days prior to the Annual Meeting to review submitted applications and select awardees of the various scholarship categories.

1. The chairperson is responsible for:
  - a. Notifying scholarship winners.
  - b. Notifying local association(s) of winner.
  - c. Notifying non-selected applicants or non-selection.
  - d. Obtain appropriate scholarship certificates.
  - e. Make presentation arrangements (high school awards assembly/annual showcase meeting).
2. The committee shall annually review this section of the operations manual and forward any suggested revisions to the legislative committee.

### Fund Raising Committee

The WSUSBC President will appoint the chair and at least one (1) member to the Charitable Fundraising Committee. The **Committee** is responsible for:

1. **Recommending** to the Board methods of raising funds to support activities that require funds over and above those received from bowler membership fees.
2. **Implementing** fund raising efforts approved by the Board.
3. **Reporting** to the Board, the Association Manager and the delegates/youth representatives at the State Annual Meeting the types of fund-raisers and the total amounts raised.
4. **The** committee shall annually review this section of the operations manual and forward any suggested revisions to the legislative committee.

## Attachment 6-7

### Showcase/Educational Committee

Showcase / Educational Committee is responsible for coordinating the Annual State Showcase/Educational meeting each year.

The WSUSBC President will appoint three (3) to seven (7) members to this committee to include a representative from the WSUSBC Youth Committee. The Association Manager will also be a committee member. The WSUSBC President will appoint the Chair.

#### **The Association Manager is Responsible for:**

1. **Making** all arrangements with the host hotel, e.g., meeting rooms, participant accommodations, banquet room, etc.
2. **Coordinating** meal service with the WSUSBC President.
3. **Coordinating** facility requirements for all activities with the Showcase/Educational Committee Chair.
4. **Coordinating** speaker requests for educational sessions with the WSUSBC President and Showcase/Educational Committee Chair.
5. **Making** arrangements with USBC Headquarters for a representative to attend the Showcase and indicating which topics the Board would like them to address.
6. **Sending** a notice regarding anticipated meeting events to all local associations at least 30-45 days prior to the annual meeting to include location, initial proposed agenda for the weekend, hotel data and the requirement for identifying those local association members planning to attend the Showcase/Educational meeting.
7. **Preparing** materials to be provided to participants such as schedules, workshop meeting subjects and locations, participant check-in lists, etc.

#### **The WSUSBC President is Responsible for:**

1. **Coordinating** host hotel arrangements and any planned meal services with the Association Manager.
2. **Coordinating** all planned activities with the Showcase/ Educational Committee Chair.
3. **Assisting** the Association Manager and the Showcase /Educational Committee Chair with preparation of the agenda for the Showcase weekend.

**The Showcase/Educational Committee Chair is Responsible for:**

1. **Arranging** for committee meeting(s) to plan activities associated with the Showcase/Educational session.
2. **Notifying** the Association Manager of facility requirements for all activities.
3. **Coordinating** all proposed activities with the President and Association Manager.
4. **Assisting** the Association Manager with preparation of participant educational materials.
5. **Coordinating** the agenda for the Showcase weekend with the President and Association Manager.
6. **Working** with the Youth Committee to obtain their assistance in managing a bowling tournament for Showcase attendees.
7. **The** committee shall annually review this section of the operations manual and forward any suggested revisions to the legislative committee.

**Showcase/Educational** activity may include, but is not limited to:

1. **Educational** workshops provided by:
  - a. USBC national representatives
  - b. Local/State representatives
2. **Social** events:
  - a. Hall of Fame Dinner and Awards/Scholarship presentations
  - b. Bowling
  - c. Meals on Saturday and Sunday as may be appropriate.
3. **Meetings:**
  - a. WSUSBC Committees
  - b. WSUSBC Youth Committee
  - c. WSUSBC Board of Directors

**The WSUSBC Sergeant-of-Arms is responsible** for: Room and sitting arrangements for board and annual meeting.

## Attachment 6-8

### Tournament Rules Committee

The purpose of the Rules Committee is to ensure that the rules of the WSUSBC Tournaments are as standard as possible and not in conflict with the USBC Tournament Playing Rules.

Applicable WSUSBC Tournaments are: Open, Women, Mixed, Senior Championships and any additional WSUSBC tournaments as approved by the Board.

The President of the Washington State USBC will appoint the chair and three (3) to five (5) committee members. The Association Manager will be an ex-officio member of the committee.

The **Chair** of the Rules Committee is responsible for:

1. **Calling** committee meetings, as required, to review tournament rules.
2. **Presenting** to the WSUSBC board proposed tournament rule changes for discussion and approval.
3. **Ensuring** the approved tournament rule changes are provided to the Association Manager for preparation of the tournament entry form(s).
4. **Reviewing** the tournament entry form(s) for accuracy before the final printing.

The **Committee** is responsible for:

1. **Reviewing** tournament rules for potential updates to be presented to the Board for discussion and approval.
2. **Ensuring** that all tournament entry form(s) are edited for accuracy before final printing.
3. **Annually** reviewing this section of the operations manual and forward any suggested revisions to the legislative committee.

The **Association Manager** is responsible for:

1. **Preparing** the tournament entry form(s) as approved by the Board.
2. **Distributing** WSUSBC tournament entry forms to all Washington State bowling centers.



## Attachment 6-9

### Venue Committee

The Venue Committee is responsible for inspecting and recommending venues for WSUSBC events. This includes bowling centers for the Annual State Open, Women, Mixed, Senior and Youth Tournaments and the Annual Showcase convention. The President will appoint three (3) to five (5) members to include the tournament director (when known).

The Youth Committee chair will be a member of the committee and provide its committee's recommendations for Youth championship tournament, Pepsi Sectionals (East/West), and the State Pepsi Finals Tournament site venues.

A. **Committee members** are responsible for:

1. **Inspecting** potential centers for each tournament, in cooperation with management (*center management should be present during the inspection*).
2. **Inspecting** potential venues for the annual Showcase/General Membership Convention and Board Retreat.
3. **Developing** recommendations for the Board of Directors.
4. **Shall** annually review this section of the operations manual and forward any suggested revisions to the legislative committee.

B. The **Board** is responsible for:

1. **Reviewing** at the next Board meeting the committee recommendations for center(s) for each tournament.
2. **Selecting** center(s) for each tournament by majority vote.

C. The **Association Manager** is responsible for:

1. **Notifying** the venue that are selected for each tournament/event within 30-day after the selection was approved.
2. **Notifying** the venue that are not selected for each tournament/event within 30-days after the selection was approved.
3. **Coordinating** with selected host centers for dates and squad times for respective tournaments.
4. **Preparing** and send draft copy of the contract out to the President and tournament manager (if other than the AM) for review.
5. **Forward** final contract to respective venue/bowling center to obtain signatures to fully execute the contract with each selected venue.
6. **Providing** a copy of the contract to the appropriate tournament director for his/her review then forwarding a copy of the final signed contract to said tournament manager.

## Attachment 6-10

### Electronic Media Support

The Board of Directors has determined that a website will be maintained to provide timely information to the Board and to all Washington State bowlers. Additionally, a majority of the board's communications is conducted using electronic media (i.e., e-mail).

The President will appoint three (3) to seven (7) members to this committee to include the **Association Manager. The committee** is responsible for providing electronic media support to include maintaining the website. Some of the updating may be performed by other Board members as necessary.

### Website Content:

The website will contain, as a minimum, the following data accessible to the general membership:

1. An explanation of how to navigate the site.
2. A list of current Board members -- the list to include name and end year of elective term.
3. A list of current Youth Committee members -- the list to include name and end year of elective term.
4. A calendar of upcoming events, e.g. tournaments, meetings, etc.
5. A list of hotels in the immediate area where the current year's tournaments are to be conducted. The list should also include the Annual meeting.
6. Forms
  - a. Approved tournament entry for each WSUSBC tournament.
  - b. Application for director position on the Board.
  - c. Application for delegate to USBC Annual Meeting.
  - d. Application for potential Youth Director position(s) for the Board from the Youth Committee.
  - e. Registration forms for Annual Showcase/Educational Workshops.
  - f. Delegate Confirmation Form for the Annual State Meeting.
  - g. Any other forms pertinent to all members, e.g.
    - 1) Hall of Fame nomination (biography) form.
    - 2) Scholarship application.
    - 3) LaDonna J. Moore Volunteer nomination form, WSUSBC Form 17.
    - 4) Outstanding Youth of the Year, WSUSBC Form 27
  - h. Limited tournament results
  - i. Lists including the following content:
    - 1) State Certified Bowling Centers.
    - 2) USBC Certified youth coaches.
    - 3) Local associations by name and USBC number with president and association manager.
    - 4) Links to local association websites.

- 5) Hall of Fame/Member Emeritus members and year inducted.
- 6) Names of current year's Hall of Fame inductee(s) with short synopsis biographical info.
- 7) Names of current year's scholarship winners with short synopsis of winners planned activities.
- 8) Names of Presidential Award winners and year of award.
- 9) Names of LaDonna J. Moore Volunteer Award winners and year of award.
- 10) Names of WSUSBC Meritorious Service Award winners and year of award.
- 11) Names of Outstanding Youth of the Year Award winners and year of award.

## **Attachment 6-12**

### **Audit Committee**

The WSUSBC Audit Committee is responsible for the audit of all accounts (general, tournament, and youth scholarship) associated with the operation of the WSUSBC. The purpose of the annual audit required by USBC is to protect the WSUSBC and the WSUSBC Association Manager by identification of proper or improper use of monies entrusted to them.

The President will appoint the committee chair and two (2) to four (4) members with a background in accounting and/or finance to the committee. Members may be non-Board members. The WSUSBC President, Vice President, and Association Manager **shall not be** committee members.

The President retains the option of selecting an auditing firm, with board approval, to conduct the annual audit.

The **Audit Committee Chair** is responsible for:

1. **Scheduling** a Mid-year audit by the end of January for the period August 1 through January 31 and an End-year audit by the end of August, no later than September 1, covering the period February 1 through July 31.
2. **Arranging** with the Association Manager to make available to the committee all disbursement warrants, checking account register(s), Bank account statement(s), and all receipts for purchases made with WSUSBC entrusted funds. Other financial documentation that should be available to the audit committee are tournament account information and youth scholarship account information to include the WSUSBC SMART account (the statement for this account is provided annually from USBC) and any other account(s) established under the jurisdiction of the association.
3. **Scheduling** an annual audit (for fiscal year Aug. 1 thru Jul. 31) of the association finances in preparation for reporting to the membership at the Annual Membership Meeting.
4. **Presenting** a semi-annual audit report to the Board for approval.
5. **Presenting** (an oral or written) annual audit report to members at the Annual Membership Meeting.

The **Audit Committee** is Responsible for:

1. **Verifying** the amount and date of deposits using receipts provided by the Association Manager to verify that the proper amount is on deposit.
2. **Reviewing canceled** checks and supporting documents to determine that all expenditures were proper. All checks must bear the signatures of two authorized co-signers along with supporting warrants that specifies purpose of payment.

3. **Ensuring** that no checks are payable to cash
4. **Reviewing** check book register to verify entries made and to reconcile the appropriate bank statements.
5. **Verifying** that the President is reviewing bank statements monthly.
6. **Reviewing** the financial statement prepared by the Association Manager to ensure it is a fair representation of the association's finances.
7. **Ensuring** completion of required tax forms.
8. **Making recommendations** to the Board concerning such areas as (but not restricted to) methods of improving the accounting procedures, modifications to expenditures, and ways of accurately determining and defining budget items.
9. **Ensuring** that an appropriate inventory of all equipment is being maintained.
10. **Shall** annually review this section of the operations manual and forward any suggested revisions to the legislative committee.

The **Association Manager** is responsible for:

1. **Upon request** provide all required financial documentation to the Audit Committee Chair. This documentation should include but is not limited to:
  - a. Canceled Checks.
  - b. Deposit receipts.
  - c. Bank statements.
  - d. Disbursement warrants.
  - e. Financial statement.
  - f. Receipts for all purchases.
  - g. Tournament account information, income, expenses, etc.
  - h. Youth Scholarship account information to include WSUSBC SMART account details.
2. **Providing** a listing of all equipment assets of the WSUSBC to the Audit Committee Chair.
 

**Note:** The WSUSBC equipment listing once initially prepared need only reflect additions to or removal of items. In other words, an update to the equipment asset listing. This listing should include but is not limited to the following:

  - a. Model Number, Serial Number for all hardware equipment.
  - b. Number of Filing containers, e.g. 5-drawer, 4-drawer, 2-drawer, as applicable
  - c. Binding machine. Any other assets with a value of \$250.00 or more.
  - d. Any other assets.
3. **Providing** to USBC, as required, a copy of the completed annual audit report.

## **Attachment 6-13**

### **Outreach Committee**

The Outreach Committee serves as a liaison between the state association and local associations, bowlers, and center proprietors. Their goal is to create open communications between these entities on various bowling related issues. This includes soliciting information on areas of concern, suggestions to improve our bowling product, education/training and/or assistance they any need. The President will appoint five (5) to seven (7) members. Geographical locations where these members bowl will be taken into consideration.

The **Outreach Committee** is responsible for:

1. **Annually** contacting/visiting local associations within the general geographical area. This includes making themselves available to attend their association board/general membership meeting. Provide prior requested information and bring questions/issues/suggestions back to the board for discussion and follow-up.
2. **Solicit** information on education, training, and presentations from bowlers, associations, bowling centers for the annual showcase meeting. Provide feedback to the Showcase/Education Committee.
3. **Shall** annually review this section of the operations manual and forward any suggested revisions to the legislative committee.

The **Outreach Committee Chair** is responsible for:

1. **Coordinating** with committee members outreach activities.
2. **Ensure** information is reviewed by all committee members and present information to the Board for their consideration.

## Chapter Seven: National Delegates

It is to be used in conjunction with those requirements listed in the bylaws. Delegates are defined as members who are elected to represent the association at the USBC Annual Meeting.

### **Section A. Delegates:**

1. Representation for the USBC Annual Meeting (USBC National By-Laws, Article VI, Section A, Item 3). WSUSBC may elect two delegates and two alternate delegates to the USBC Annual Meeting.
2. Responsibilities: A delegate has significant responsibilities and they represent WSUSBC Association members. As a representative of the association, the delegate should be prepared to vote on matters that are in the best interest of WSUSBC Association. Therefore, prior to attending the USBC Annual Meeting, the Board may want to discuss their views on pending legislation and/or candidates for the USBC Board. The Board may require additional delegate duties, such as reporting (summarizing) the activities at the annual meeting.
  - a. The USBC National Delegate has the authority to vote on:
    - 1) USBC bylaws, except with respect to:
      - i. Provisions for compliance with US Olympic Committee rules and regulations.
      - ii. Provisions related to athletes and youth.
      - iii. Provisions mandated by the Articles of Incorporation or applicable law.
    - b. Adult league rules.
    - c. Adult tournament rules.
    - d. Electing directors to the USBC Board as outlined in the bylaws.
3. Reimbursing Business Expenses: WSUSBC may reimburse actual business expenses incurred by delegate/alternate delegates without tax consequences to the individual as long as the:
  - a. Expense is related to the business purposes of the association (i.e., USBC Convention related) and
  - a. The individual submits evidence of such expense (i.e., receipts).

### **Section B. Credentials:**

Credentials for delegates/alternates to the USBC Convention shall be submitted in a format and by the deadline as specified by USBC Headquarters.

### **Section C. Vacancies:**

1. Prior to the USBC Annual Meeting:
  - a. Vacancies shall be filled for the unexpired portion of each term by the alternates, in the order in which they were elected.

- b. If the vacancy still exists, the President fills the vacant position by appointment. The appointee must meet the same eligibility requirements as the elected positions.
2. At the USBC Annual Meeting: If an association is not fully represented while attending the USBC Annual Meeting, those association delegates in attendance reserve the right to appoint any member of their association to fill their delegate allotment, with the approval of USBC.

## **Chapter 8: Association Tournaments**

As a minimum, the State Association WSUSBC will hold annually an Open tournament (men and women), a Women tournament, and a Youth tournament. Additionally, provided each is fiscally feasible, it will hold the following:

1. Mixed Tournament
2. Queens Tournament
3. Senior Tournament
4. Youth Pepsi Tournament

### **Section A- Tournament Operation:**

1. An annual championship tournament shall be conducted unless:
  - a. The USBC national association championship tournament is held in the association's jurisdiction. The association board is given the authority to determine if it should forego the tournament for that year.
  - b. Specific permission to forego the tournament is otherwise granted by USBC Headquarters.
2. All USBC members must have an equal opportunity to participate in tournaments of equal design and quality.
3. The Association Manager is responsible for the operation of the association championship tournament(s) and all other association tournaments, either as tournament manager or as supervisor of the tournament manager.
4. Tournament scores must be submitted to USBC Headquarters, as specified.

### **Section B-Certification:**

1. Association championship tournaments must be certified through USBC Headquarters.
2. If the association conducts additional tournaments, they must be certified with USBC, including modified formats and scholarship tournaments. Scholarship funds must be submitted to USBC Headquarters for administration by SMART. However, fund-raising events to benefit named charities do not have to be certified (Bowl for the Cure®, BVL, etc.).



## Chapter 9: WSUSBC Recognition Programs

The Recognition Committee is responsible for administering the Washington State USBC Recognition Awards, subject to the procedures outlined in this Operations Manual. The purpose is to honor individuals for service and accomplishments within the state of Washington in the sport of bowling. These include the Hall of Fame, LaDonna J. Moore Youth Volunteer, and Outstanding Youth of the Year Awards.

The President shall appoint between five (5) and seven (7) individuals including the chair to the Recognition Committee. The committee may consist of board members, WSUSBC members, existing Hall of Fame members, and up to one (1) person from the Washington State Media.

### **Section A-WSUSBC Hall of Fame:**

All persons previously accepted into the WWBA and the WSBA Halls of Fame will be transferred into the WSUSBC Hall of Fame.

1. Induction will be in two (2) categories:
  - a. Adult (maximum of 2 per year)
  - b. Posthumous (maximum of 1 per year)
2. The Recognition Committee will present a list of qualified people (chosen from applicants) to the WSUSBC Board of Directors for possible acceptance into the WSUSBC Hall of Fame as indicated below:
  - a. Up to five (5) living candidates in any one year.
  - b. Up to three (3) posthumous candidates in any one year.
3. The **Association Manager** is responsible for:
  - a. **Distributing** Hall of Fame informational packets to all local associations by **120 days prior to the Annual Meeting**.
  - b. **Receiving** Hall of Fame prospective candidate completed applications.
  - c. **Distributing** Hall of Fame candidate applications to Hall of Fame committee members at least 90 days before the State Annual board meeting.
  - d. **Notifying** elected candidates of their acceptance into WSUSBC Hall of Fame.
  - e. **Notifying** each recipient's local association of the candidate's upcoming induction.
  - f. **Retaining** applications and bios of candidates not selected on file for five (5) years. Preparing a press release for local news media.
  - g. **Ordering** awards for Hall of Fame Inductees.
  - h. **Notifying** the party nominating an individual not selected that the nomination will be retained on file and reconsidered for five (5) years.
6. The **Recognition Committee chair** is responsible for:
  - a. **Directing** all committee work.
  - b. **Presenting** a report to the Board of Directors.
  - c. **Conducting** the Hall of Fame election process.

7. The **Recognition Committee** is responsible for attending a meeting the weekend of the State Annual Meeting or coordinating via email before the State Annual Meeting to:
  - a. **Review** all applications.
  - b. **Develop** a list of qualified candidates for presentation to the WSUSBC Board of Directors.
8. The **Board of Directors** is responsible for:
  - a. **Considering** candidates presented by the Hall of Fame Committee via email or at the next scheduled board meeting using the voting procedure outlined below.
  - b. **Electing** not more than two (2) candidates in the adult category.
  - c. **Electing** not more than one (1) candidate in the posthumous category.
9. **Voting procedure** for Hall of Fame Induction follows:

**Note:** All WSUSBC Board of Directors and Recognition Committee members will be eligible to vote - even if they are on the ballot.

  - a. A written ballot will be distributed to all eligible to vote and must be returned within 14 days.
  - b. Members voting may vote for up to two (2) candidates in the living category and up to one (1) candidate in the posthumous category.
  - c. Candidates who receive at least a majority of the votes from the ballot cast, the top two (2) will be inducted into the WSUSBC Hall of Fame. In the event of a tie, the WSUSBC Board of Directors will make the final decision.
  - d. In the event that no living candidate receives a majority of the votes, (provided the slate contains the maximum number of candidates), the candidate receiving the least votes will be dropped and the slate will be voted on again with members voting for up to two (2) candidates. If no candidate receives a majority vote, no induction will occur.
10. **Applications** for candidates not selected for induction will remain on file with the Association Manager for re-submission up to five (5) years and shall be updated or withdrawn after three (3) years for reconsideration. The Association Manager will send all applications on file to the Recognition Chair to get updated information.
11. **Hall of Fame Inductions:**
  - a. Candidates selected for induction into the WSUSBC Hall of Fame will be honored at the State Annual meeting. Appropriate awards will be presented at that time.
  - b. The WSUSBC will cover the expense of the Hall of Fame dinner for the inductee and up to three (3) guests (spouse and children), as well as the expense of one (1) night's lodging for the inductee and spouse if not living within fifty (50) miles of the Hall of Fame awards dinner location.
  - c. Inductee will receive mileage at the rate of Board members (only from an area represented by the WSUSBC).
  - d. The WSUSBC will cover the cost of dinner for all Hall of Fame members that attend any future HOF award ceremonies.

- e. Cost of award:
  - 1) Purchase an appropriate award (ring or pin).
  - 2) Up to \$100.00 for plaque.
- f. Selection criteria include but are not be limited to, in no specific order of priority:
  - 1) Accomplishments within the state of Washington or area represented by the WSUSBC as an amateur bowler.
  - 2) Accomplishments when competing at the National Championship Tournament while a member of the WSUSBC Association or previous organizations.
  - 3) Providing service to Washington State bowlers.
  - 4) Providing service to the National governing body of bowling.
  - 5) Be at least 40 years old, at least 10 years of participation in WSUSBC Tournaments and/or 10 years or more years of service and be a member or USBC/ABC/WIBC Association(s) a minimum of 10 years.
  - 6) Providing services to the WSUSBC Board of Directors or previous organizations (as a committee member, board member, or volunteer).

**Note:** Selection Criteria will be included in the Hall of Fame package sent to each local association.

- 12. All Recognition committee members will be invited to attend the Hall of Fame dinner at the expense of WSUSBC Board of Directors including one (1) night's lodging (when not living within fifty (50) miles of Hall of Fame awards dinner location) and mileage expense at the rate of Board members (only within an area represented by the WSUSBC).
- 13. **Removal Situations:** WSUSBC reserves the right to remove an individual's Hall of Fame recognition/Life Member status due to significant derogatory information which brings discredit/image to the Association and its members. Removal will be agreed upon using the process used to elect the individual.

**Section B-Life Members:**

- 1. Individuals who have been recognized by their ABC and/or WIBC Associations as honorary members will retain their titles of Life Member or Member Emeritus of the former ABC and/or WIBC association. Honorary members are not board members unless they are elected to the board as per Chapter 3 of this manual and WSUSBC Bylaws.
- 2. The WSUSBC Association board has 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 C-LaDonna J. Moore Youth Volunteer:**

- 1. Eligibility/Nomination Criteria:
  - Individuals are nominated using WSUSBC Form 17.
  - a. Selection/Voting Procedures:

- 1) The Youth Committee shall review all applications and make a recommendation to the board for final approval.
  - 2) Recommendation shall be forwarded to the WSUSBC Association Manager no later than 60 days prior to the Annual.
  - 3) The Association Manager shall email the board with the recommended candidate along with their application for election.
  - 4) Said candidate will be approved by receiving at least 2/3 of the votes received.
- b. Presentation: Presentation shall be made at the Annual meeting and will consist of an award up to \$100 in value not including sales tax and/or shipping.

**Section E-Outstanding Youth of the Year Award:**

1. Eligibility/Nomination Criteria:
  - a. Nominee must be in the 9<sup>th</sup> grade or higher by September 1 of applicable year.
  - b. Must be 18 years old or younger.
  - c. Must have bowled in a certified USBC Youth League in the State of Washington for a minimum of 5 consecutive years and be a current USBC Youth member.
  - d. Must have a 3.0 GPA or higher (provide copy of grades/transcripts).
  - e. Nomination are submitted using WSUSBC Form 27.
2. Selection/Voting Procedures:
  - a. The Youth Committee shall review all applications and make a recommendation to the board for final approval.
  - b. Recommendation shall be forwarded to the WSUSBC Association Manager no later than 60 days prior to the Annual.
  - c. The Association Manager shall email the board with the recommended candidate along with their application for election.
  - d. Said candidate will be approved by receiving at least 2/3 of the votes received.
3. Presentation:
  - a. Presentation shall be made at the Annual meeting and will consist of a plaque and a \$100 SMART scholarship.

## **ENCLOSURE 2**

### **Chapter 10: Other Requirements:**

#### **Section A-Registered Volunteer Program:**

RVP includes online training and education through the U.S. Center for Safety Initiative and is required to comply with United States Olympic Committee (USOC) regulations. Every state and local board member, every youth committee member and youth director, plus all USBC Youth league officers and tournament managers are required to complete the training process. SafeSport training is comprised of three parts, and all need to be completed. Within WSUSBC Association this also includes non-family members who serve as overnight trip chaperons.

1. To complete Visit [BOWL.com/RVP](http://BOWL.com/RVP) and click on the "Enrollment, SafeSport Training" to begin the first step, which is the online SafeSport training. Make sure to provide your USBC membership ID when you register through SafeSport.
2. The purpose is to ensure that everyone deserves the right to participate in sports free from bullying, hazing, sexual misconduct or any form of emotional or physical abuse. USBC stands alongside the U.S. Center for SafeSport and its commitment to this goal.
3. The background check is done online, through the National Center for Safety Initiatives (NCSI). Screening is good for two years and NCSI does charge a fee to cover its costs to perform the required checks.
4. If you have any questions, please e-mail [RegisteredVolunteers@bowl.com](mailto:RegisteredVolunteers@bowl.com) or call 800-514-2695.

#### **Section B-Youth Conflict Policy:**

To further expand upon the above policy, WSUSBC stipulates the following requirement(S): WSUSBC requires all officers, board members, and committee members to include (i.e. cc:, copy) at the time of transmission the Executive Board (President, Vice-president, and Sergeant-at-Arms) any electronic media communications (e-mail, texts, etc.) to any youth member that is 17 years old or younger.

#### **Section C-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. Under this policy, WSUSBC Association is automatically 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.
2. Coverage is extended to a non-board member appointed by the association manager as the tournament manager of a required championship tournament. Funds from other association tournaments, conducted by a non-board member appointed by the association manager, are not bonded until received by a member of the board.

3. Requirements for Bonding:
  - a. Family Members. Two members of an immediate family cannot co-sign for withdrawals. (Immediate family members include mother, daughter, sister, wife, husband, son, brother, father, stepsister, stepmother, in-laws, etc. Even though members of an immediate family are not residing in the same household, it would not be permissible for them to act as signatories on association accounts.
  - b. Age. To meet bonding requirements, any member of the board authorized to handle funds, sign contracts or acting as a signatory on association accounts must be a minimum age of 18. Bond coverage does not extend to anyone under the age of 18.

**Section D-Record Retention:**

WSUSBC Association is required to:

1. Maintain all required records of all former organizations.
2. Maintain records as described in the USBC Record Retention Guide.
3. Maintain records of all those previously honored, such as:
  - a. Hall of Fame members.
  - b. Honorary/Life/Emeritus members.

**Section D-Logos:**

1. The USBC logo is trademarked and will not be used except as authorized in the USBC Graphics Standards Manual (also known as the USBC Style Guide and Association Leaders' Brand Guide).
2. The USBC Association Logo options template must be used when designing and creating a new logo. The new logo will be submitted and approved by USBC Headquarters. The WSUSBC Association Logo was approved August 8, 2019.
3. When creating new (or reordering existing) association apparel, pins, etc. the association's must be used. If logos are not used on these items, it is acceptable to use only WSUSBC association name without the logo.
4. The primary and secondary USBC youth logos are trademarked and may not be altered. All use of USBC youth logos must comply with information included in the USBC Youth Characters Official Graphics Standards and Style Guide and use of the logo(s) must be approved by USBC.

## Chapter 11: Board Policies

All members of the Washington State USBC Association **Board of Directors** and the **State Association Manager** are responsible for adhering to following policies:

### **Section A-Meeting attendance:**

1. **Attending** all regular and special meetings and the State Annual Meeting.
2. **Notifying** the President and the Association Manager if unable to attend a board meeting.
3. **Attend** committee meetings as scheduled.
4. **Notifying** the appropriate committee chair if unable to attend a committee meeting.
5. Any board member who is absent for two consecutive meetings without providing an explanation to the President shall be subject to review by the Board for possible removal from office.

### **Section B-Dress Code:**

1. **Wearing** the WSUSBC director shirt when attending public meetings and representing the Board at any local or National event. Wearing of the director shirt is not required at closed Board meetings.
2. **Wearing** Black trousers and/or skirts when wearing the director shirt.

### **Section C-Business:**

1. **Checking** E-mail for WSUSBC correspondence at least every week.
2. **Voting** by E-mail in a timely manner with copies of vote reply to ALL Board members. Timely is defined to be within ten (10) days of the vote request by the State Association Manager as approved by the President.
3. **When voting** on a subject that requires a SECRET ballot, the vote reply will be only to the State Association Manager.
4. **Voting** by E-mail will be in strict compliance with the USBC published Association Manual, Chapter Five, Meetings, Delegates & Youth Representatives/Alternates, Section E. Board Meetings, Item 6. Mail and Electronic Voting (State Board Only).
5. **Voting** results will be E-mailed (after the close of the voting window) to ALL Board members and the State Association Manager for vote record documentation and will be an agenda item at the next scheduled Board meeting.
6. **The State Association Manager** does not have a vote on Board voting issues unless he/she is also serving as a director on the board.

### **Section D-Reimbursement:**

WSUSBC Board and Committee members will be reimbursed for personal expenses for meeting attendance. Rates are periodically reviewed and set by the board. These rates will not exceed those established by state of Washington. WSUSBC Form 1, Voucher for Reimbursement of Expenses will be used and sent to the State Association Manager along with a copy of expense receipts for which reimbursement is requested.

### **Section E-Expense Reimbursement Rates:**

1. Board and Committee Meeting Attendance.
  - a. \$ .35 per mile when gasoline price is under \$4.00 per gallon; \$ .40 per mile when gasoline is \$4.00 per gallon or more, Vehicle mileage reimbursement is not allowed when travel is less than 15 miles between residence and meeting location. The State Association Manager will determine distance by using either MapQuest and/or Google. Other transportation expenses, such as ferry or parking may be reimbursed.
  - b. Per diem \$40.00 per day when meeting duration exceeds eight hours away from residence. *(Note: Any meals provided will negate per Diem payment for the day of the meal by the WSUSBC).*
  - c. Lodging when approved by the President.
2. Other personal expense reimbursement requests should be pre-approved by the President or Vice President before the State Association Manager can pay the request.
3. **Reimbursement Time Limit:** All requests for reimbursement must be submitted to the State Association Manager within thirty (30) days of event or activity completion (*no later than July 31*) in order to be approved for reimbursement.

### **Section F-Tournament Director:**

1. Expenses incurred by the Tournament Director for sending registered mail containing tournament monies to the State Association Manager will be identified on the Voucher for Reimbursement of Expenses Form at the conclusion of the tournament. A receipt for the registered mail expense must be attached to the WSUSBC Form 2, Voucher for Reimbursement of Expenses Form.
2. Compensation for running a WSUSBC tournament, where applicable, and the associated per Diem and travel expenses will be reimbursed at the completion of the tournament. WSUSBC Form 2 will be used for the reimbursement request to be sent to the State Association Manager.

### **Section G-WSUSBC Association Property:**

All WSUSBC Association Property including documentation (paper) and the WSUSBC issued notebook provided to Board members may be used as long as they hold a position on the Board. They are to be returned to the WSUSBC State Association Manager within thirty (30) days after the end of the elective term.

### **Section H-Submission of Bylaws Amendments**

The WSUSBC Bylaws requires submission of proposed amendments to the bylaws be submitted to the President or State Association Manager **120** days before the Annual Meeting.

This **120-day** submission requirement **DOES NOT** apply to WSUSBC Committees or the board. The board must complete its action on proposed bylaws amendment(s) in sufficient time to allow the State Association Manager to send the board recommendation to the meeting delegates at least 30 days before the annual meeting as required by WSUSBC bylaws.



## **Calendar of Events and Suspense's**

The **State Association Manager** is responsible for providing the following to Local Associations (Association Managers and Presidents):

Action Date (This should be included with all forms that are mailed out in August.)

**June:** Request the names of their officers, directors and Association Manager for the next bowling season, e.g. 2018-2019. Data to be provided within ten (10) days after their Annual Meeting. The data should include names, addresses, phone numbers and E-mail addresses.

**August:** Data package to contain the following:

1. Welcome to the season letter that includes office hours of State Association along with phone and fax numbers, State Association Manager E-mail address and WSUSBC Website [www.wsusbc.net](http://www.wsusbc.net)
2. Flyer with the date and location of the **State Annual Showcase** / Educational workshops and the date and location of the next year's State Annual Meeting. This should include preliminary meeting agendas, if available and a note that the information can be located on the WSUSBC Website [www.wsusbc.net](http://www.wsusbc.net).
3. Registration for Local Association attendees planning to attend the State Annual Meeting / Showcase/Educational workshop is due **90-days before the Annual Meeting**.
4. Scholarship Application with requirements and the required acceptance date of **120 days** to the State Association Manager. **Note:** The application and requirements are available on the WSUSBC Website [www.wsusbc.net](http://www.wsusbc.net).
5. Hall of Fame Nomination/Biography Form, the selection criteria and the acceptance date of **120 days** to the State Association Manager. **Note:** The Nomination/Biography Form and selection criteria are available on the WSUSBC Website [www.wsusbc.net](http://www.wsusbc.net).
6. LaDonna J. Moore and Meritorious Service Forms with a submission date of **90 days** to the State Association Manager.
7. Board of Director, Youth Director and Delegate to the National Annual Meeting applications that includes relevant criteria for the positions along with submission date of **60 days** to WSUSBC State Association Manager for Board and National Meeting Delegate applications. **Note:** The applications and criteria are available on the WSUSBC Website [www.wsusbc.net](http://www.wsusbc.net).
8. Delegate credential forms should be completed and returned by **90-days before State Annual Meeting** to the State Association Manager. **Note:** Forms are available on the WSUSBC Website [www.wsusbc.net](http://www.wsusbc.net).
9. Proposed amendments to the WSUSBC Bylaws must be submitted **90-days before the State Annual Meeting** to the State Association Manager.

**October:** Email reminder that the following applications/forms must be submitted to the Association Manager and post marked no later than:

120-Days: (Substitute actual date)

- Hall of Fame Application
- Scholarship Application

90-Days: (Substitute actual date)

- LaDonna Moore Application
- Outstanding Youth of the Year Award

60-Days (Substitute actual date)

- Board of Directors Application
- National Delegate Application

30-Days (Substitute actual date)

- Credentials Request Form

**December:** Email reminder that the following applications/forms must be submitted to the Association Manager and post marked no later than:

90-Days: (Substitute actual date)

- LaDonna Moore Application
- Outstanding Youth of the Year Award

60-Days (Substitute actual date)

- Board of Directors Application
- National Delegate Application

30-Days (Substitute actual date)

- Credentials Request Form

**January:** Email reminder that the following applications/forms must be submitted to the Association Manager and post marked no later than:

30-Days (Substitute actual date)

- Credentials Request Form

Issue invitation to **ALL** Hall of Fame members, members emeriti, and life members to attend the State Annual Meeting and awards dinner with a response required by **90-days before Annual Meeting**. If attending, make a meal choice in the response which may be written, by fax or E-mail to the State Association Manager at [wsusbc@comcast.net](mailto:wsusbc@comcast.net).

Issue invitation to **ALL** WSUSBC Bowling Center proprietors to attend the awards dinner and State Annual Meeting with a response requested by **60-days before Annual Meeting**. If attending, make a meal choice in the response which maybe written, by fax or E-mail to the State Association Manager at [wsusbc@comcast.net](mailto:wsusbc@comcast.net).

**ENCLOSURE 3**

**Sample of WSUSBC Forms**

**ENCLOSURE 4**

**WSUSBC and IDUSBC Reciprocal Agreement**

Reciprocal  
Agreement  
Between  
Washington State USBC & Idaho State USBC  
for  
Reciprocal Membership at Championship Tournaments

The Washington State USBC (WSUSBC) Idaho State USBC (ISUSBC) agree to enter into a reciprocal membership agreement whereby individual adult members in one association are eligible for a waiver of transfer membership in the other association's Championship Tournaments.

Under this agreement:

1. Any adult member in good standing of the WSUSBC may participate in all tournaments including state championships without purchasing local or state membership in the ISUSBC.
2. Any adult member in good standing of the ISUSBC may participate in any WSUSBC Championship tournament without purchasing local or state membership in the WSUSBC
3. Each association will help promote this reciprocity agreement through information provided to bowlers through either social media, email, regular mail, or any other form of common communication.
4. Each party agrees to provide the other party with information annually to include, but not limited to tournament entry forms, website links, and anything else requested by the board of directors.
5. This agreement is valid through July 31, 2020 and may be renewed for an additional two-year term upon approve by each State Association.
6. Either state association may terminate said agreement upon 30 day written notice signed by the President of said state association.

This agreement is board approved and will be in effect upon final execution of this document.

**Washington State USBC**

\_\_\_\_\_  
[REDACTED], President

\_\_\_\_\_  
Date

**Idaho State USBC**

\_\_\_\_\_  
Jack Smetana, President

\_\_\_\_\_  
Date

**ENCLOSURE 5**

**WSUSBC and IDUSBC Reciprocal Agreement**

Reciprocal  
Agreement  
Between  
Washington State USBC & Oregon State USBC  
for  
Reciprocal Membership at Championship Tournaments

The Washington State USBC (WSUSBC) Oregon State USBC (OSUSBC) agree to enter into a reciprocal membership agreement whereby individual members in one association are eligible for a waiver of transfer membership in the other association's Championship Tournaments.

Under this agreement:

1. Any adult member in good standing of the WSUSBC may participate in all OSUSBC Championship tournaments without purchasing local or state membership in the OSUSBC.
2. Any adult member in good standing of the OSUSBC may participate in any WSUSBC Championship tournament without purchasing local or state membership in the WSUSBC
3. Each association will help promote this reciprocity agreement through information provided to bowlers through either social media, email, regular mail, or any other form of common communication.
4. Each party agrees to provide the other party with information annually to include, but not limited to tournament entry forms, website links, and anything else requested by the board of directors.
5. This agreement is valid through July 31, 2020 and may be renewed for an additional two-year term upon approve by each State Association.
6. Either state association may terminate said agreement upon 30-day written notice signed by the President of said state association.
7. Championship tournaments covered by this agreement shall include any and all certified tournaments put on by or sponsored by the WSUSBC and OSUSBC.

This agreement is board approved and will be in effect upon final execution of this document.

**Washington State USBC**

\_\_\_\_\_  
[REDACTED], President

\_\_\_\_\_  
Date

**Oregon State USBC**

\_\_\_\_\_  
Robert Warrick, President

\_\_\_\_\_  
Date

**ENCLOSURE 6**

**Emergency Contact Numbers**