



A **Future** FOR  
THE **Sport**®

United States Bowling Congress

2021-2022  
USBC  
ASSOCIATION  
POLICY MANUAL

[BOWL.com/ARC](https://www.bowl.com/arc)



**United States Bowling Congress**  
**621 Six Flags Drive, Arlington, TX 76011**  
**BOWL.com**  
**800-514-BOWL**

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<b>National Tournaments</b>		
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USBC Women's Championships	USBCwomenschampionships@bowl.com	385-8237
USBC Team Trials/US Amateur Championships	USBCTeamUSA@bowl.com	385-8260
USBC Junior Gold Championships	tournaments@ibcyouth.com	385-8262
USBC Youth Open	tournaments@ibcyouth.com	385-8412
Pepsi/Youth Championships	tournaments@ibcyouth.com	385-8262
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Rules of the game and disputes	rules@bowl.com	385-8260
SMART Program	smart@bowl.com	385-8260
Sport Bowling	sportbowling@bowl.com	385-8261
Tournament Certifications	rules@bowl.com	385-8260
USBC Team USA	USBCTeamUSA@bowl.com	385-8260
Youth	countactus@ibcyouth.com	385-8262
WinLABS	labshelp@bowl.com	385-8260

**The USBC Association Policy Manual is:**

- A reference document which details the governance and structure of USBC associations. The information in this document provides a guide to the requirements for all associations, plus information on how to run the association to meet those requirements.
- Designed to break out each of the operations of the association by role and explain the responsibilities of each role.
- Under the control of USBC and may not be changed. Associations should create their own Association Operations Manual to add operational details specific to each association.

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### USBC Mission Statement

The USBC is the National Governing Body for bowling. Our mission is to provide services, resources and standards for the sport.

### USBC Vision

Our vision is to continue to be the leading authority to the sport, servicing the needs of bowling.

### Our Promise

Our promise is to celebrate the past, be mindful of the present and ensure bowling's future through thoughtful research, planning and delivery.



## CHAPTER ONE: NATIONAL SUPPLEMENT - GOVERNANCE

### Section A. USBC Board of Directors

1. **Eligibility.** The board composition and eligibility for the directors elected by the delegates is outlined in the USBC Bylaws, Article IV, Section A. Additional eligibility requirements may be established by the Nominating Committee.

To apply for a position on the board click [here](#).

2. **Athletes.** Athlete eligibility is outlined in the *National Policy Manual*.
3. **Athlete Election to USBC Board.** The Team USA Athlete Board members are elected by eligible Team USA Athletes as outlined in the *National Policy Manual*. The election is conducted annually based on the staggered Team USA Athlete terms.
  - a. **Athlete Election Procedure.** After the resume submission deadline date, all eligible Team USA Athletes will receive a ballot including all resumes received, in the exact form as they were submitted, along with the deadline date for voting.
  - b. Team USA Athlete(s) who receives the majority of votes is (are) the new Team USA Athlete director(s) and Team USA Athletes will be notified of the results.

### Section B. Committees

The USBC Board of Directors has several standing and other committees as well as Ad-Hoc committees. Please refer to the [About USBC](#) page on BOWL.com for current committee descriptions and members.

### Section C. Amendment Procedures

1. **Board Authority.** The board authority is outlined in the USBC Bylaws Article IV, Section E, Items 11, 12, 14, and 16. The USBC Board, by a two-thirds vote, may amend the following:
  - a. The provisions of the USBC National Bylaws specific to compliance with USOPC rules and regulations, provisions related to athletes and youth and other provisions mandated by the Articles of Incorporation or applicable law and those specific to youth competition.
  - b. National championship tournament rules.
  - c. General playing rules.
  - d. Youth league rules.
  - e. Youth tournament rules.
  - f. Awards rules.
  - g. Resolutions.

Items a-g may be amended at any duly called meeting of the board. Youth changes must first be considered by the Youth Committee and submitted to the board with a recommendation.

All amendments/resolutions approved by the board become effective immediately, unless otherwise specified.

2. **Delegate Authority - Bylaws.** Delegate authority for bylaws is outlined in the USBC Bylaws Article VIII. The delegates, by a two-thirds vote may amend the following:
  - a. The USBC National Bylaws except for those listed in Section 1, of these amendment procedures.
  - b. USBC State Bylaws.
  - c. USBC Local Bylaws.



3. **Delegate Authority - Other.** Delegate authority for rules is outlined in the USBC Bylaws, Article VIII. The delegates by a majority vote may amend the following:
  - a. Adult league rules.
  - b. Adult tournament rules.
4. **Submission Date.** To be considered at the next USBC Annual Meeting, a proposed amendment must be submitted by a:
  - a. Member or chartered association, in writing, to USBC - Rules by Sept. 1 prior to the date of the next USBC Annual Meeting.
  - b. USBC committee or the USBC Board, in writing, to USBC - Rules by Dec. 1 prior to the date of the next USBC Annual Meeting.
5. **Special Procedures.** The USBC Board, by a two-thirds vote, may submit a proposed amendment to the USBC National, State or Local Bylaws (except those listed in Section 1, Item a of these amendment procedures) and/or adult league or tournament rules directly to the delegates prior to the opening of the USBC Annual Meeting.
6. **Withdrawal of Proposed Amendments.** A proposed amendment may be withdrawn by the proposer prior to being presented at the USBC Annual Meeting delegates' session.
7. **Returned Amendments.** Those amendments, which in USBC's judgment do not merit board and delegate consideration, will be returned to the proposer. The proposer of a returned amendment may resubmit the proposal to USBC if it is supported by a petition signed by 100 USBC members. The addresses and USBC membership numbers of the signers of the petition must be included. Such amendments will be submitted to the delegates for consideration at the next USBC Annual Meeting.
8. **Codification.** USBC, with board approval, may renumber, revise, codify and correct any provision of the bylaws, rules and regulations of USBC.

## CHAPTER TWO: CHARTER REQUIREMENTS

USBC is the representative, legislative and executive body with complete and final jurisdiction over chartered associations, its members, leagues, and tournaments. The purpose of an association is found in the bylaws. USBC has jurisdiction over the name and jurisdictional boundaries for associations. USBC has the authority to remove/revoke the charter of an association for failure to comply with the charter requirements. USBC has the authority to suspend, expel, or otherwise discipline for cause, officers, and directors of any chartered association.

### Section A. Charter Requirements

To obtain/maintain a charter, an association must:

1. Adopt and adhere to the bylaws provided by USBC and not enact any bylaws or rules inconsistent with *USBC Bylaws*, *National Supplement*, *USBC Association Policy Manual*, or the USBC Board of Directors.
2. Comply with the 501(c)(3) status and adhere to federal, state, and local laws as well as the filing of required tax forms. Every USBC association will be under the national group exemption and classified as tax exempt under Section 501(c)(3) of the Internal Revenue Code and must comply with IRS requirements.

**Note:** "Tax-exempt status" means the association is exempt from federal income taxes as explained under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

3. Obtain and comply with their state's corporate statutes.
4. Provide the appropriate championship tournament(s).
5. Conduct an annual meeting.
6. Conduct an annual audit with an outside provider.

**Note:** An outside provider is comprised of anyone that is not a member of the board of directors or a family member. A committee can still be appointed if they meet the requirements stated above. In no way does this mean the association must hire a certified public accountant or must pay for the financial review if it can't afford one.

7. Transmit membership/dues, tournament scores (if applicable), awards and association board data to USBC via WinLABS and/or as required by USBC.
  - a. Transmit membership and dues, including state dues, to USBC within 20 days of receipt. (Local)
  - b. Apply for all USBC awards within seven days of receipt.
  - c. Transmit (Local) or forward (State) all board information within 20 days of election and within 48 hours of appointments/resignations and maintain the accuracy of the information. All associations must indicate the number of board members and current vacancies.
8. Establish and comply with sound financial policies including, but not limited to:
  - a. Verification by the president monthly of all association accounts.
  - b. Two signatures for withdrawals.
  - c. An annual examination of the association's finances. (It is recommended the financial examinations be done on a quarterly basis.)
9. Membership and Awards processing. At the local level this includes the distribution of awards and supplies to the leagues, as well as the education of league secretaries.



10. All use of USBC, and any USBC logo (the "USBC trademarks"), by the association shall be pursuant to a non-exclusive royalty free license from USBC granted pursuant to the bylaws. All use of the USBC trademarks shall insure to the benefit of USBC, and USBC shall have the right to inspect and approve all such use of the USBC trademarks by the association.

### **Revocation**

USBC shall have the power to revoke the charter of any state or local association at any time USBC determines the association is not meeting the requirements of chartering or for violating USBC rules. The revocation may be appealed to the USBC Legal and Legislative Committee.

## **Section B. Business Guidelines**

The Business Model is to assist the board in managing the association in a business-like manner. The procedures are stated as **required** and **recommended**.

### **Required**

1. Support the purpose of the organization as stated in Article III of the USBC Bylaws.
2. Conduct association championship tournament(s). These tournaments should be self-sufficient.
3. Examination of financial documents/procedures. Additional information regarding guidance on an audit may be found in Chapter Eight.
  - a. Deposits: made within seven days of receipt.
  - b. Disbursements: checks, credit cards, transfer of funds.
  - c. Tax forms filed to appropriate agency and on time.
  - d. Dual signatures for withdrawals.
  - e. President verifies all accounts monthly. If statements are issued quarterly the president must verify quarterly.
  - f. Provide needed recommendations.
  - g. Ensure financial statements for all accounts are provided or available to the president either by mail, email or by having access to any online banking features necessary. If online banking is used, the president must have their own access code.
4. Transmit membership, tournament scores (if applicable), awards and association board data to USBC via WinLABS and/or as required by USBC. Associations must indicate the number of board members and current vacancies.
  - a. Transmit membership and dues, including state dues, to USBC within 20 days of receipt. (Local)
  - b. Apply for all USBC awards within seven days of receipt.
  - c. Transmit all board member information within 20 days of election and maintain the accuracy of the information. Update (Local) changes in the board, (i.e., resignations, newly appointed board members) within 48 hours of the change.
5. Provide full financial disclosure to membership annually. (Income, disbursement, salaries, assets, reserves, etc.)
6. Maintain industry standard recommended reserves of 6-9 months, not to exceed 2 years of fixed costs. (Reserves are listed on line 21 of the Form 990-EZ.)
  - a. Tournament lineage, prize fund and state and national dues are not calculated in this dollar amount because they are flow-through amounts.
  - b. Utilizing excess reserves through planned, structured programs can increase member services, proprietor satisfaction, industry awareness, and more.
7. Protect the tax-exempt status of its association and USBC National as described by Michael Best & Friedrich, LLP, USBC's legal counsel.

8. File all required corporate forms, tax returns and IRS forms as appropriate. Examples include but are not limited to IRS Forms (990, Schedule A and Schedule B if applicable), Payroll Taxes, State Corporate Statutes and State Workers Compensation. This would include recording and filing meeting minutes as required by state law. The IRS has a Form 990 that all associations will need to submit. Form 990 has 3 versions: 990-N, 990-EZ, and 990. See Form 990 series at the end of this chapter to determine the correct form for your association and see IRS.gov for the forms.
9. Follow all local, state, and federal laws.

### **Recommended**

1. Support and implement programs and services developed by USBC. Support the USBC Vision and Mission, which is on the index page of this manual.
2. Develop an association operation manual. Provides guidelines for day-to-day operations of the local association.
3. Prepare and operate under an annual budget. Aids the board in financial proficiency and is a recognized sound business practice.
4. Develop and maintain a membership retention and development plan. Increasing membership and improving proprietor relations ensures not only the association's stability but the future of the sport. This plan should include:
  - a. A program to increase proprietor, association, and membership relations. (Local) We encourage states and local to work together on these initiatives.
  - b. Retaining current members.
5. Assist centers with membership promotions and membership marketing plans, i.e. In-School and After-School programs, High School and Coaching Clinics.
6. Develop and implement a communication plan. The plan should include methods of communicating information to and from USBC, the respective board, the proprietors, and the members they serve. The plan should also include a method for the members to provide feedback. Examples of types of communication are newsletters, website, e-mail blasts, posters, association representative program, etc.
7. Support USBC partner charities (BVL & Bowl for the Cure) at the local and state level.
  - a. Promotes national recognition for charitable work by the bowling family.
  - b. Still give locally but report nationally to receive proper credit.
8. Develop an association leadership/training program/new board member training program to include, at a minimum:
  - a. Duties.
  - b. Bylaws.
  - c. *USBC Association Policy Manual* and the associations Operations Manual.
  - d. Committee responsibilities.
9. Develop a business/action plan the association can use as a guide to meet its purpose.
10. Perform evaluations for all paid employees on an annual basis.



## USBC BUSINESS TEMPLATE

Michael Best & Friedrich, LLP, USBC's legal counsel, stated:

- The IRS is using the "commensurate test" to create and enforce a standard that ensures exempt organizations are spending in line with their resources. Simply put, this means the IRS is going to ensure Associations are not hoarding their funds but are spending the funds to support the purposes for which they received their exemption from taxation.
- If an association violates IRS requirements it may have its exemption from taxation cancelled.
- If the IRS were to challenge the exempt status of an association, the potential financial impact on the association coupled with legal fees to defend an IRS proceeding, could jeopardize its continued viability.
- Associations will be expected to:
  - Create and maintain board minutes, policies, documents related to governance and fundraising, and reports related to administrative activities. The IRS expects that actions taken by associations in board and committee meetings to be documented.
  - Maintain information concerning the results of their activities and the measurement of their performance of their exempt purposes.
  - Oversee and evaluate staffing needs and to measure the performance of their chief executive.
  - Boards will be expected to meet on a regular basis at pre-announced times with a known agenda and to keep minutes of meetings.
  - Evaluate their effectiveness and performance every three years.
- There will be increased scrutiny concerning the obligation of the associations to keep and maintain complete, current, and accurate financial records. Associations will be expected to implement safeguards to protect member funds, to audit the records of those entrusted with the funds and to conduct an annual review of the association's financial activities by a qualified, independent expert.
- The IRS has recommended an association have an audit committee and employ an outside audit expert whenever it possesses significant funds.
- The IRS expects the local and state associations chartered by USBC to have procedures and policies in place to ensure the activities and operations of the associations are consistent with those of the parent organization. The IRS will use Form 990 to monitor this requirement.
- Prudence suggests that action be taken before criticism is leveled, claims of breach of duty are made or an action is taken to revoke tax exempt status.

<b><i>Form 990 Series Information</i></b>	<b>Form to File</b>
Gross receipts normally $\leq$ \$50,000	990-N
Gross receipts $>$ \$50,000 and $<$ \$200,000, and Total assets $<$ \$500,000	990-EZ or 990
Gross receipts $\geq$ \$200,000, and/or Total assets $\geq$ \$500,000	990

All associations are required to file one of the versions of the *IRS Form 990 (Every Year) - Return of Organization Exempt from Income Tax* based on the association's "gross receipts".

If an organization fails to file a return for three consecutive years, it will lose its 501(c)(3) exemption.



## CHAPTER THREE: ASSOCIATION STRUCTURE

This chapter details USBC requirements for associations regarding charters, association purpose, tax exemption, incorporating, name, jurisdictional area, and dissolution.

USBC is the representative, legislative and executive body with complete and final jurisdiction over chartered associations, its members, leagues, and tournaments.

### Section A. Association Purpose

The purpose of the association is to:

1. Provide equal opportunity for all in the sport of bowling without regard to race, religion, age, sex, sexual orientation, 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. Incorporation

Every USBC association (excluding affiliate associations) will incorporate. Associations must comply with state requirements and maintain their corporate status. This could include yearly filings and fees.

#### Commonly Asked Question – Chapter Three, Section B

##### **3B/1 Why should we incorporate?**

Organizing an association as a nonprofit corporation with a state provides the association with an independent legal identity and limits the potential liability of association officers, directors, and members.

### Section C. Name

The association will submit a name to USBC for approval and will follow the format of:

1. \*\*\*\*\* USBC
2. \*\*\*\*\* State USBC

### Section D. Jurisdiction/Location

Jurisdictional boundaries describe the area, including the centers, assigned to an association. The association will then provide programs and services to the members in the centers in that area. Boundary examples include county lines, state roads, rivers, mountains, etc.

1. Local association jurisdictional boundaries shall include at least one certified bowling center.
2. Each bowling center will be affiliated with one association.
3. Local associations shall only be affiliated with one state association.



4. USBC – Association Development shall:
  - a. Approve
    - 1) Jurisdictional boundary and any changes.
    - 2) Multiple states/local may merge into one state/local association.
  - b. Decide all questions of jurisdiction. The association(s) involved in a jurisdictional boundary dispute shall submit their recommendation(s) to USBC – Association Development. Any appeal of the decision shall be submitted to USBC - Rules.

## **Section E. Association Dissolution**

Associations who no longer have a charter with USBC include, but are not limited to, those that:

1. Have merged with another association.
2. No longer have an active USBC certified center within its jurisdiction.
3. Had its charter revoked by USBC.
4. Chose to dissolve.

Once USBC has terminated an association charter, all assets, including trusts and escrow accounts, must be transferred within 30 days to the association(s) serving its members. If the association does not have an active USBC certified center, the assets will be transferred to the state association(s).

### **Merging associations/no active USBC certified center**

Prior to merging/dissolving and after payment of all bills, lawful obligations and liabilities, the association has the right to assign up to 25% of their funds to:

1. A nationally approved 501(c)(3) organization.
2. The new association to benefit the membership, such as for the women's or open championship tournaments or for scholarships. When earmarking funds to benefit the membership, it cannot be for more than a three-year period.

For information on merging contact your Regional Manager.

### **Charter revoked/other**

Within 30 days of the date of USBC's letter notifying the association of their charter being revoked, an association must:

1. Pay all outstanding bills.
2. Discharge all lawful obligations and liabilities.
3. Transfer all remaining assets to the association that is serving the membership.

USBC has the authority to enforce any/all distributions as stated above.



## CHAPTER FOUR: MEMBERSHIP AND DUES

This chapter explains membership dues and processes.

### Section A. Membership

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

Upon obtaining membership in USBC, each member agrees to be bound by USBC's final decisions involving the interpretation, application, and/or enforcement of the USBC Bylaws, *USBC Playing Rules*, and comply with the U.S. Center for SafeSport Minor Athlete Abuse Prevention Policies and all matters concerning bowling as governed by the USBC, and each member further agrees that such final decisions of USBC shall be conclusive.

#### How Obtained

Adult membership may be obtained through a league, tournament, chartered local association, or via the [Join USBC](#) page on [BOWL.com](#).

Youth membership may be obtained through a bowling center, league, or tournament. When purchasing through a tournament the membership can be processed through Youth Processing or sent directly to IBC Youth Department, 621 Six Flags Dr., Arlington, TX 76011.

#### When Paid

Annual USBC membership dues shall be paid before:

1. **Adult:** Completion of the bowler's first series in league competition. (See Rule 101 in the *USBC Playing Rules Book*.)
2. **Youth:** The bowler's third session of league competition. (See Rule 101 in the *USBC Playing Rules Book*.)
3. **Tournament:** Prior to participation. (See Effective Date below and Rule 300c in the *USBC Playing Rules Book*.)

#### Effective Date

Upon receipt of a membership application and the appropriate dues, membership will be valid:

1. For the season starting August 1 through July 31.
2. Through October 1 of the following season for summer leagues and tournaments. Any youth members who turn 18 during the season:
  - a. Can complete a summer league that goes beyond July 31.
  - b. Are not granted the Oct. 1 extension for tournament play.

For membership to be effective as of the date purchased in a league, the league secretary/bowling center must forward the league membership dues, application cards and league application to the local association or league processor (youth) within 30 days. Otherwise, membership benefits are not effective until the date received at the local association office or league processor (youth).

#### Processing

Membership must be processed to USBC within 20 days of receipt.

When upgrading from basic to standard membership the association would void the basic membership and process as standard.



Youth offers several ways to process youth memberships through associations and centers. Click [here](#) for all the necessary documents and information you may need for youth processing. Click [here](#) for youth FAQs.

Special Olympic bowlers who are participating in a youth or Special Olympics league are processed using the Youth Processing System. Those who are participating in an adult league are processed through WinLABS.

Adult state dues will be distributed by USBC.

## Section B. Types of Membership

### Youth Standard

USBC youth membership is available to individuals who have not reached their 18th birthday prior to Aug. 1 of the current bowling season. USBC youth membership dues may only be changed by the USBC Board based on recommendations from the IBC Youth Committee.

State/local associations are not allowed to charge youth dues. For association championship tournament participation see the *USBC Association Policy Manual*, Chapter Seven, Section B.

For individuals authorized as mentally challenged, the age requirement is waived to bowl in the league. The individual can have youth membership, but please see Special Olympics section for details on our Special Olympic Membership.

The annual USBC Youth Standard membership dues are \$4, state/local association dues are not allowed.

**NOTE:** Effective August 1, 2020, the maximum age for youth membership has changed to 18 years old. For more information click [here](#).

### Adult Standard

The maximum standard national and state membership dues may only be changed by the USBC Delegation. When a bowler joins a local association, he/she shall join the state association. National dues are only paid once regardless of the number of state and local associations in which an individual joins.

Standard membership dues paid annually and are:

<b>National</b>	\$13.00
<b>State</b>	Not to exceed \$5
<b>Local</b>	Determined by the members of the local association at their Annual Meeting.

An adult bowler must pay dues in each association in which he/she applies for membership and/or bowls, except:

- As stated in Rule 100e, Item 2, Mail-o-Graphic Leagues in the *USBC Playing Rules Book*.
- As stated in Rule 100e, Item 3, Traveling Leagues in the *USBC Playing Rules Book*.
- If associations have a reciprocal agreement to waive dues.

Each state/local association will determine the amount of state/local adult dues for its members. State dues is determined by the state delegates and may not exceed the maximums established by the delegates and local dues would be determined by the members. In addition:

1. Dues for men and women must be the same.
2. Youth members, who also buy an adult membership must pay national, state and local dues unless the association waives all or part of its own adult dues. (Refer to Rule 400 in the *USBC Playing Rules Book* for youth eligibility.)
3. Associations will accept payment of annual membership dues in any form approved by USBC.

## Adult Basic

Basic membership is offered **year around** and is available to leagues that bowl 16 sessions or less, including position rounds and playoffs. Basic membership is \$10.00 (\$7 national, \$3 local) **for each short season league joined**. A member may pay additional membership fees to become:

- A member of the state association. A member can choose to pay the state dues.
- A USBC standard member. A member can pay the difference between basic and standard dues to become a USBC standard member. The association would void the basic membership and process as standard.

For basic membership CAQs, click [here](#).

## Collegiate – Adult/Youth

USBC Collegiate membership is available to student-athletes participating on an intercollegiate team. Each intercollegiate team must complete an application for membership and submit the required dues for each student-athlete.

By purchasing a USBC Collegiate membership the student-athlete is entitled to participate in certified USBC Collegiate competition. In addition, the student-athlete will receive an adult or youth national membership.

- When adult national membership is purchased, the student-athlete can participate in adult national tournaments and any other tournament not requiring a specific local and/or state affiliation.
- When youth membership is purchased, the student-athlete can participate in youth national tournaments and all other tournaments unless the tournament is for a specific jurisdiction.

To participate in:

- Adult competition, the applicable adult state/local membership dues must be paid.
- Youth competition, local/state dues are not allowed.
- Junior Gold competition, a Junior Gold membership must be purchased.

Collegiate Bowling averages are not recognized for USBC competition.

## Special Olympics – Adult/Youth

Special Olympics membership is available for youth and adults with intellectual disabilities. Youth Special Olympics members may be purchased using the Online Youth Processing System and Adult memberships are to be processed through WinLABS. The Special Olympics membership is \$10 which provides the special needs bowler the following:

- USBC certified average
- USBC membership card
- Access to the Special Olympics awards package
- Ability to bowl in USBC certified tournaments
- Member and average records on [BOWL.com](http://BOWL.com)
- Training and coaching support from Special Olympic National
- Access to USBC Member Rewards program

Special Olympic bowlers may participate in either USBC Adult or USBC Youth leagues without further national dues. The age requirement for participating in USBC Youth leagues is waived. However, he/she must remain compliant with Rule 400, if participating in a youth league.

Special Olympics members may not participate in both adult and youth leagues at the same time unless the adult league is in compliance with Rule 400.

Special Olympics membership options:



- Special Olympics only – receive the above benefits
- Special Olympics plus local youth fee – receive the above benefits, plus any extra benefits being provided by the association or bowling center (awards, banquets, etc.)
- Special Olympics plus local/state adult dues – receive the above benefits, plus the benefits for being an adult member of the local/state association.

### **USBC Lifetime (National)**

Former ABC Lifetime and WIBC Permanent Membership will be recognized by USBC. USBC will reimburse membership dues for one local association and one state association, per season. A membership application must be filed, each season, through a league or tournament. Membership dues will NOT be credited to the association, nor will the individual have membership unless an application is filed each year. The dues will be credited by USBC to the appropriate state and local associations.

### ***USBC does not currently offer Lifetime Membership.***

**Note:** Associations shall sell the “USBC Life Member (Merged)” product in WinLABS to these members. All USBC Lifetime Members will have a membership ID number starting with the prefix of “1-” or “2-”.

### **USBC Hall of Fame (National)**

USBC shall provide one national, one state association, one local association membership, per season, to all USBC National Hall of Fame Members. A membership application must be filed each season through a league, tournament or [BOWL.com](http://BOWL.com). Membership dues will NOT be credited to the association, nor will the individual have membership unless an application is filed each year.

Membership dues will be credited by USBC to the appropriate state and local associations. When state and/or local dues are waived for USBC National Hall of Fame Members, USBC will credit the next association in which the person submits a membership application.

**Note:** Associations shall sell the “Natl Hall Fame Sort Mrgd” product in WinLABS to these members.

### **Commonly Asked Questions – Chapter Four, Section B**

#### **4B/1 Can a youth have both adult and youth memberships?**

Only an 18-year-old can have both adult and youth membership; however the adult competition must be in compliance with USBC Rule 400 to retain youth membership. For example, leagues where all participants receive a bowling ball/bag/shoes, take a trip or donate all funds to a charity are in compliance with Rule 400 and the 18-year-old can bowl using an adult membership.

#### **4B/2 Can the association charge state and local dues to a youth?**

The USBC local association no longer is mandated to charge a certain amount for business services. The USBC association will have the opportunity to sell their business services to the bowling center for the value decided upon by both parties. This could include services for data processing, providing awards, providing coaching clinics, uniforms, etc.

There are no more youth local dues, or dues caps. USBC associations are encouraged to operate their business as they see fit by pricing services accordingly and building quality local programming. This system is the first of its kind. USBC associations now can take advantage of a free market setting by working with local centers and agreeing on a rate for services. For more details see the [USBC Association How to Guide](#).

**4B/3 Does state membership have to be paid?**

Yes, it is required to join not only USBC national but local and state associations as well.

**4B/4 Can a USBC Youth member join an Adult/Youth league as the adult, or would it affect her eligibility as a USBC Youth member?**

USBC defines a youth as 18 and under with USBC youth membership and adult's as 18 and over with USBC adult membership. Therefore, an 18-year-old can have either membership. The league rules and/or board can determine if an 18-year-old with youth membership can join as the adult. Since the league must follow USBC Rule 400, it would have no effect on her USBC Youth membership.

**4B/5 Is the USBC Lifetime Membership the same as a Life Membership in our association?**

No, the USBC Lifetime Membership was offered to members for purchase. All these members have USBC ID numbers that start with either 1- or 2-. Local Life Memberships are individual products offered by a local association, usually for local Hall of Fame members or other honorary awards.

**4B/5 Our association pays for the memberships for our local Hall of Fame members. Should we process them the same as with National Hall of Fame members using the "Natl Hall Fame Sport Mrgd" product in WinLABS?**

No, that product is reserved for members of the USBC Hall of Fame. State or Local Hall of Fame members whose associations are paying for their memberships as part of their honor should create their own local/state Hall of Fame membership product in WinLABS, as the national and state dues must still be paid.

## Section C. Membership Upgrades

The following are membership upgrades to USBC Youth Standard membership. A bowler who applies for the upgrades below must have current USBC Youth Standard membership.

### Junior Gold - Youth

The USBC Junior Gold membership will be available to all youth who have a current season youth Standard membership and maintain compliance with Rule 400. An upgrade can be purchased by paying an additional fee of:

1. U15/U18                      \$30
2. U12                            \$10 (Available only to those whose birthdate is 8-1-2009 or later.)

### Junior Gold – Adult

The USBC Junior Gold Adult Membership will be available to Standard members with birthdates between 8-1-2001 and 7-31-2003.

### Junior Gold - Membership is valid

1. For the season starting Aug. 1 through July 31.
2. Through Oct. 1 of the following season for summer leagues.

Junior Gold membership must be purchased prior to entry into a qualifying event for the [Junior Gold Championships](#).

## Section D. Optional Benefits

### USBC National:

1. May offer optional benefits for members, at dues reflective of the value of services provided by USBC, state and/or local associations.
2. May offer optional benefits for men, women and youth bowlers who choose to be identified with USBC. Dues will reflect the level of membership privileges, services and benefits provided.
3. Determines dues for USBC and establishes the maximum amount of state and local dues only for optional benefits.

The association must offer all levels of membership as established by USBC.

USBC is authorized to test optional benefits prior to offering them, and to waive those specific bylaws, rules and regulations required for testing and implementation.

### State/Local Associations

1. May offer additional optional benefits for members at cost reflective of the value of services/products provided by the association.
2. When offered, the details would be placed in the *Associations Operations Manual*.
3. Can only waive or change their own dues. USBC national dues and state or local dues not within their jurisdiction cannot be changed.
4. May decrease their own dues to provide discounted dues to specific groups of members.
5. Must offer Standard membership and it would be up to the member to determine which membership to purchase.

## Section E. Youth Membership Eligibility – Rule 400

USBC Youth membership is available to individuals who have not reached their 18th birthday prior to August 1 of the current bowling season and have maintained compliance with Item “a” below. Individuals who purchase Youth membership in a summer league and turn 18 prior to August 1 will be allowed to complete the summer league.

- a. Except as provided in Item b, a youth may not bowl, substitute or pace in any bowling activity which offers any of the following as prizes:
  1. Cash or bonds.
  2. Merchandise exceeding \$500 in value.
- b. Youth may bowl in singles competitions (including side competitions/brackets) offering such prizes, provided, prior to bowling:
  1. The youth and parent/legal guardian sign the Consent Form (See BOWL.com/Rules)
  2. The competition agrees to award the youth's prize in the form of a scholarship; or
  3. The youth can waive his/her right to any prize in violation of this rule.

In youth competition, youth members may participate in side competitions/brackets provided all entries are returned 100% in the form of scholarships only and awards comply with Item a.

Buying or selling of earned prizes is prohibited.

Any youth bowler deemed in violation of this rule is subject to disciplinary action including the potential loss of youth membership.

**NOTE:** USBC has no limits on:

1. Scholarship amounts



2. Entry fees (must be paid directly to the tournament director/manager)
3. Reimbursements of actual travel expenses into the next higher level of competition or any tournament or event (Receipts must be provided upon request)
4. Prizes authorized by a grade/state high school athletic association, or a collegiate athletic association recognized by USBC and USBC Collegiate.

It is the responsibility of the student-athlete participating in high school sports to know what prizes/awards could violate amateur status rules established by their high school athletic association.

The prizes authorized by a state high school athletic association, or a collegiate athletic association recognized by USBC and USBC Collegiate are not subject to the limitations of this rule.

## CHAPTER FIVE: BOARD OF DIRECTORS

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

### Section A. Structure

1. The officers and directors constitute the board of directors.
  - a. The association manager is not a member of the board of directors, unless elected/appointed to a director position.
  - b. The association manager may not be elected/appointed as an officer.
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; however, those individuals will not be considered members of the board. (i.e. assistant office manager, committee and auxiliary members, etc.)
4. Life or other honorary members are not members of the board, unless elected or appointed as an officer or director.

USBC shall have the authority to suspend, expel, or otherwise discipline for cause, officers or directors of the association.

#### Commonly Asked Questions – Chapter Five, Section A

**5A/1 Is a life member on the board?**

No, unless elected to a director or officer position, or appointed by the board.

**5A/2 Can a life member attend a closed board meeting?**

No. When life members attend the board meeting, it becomes “open” to all members without voice or vote.

**5A/3 Should we give the minutes from our board meetings to members?**

Business conducted at board meetings often contains confidential information. For this reason, if board minutes are requested by a member, only portions of the meeting minutes deemed non-confidential can be released. The release of any portion of the board minutes requires board approval. Keep in mind, minutes really do not have a lot of details. See [Meeting Components](#) on the ARC page of BOWL.com

### 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. Enforce the bylaws and comply with the *USBC Association Policy Manual*.
2. Select/appoint the association manager and approve committee and auxiliary members.
3. Ensure the association has an active e-mail account, to be maintained and regularly monitored.
4. Implement USBC programs as requested.
5. Provide reports as required by USBC.
6. Be aware of bonding, burglary, and hold-up insurance from USBC, as well as the need for general liability insurance, and local and state officers and directors liability insurance.
7. Establish partnership with proprietors.

### Events



1. Conduct championship level competition for its membership constituency.
2. Adopt tournament rules, or authorize a committee (See Chapter Seven, Section B, Association Tournaments)
3. Determine the procedure for selecting the championship tournament site(s).
4. Choose the date and location of the association annual meeting.

### **Financial**

Overseeing the financial responsibilities of an association is one of the most important responsibilities of the board. To significantly decrease the risk of funds being misplaced or mishandled, the board should maintain an active role in providing checks and balances.

As outlined in its duties, the association board is responsible for establishing procedures for handling funds. It is the association manager that predominately handles the day-to-day financial operations of the association based on the established procedures.

It is important to ensure all financial activities and record keeping are kept current. In addition, meticulously recording all transactions is a necessity in allowing for thorough verifications and audits.

#### **Board responsibility**

1. Establish annual local/state dues up to the amount set by the membership/delegates.
2. Determine association adult optional member benefits and cost. Cost may exceed the maximum amount established by the membership/delegates and/or USBC Delegation, to reflect the value of services/products provided by the association.
  - a. Standard membership dues must be available. Each member would decide if he/she wants to purchase standard membership, or association's optional membership(s).
  - b. If the board wants to lower their dues for seniors, etc., see Article IV of the association bylaws.
3. Establish a procedure for the handling of funds which includes:
  - a. Approve the financial institution(s), which must be federally insured or its equivalent.

The most important consideration when deciding on a financial institution is to be federally insured by the Federal Depository Insurance Company (FDIC), or its equivalent. To be federally insured means accounts held at that particular financial institution are insured by a federally supported program up to \$100,000. To check if your association's bank is federally insured, click [here](#).

All association accounts must be maintained at an insured bank or credit institution, in the name of the association. Associations are not permitted to use in-house banking.
  - b. Ensure statements for all association financial accounts are mailed to the president. If online banking is used, the president must have their own access code.
  - c. Comply with bonding requirements. (See Chapter Fourteen.)
  - d. Approve the signatures for the financial account of at least two individuals (officers/directors/association manager) authorized for withdrawals. Signers on accounts, contract and/or official documents must be a minimum age of 18, unless state laws mandate a specific age.

In choosing signatories for withdrawals, the board must first satisfy bonding requirements before considering convenience. To ensure bonding protection of association funds, signatories on an association account must:

- 1) Be current board members, at least 18 years of age, and not immediate family members.
- 2) Have at least two signatures on all withdrawals.



Associations are encouraged to allow more than two board members to serve as signatories as this allows for greater flexibility. If one individual is out of town, etc., money can still be withdrawn.

An association may face a situation in which a payment or withdrawal must be made in an expedient manner. For this reason, convenience should be a consideration when board members are chosen to act as a signatory.

Making financial decisions based exclusively on convenience, however, is not advisable. A board should never authorize, for example, checks to be pre-signed.

- e. Approve an individual(s) to sign contracts who is at least 18 years old.
- f. Ensure all money is deposited within seven days.

It is the board's responsibility to verify deposits and ensure the association manager is keeping meticulous records of money received by the association. If the association manager is not issuing a receipt for all money paid to the association (as required), verifying that all money has been deposited will be virtually impossible.

To verify all money has been deposited, a record of deposit must be compared to all receipts issued. Furthermore, the deposit date should be compared to the date of each receipt to verify deposits were made within seven days. Should the money and receipts not balance, the association manager should be able to provide documentation of the difference.

- g. Authorize all expenditures which can include electronic transfers of routine bills, which only need initial authorization.

When making decisions regarding money, board members are obligated to keep in mind the association purpose and the best interest of the members.

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

Many expenditures an association faces are routine – for example, if an association maintains an office, it may incur property taxes, rent, utility bills, etc. The payment of routine bills only need to be authorized by the board once and noted in the meeting minutes. This also would be recorded not only in your minutes, but in your association Operations Manual.

For initial authorization, the board could approve the following:

- 2) At the board meeting on (date), the board approved the following routine expenses:
  - a) Mortgage/Rent (amount)
  - b) Property Taxes (amount)
  - c) Electric (amount)
  - d) Gas (amount)
  - e) Water (amount)
  - f) Phone (amount)
  - g) Internet (amount)
  - h) Cleaning (amount)

Despite this, board members should continually keep themselves informed of these costs, and immediately question any discrepancies and/or something not accounted for or approved by the board.

Paying all bills/invoices is the responsibility of the association manager. However, before payment may be made, the association manager must receive an authorization from the

board to do so. Requiring authorization ensures the board maintains financial restraints on money going out of the association.

To enable financial transactions to occur smoothly and on time, the association manager and board may develop an "authorization agreement." For example, an agreement could grant a blanket authorization for specific expenditures within the allocated budget, if any, or expenditures up to a specified dollar amount. Even if an "authorization agreement" exists, a review of these expenditures should still occur. The president's monthly verification of accounts may serve as a good opportunity for this.

#### *Communicating Changes in Expenditures*

The association manager will likely have the most knowledge in regard to the cost of any and all association expenditures. He/she should keep the board informed of these costs, as well as any expenditure which undergoes a significant change. This information may have an impact on decisions made by the board. For example, the board should be made aware of a significant increase in the cost of printing an association yearbook, as this information may lead to an adjustment in the upcoming budget, or discussion on choosing a different company to handle the yearbook printing in the future.

#### 3) Debit/Credit Cards

The use of a debit card by an association is **NOT** recommended due to the ease and nature of potential misuse, especially since cash easily can be accessed without authorization.

If a debit/credit card is used, it should be approved by the board prior to utilization. If the practice of using a debit/credit card is implemented, the statement can be reviewed by the board monthly to ensure proper use.

- h. Ensure scholarship funds are deposited into USBC's SMART program within 30 days of completion of the league or tournament, or academic/meritorious accomplishment.
- i. Ensure all required financial reports are filed. (IRS, payroll taxes, state taxes, etc.)

The board has a responsibility to familiarize themselves with the specific Internal Revenue Service (IRS), payroll, state, and local forms/reports that are required of the association and ensure the association manager files all applicable documents in a timely manner.

Choosing not to verify all applicable forms/reports have been filed is a significant risk as a board member. If the IRS performs an audit on the association and determines money is due, each member of the board can be held legally responsible.

To familiarize yourself with the most common IRS and payroll forms that apply to 501(c)(3) organizations see [Tax Requirements](#) on the ARC.

- j. Ensure the president verifies the association accounts monthly.

While the president verifies association accounts monthly, the board provides an extra financial check by ensuring this verification takes place. Asking the president to provide a summary report of his/her findings is one method of satisfying this duty.

Ensure statements for all accounts are provided or available to the president either by mail, email or by having access to any online banking features necessary. If online banking is used, the president must have their own access code.

- k. Establish a procedure for a yearly examination and verification of all the organization's financial documents and accounts. (Quarterly examination of the organization's financial status is recommended.)

**Note:** It is a USBC requirement that an association, at a minimum, completes an audit with an outside provider (See Chapter Eight.) on an annual basis. An outside provider is comprised of anyone that is not a member of the board of directors or a family member. A committee can be appointed if they meet these requirements. In no way does this mean the association must hire a certified public accountant or must pay for the financial review if it cannot afford one.

USBC does suggest an association complete regular internal audits in addition to the required annual outside audit:

- Quarterly
- When you have a new association manager or president
- Prior to merger or dissolution

### Records and Property

1. Approve a procedure for retention of records which must include the financial records and all required records of all former organizations. See [Record Retention Guide](#). Maintain records of all those previously honored, such as:
  - a. Hall of Fame members.
  - b. Honorary members.
2. Oversee 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.

### Mailing to Members

Approve requests by a center or another entity for a special mailing to the membership. The membership list must be retained by the association and the mailing must be made by the association or a bonded mailing service.

1. For multiple center requests, the association must receive written approval from each center prior to the mailing. If a center does not provide written approval, his/her center's bowlers must be excluded from the mailing.
2. Approval is not required if:
  - a. Center is requesting their own mailing.
  - b. Association mailings, such as state or local tournament promotions.

### Averages

Final averages, including scores from playoffs and sweepers, must be submitted at the end of league competition. Averages must be entered within 20 days of receipt and for the season in which the league is certified. Bowlers in leagues that cross over seasons will not have an average for the season in which the league starts until the league is completed.

1. Provide each league secretary with the USBC ID number of each participant in the league prior to the end of each league's schedule.
2. Regardless of the number of games, process all averages, including pin total and number of games bowled in WinLABS or a system approved by USBC.

**Note:** Associations cannot set an average cutoff date. All league scores, including those bowled in playoffs and roll-offs, must be included in a league average

**Procedures**

1. Re-rate the league average of an association member when there is evidence the bowler's average does not represent the bowler's true ability. (Local).
2. Conduct suspension and reinstatement hearings if requested by USBC – Rules. Render a final decision on all protests and disputes within the association, unless appealed to USBC – Rules

**Commonly Asked Questions – Chapter Five, Section B****5B/1 Is my association required to hold a championship tournament?**

Yes, all associations (except Affiliates) are required to hold annual championship tournaments.

**5B/2 What type of tournament are we required to hold?**

Open Championship, Women's Championship, and a Youth Championship tournament at a minimum. Affiliates also are encouraged to hold championship tournaments for their members.

**5B/3 Can we use scores from league for our championship tournaments?**

No. Championship tournaments are required to be a bowled event. Using scores from league would make it a Mail-o-Graphic event, which is not allowed.

**5B/4 If we bowl our championship tournament on league night, can we use those scores for league play also?**

No. Leagues and championship tournaments must be bowled events. Using scores from tournament play for your league would make it a Mail-o-Graphic event, which is not allowed.

**5B/5 We want to hold our championship tournament during league nights, but we have more than one bowling center. Can we do this?**

Yes. Please see 5B/3 and 5B/4. Also, this format would require prize money collected to remain with each center. The association can declare co-champions for each event or require the champions to have a playoff. Money collected in expenses could be used for lineage and prizes in the playoff.

**5B/6 What are the timeframes for record retention?**

Associations are required to maintain all records as well as those from the former organizations (ABC/WIBC/YABA). For the timeframe for retention of specific items see [Record Retention Guide](#)

**5B/7 What is the purpose of the audit?**

To instill a sense of confidence the business is functioning properly and to maintain the association's reputation within the community. Also, to review management policies and procedures, analyze the flow of transactions and their related internal controls and to work with management in suggesting and implementing solutions, when needed.

**5B/8 Why must an audit be done?**

All businesses should audit their books as a part of good business practice. Also, for bonding purposes, USBC requires the association, at a minimum, completes an audit annually.

**5B/9 When should an audit be conducted?**

- Yearly, after July 31 (mandatory).
- Quarterly.
- Change of association manager, president, or officer on account.
- Dissolving or merging.
- Bills are not being paid.
- Checks are not being deposited.
- Account shows association Non-sufficient Funds (NSF) charges.

**5B/10 Can bills be paid online or how do we get two signatures.**

The association board has the authority to authorize legitimate expenses such as rent, phone, electric, etc., to be paid via electronic means each month. Initial authorization could be given at a board meeting, or warrants can be used. Authorization given, and any restrictions should be in the *Associations Operations Manual*.

**5B/11 Can the association have a credit/debit card in its name?**

Yes. Keep in mind this is not recommended, as too many things can happen such as:

- USBC's bonding insurance does not cover loss by credit/debit card.
- It is easy to misuse credit/debit cards.
- Cash can be taken out of the account. Some banks will put restrictions on cards to not allow cash withdrawals.
- All expenses must be approved. If a card is used and the expense is not approved, the person would be required to return the item or pay the expense.
- All withdrawals must have two signatures, so a system would have to be in place for the use of a credit card.

All details on debit/credit cards should be in the *Associations Operations Manual*.

**5B/12 Can I use my personal credit/debit card for association purchases?**

Yes, however the expense must be approved by the board and reimbursement policy would apply, which should be in the *Associations Operations Manual*.

**5B/13 Can an association charge Non-Sufficient Funds (NSF) fees on checks?**

Yes, but not over and above what is charged by their bank, except if it is written into tournament rules.

- The fee information should be included in the *Association Operations Manual*, including when an additional fee is charged.
- Tournament rules should include the fee; if no rule, only the bank charge is allowed.
- League secretaries who use personal credit/debit cards can be charged NSF fees; however, when a personal card is used, this could be cause for the filing of a complaint for possible malfeasance, since these funds are required to be deposited into an account in the name of the league.

**5B/14 Our bank does not require or watch for two signatures. Do we still have to have two?**

Yes. USBC's bonding insurance policy requires two signatures. So, regardless of whether your bank requires it, you must get two signatures on all withdrawals. When one signature is used, it may affect the bonding coverage by a 50% reduction.

**5B/15 Must scholarship funds be deposited with SMART within a specific time frame?**  
Yes, within 30 days of the completion of the league or tournament, or academic or meritorious accomplishment.

**5B/16 What authority does an association have with respect to leagues within its jurisdiction?**  
Since each league is governed by its own board of directors in accordance with Rule 103b, associations may not dictate to them regarding adopted rules, etc.

**5B/17 Should association officials attend league meetings?**  
Association officials may, if invited, sit in on league board meetings where important issues are being discussed. They should act in an advisory capacity, answering any questions regarding procedures the league must follow. We also recommend attendance at league organizational meetings to answer questions related to USBC.

**5B/18 Can a board member (including association manager and office staff) use the membership database, association equipment or information for personal use?**  
No. This is a business and as such the association owns the data, programs, equipment, etc. However, the board can authorize their use.

## Section C. Board Eligibility

In addition to the eligibility requirements in the association's bylaws, the following applies:

1. A candidate for the board (elected or appointed) must be:
  - a. Individuals eighteen (18) years of age and over must be approved through the Registered Volunteer Program prior to working with youth, or within 45 days after taking office, whichever occurs first. RVP Program consists of:
    - 1) USBC Membership
    - 2) Current with SafeSport training
    - 3) Approved background check through NCSI for USBC
    - 4) Adhere to the policies and codes found in the *Athlete Safety-RVP Handbook*.
  - b. Bondable by USBC (if at least 18 years of age). For more information, see bonding in the Insurance Chapter Fourteen.
2. When a director resigns from the board or fills a vacancy, and has served more than half of a term, that director is considered to have served a full term.
3. If association policy allows the association manager may be elected as a director, NOT an officer.
4. A maximum of three bowling center proprietors may serve on the board at one time. A proprietor is defined as an individual who is the owner, partner, or corporate officer of a bowling center or group of bowling centers. (Please refer to your bylaws for further information.)
5. Representation on the state board from local associations is not limited, unless otherwise specified in the state bylaws. If limited:
  - a. The first local association the individual joins, within the state, will be the determining factor in applying the limitation.
  - b. An officer or director who changes residence shall not be required to relinquish office until the term expires unless:
    - 1) A written resignation is received.

- 2) Disciplinary action or the removal procedures are instituted in accordance with the procedures in Chapter Sixteen.
6. Membership is not renewed by Oct. 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.
7. Being an auxiliary board member may not be used as an eligibility requirement for election to the board.

**Note:** Adult/youth officers, 18 years of age and older must be Registered Volunteers.

### **Commonly Asked Questions – Chapter Five, Section C**

**5C/1 Can a life member serve on the board?**

Yes, only if elected, or appointed by the board.

**5C/2 Can an individual who has been convicted of a felony run for a position on the board?**

No, a board member must be bondable. USBC has a blanket bond for the entire board and USBC's surety company will not extend coverage to any individual who misused funds in the past or has been convicted of a felony.

**5C/3 Must an appointee meet the same eligibility requirements as an elected person?**

Yes, USBC requires appointees to meet the same eligibility requirements.

**5C/4 How do we remove a board member who is no longer eligible to serve on the board?**

First, ask for their resignation. If that doesn't work, follow the procedures in Chapter Sixteen, Section E.

**5C/5 What eligibility can/cannot we require of a board member and where is it placed?**

*Association Operations Manual*

- Attend a specific number of meetings to maintain eligibility as a board member
- Not bowl in a non-certified league
  - Board members should be supporting USBC and the association and should not bowl in non-certified leagues or tournaments.
  - However, if the association board member joined to help the league learn about USBC and possibly change their minds, this might be in the best interest of the association.

*Local/State Bylaws (Must be approved by members/delegates)*

- Individuals eighteen (18) years of age and older must be a Registered Volunteer prior to submission of application for the board.

*Cannot require*

- Must bowl in a USBC league? No, a candidate for the board must be a USBC member in good standing of the association at the time of election and throughout their term.
  - Youth bowlers running for the board must bowl in a league under the jurisdiction of the association because USBC youth memberships are not tied directly to any specific local/state association.

## Section D. Elections

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

1. Board members remain in office until their successors take office.
2. Terms of office begin Aug. 1 following the election, unless another date is specified in the bylaws. If another date is adopted, it is to be adopted into the bylaws, Article V, Section D.
3. The president, vice president(s), and sergeant-at-arms (optional) positions shall be voted on separately and consecutively beginning with the highest office to be filled.
4. When only one candidate has been nominated for a position, they may be elected by acclamation.
5. 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. If elected, the old position would be considered a vacancy.

### Commonly Asked Questions – Chapter Five, Section D

**5D/1 Is there a time limit on when qualifications for nomination can be submitted?**

The state association bylaws require qualifications be submitted in writing at least 24 hours, or up to seven (7) days prior to the opening of the annual meeting, as determined by the delegates. The state can set a different timeframe of less than 24 hours but cannot go greater than seven days. There is no required time limit for the local associations.

**5D/2 How many officers/directors are we required to have on our board?**

You must have (at a minimum) a president, a vice president and one director. You must also have an association manager, who is not part of the board unless elected/appointed as a director. The number of officers/directors on your board is set in Chapter Five, Section A of the bylaws. This number is controlled by a vote of the membership/delegates at your annual meeting.

**5D/3 Our association doesn't have the money to pay for our board members' RVP but we don't want to leave it to them to pay. Is there anything we can do?**

Associations should consider fundraising options to pay for their board members (and/or to help league officials too) RVP. It could be done in many ways including raffles, donations, selling of merchandise or many other options. For more options, please check the [Fundraising Ideas and Resources](#) document on the Marketing and Promotions page in the ARC.

**5D/4 Can a person who is absent be nominated for a position?**

Yes. Per Robert's Rules of Order, Newly Revised, 11th Edition or newer, the nominee does not have to be present to be nominated and elected. If the person has not consented to the candidacy, is elected, and declines the position, a vacancy is declared, which is filled by the president with board approval.

**5D/5 Are nominations from the floor required?**

Yes. The USBC state and local bylaws require associations to call for nominations from the floor. However, the nominee must meet the eligibility requirements. If the association requests written qualifications to be on record, a short recess can be called so the nominee can complete a qualifications form.

**5D/6 When electing the officers, what if there is no majority vote reached on the first ballot?**

If a majority vote is not reached on the first ballot, the candidate receiving the lowest vote total is dropped and balloting continues until a candidate receives a majority vote.

**5D/7 What is the difference between majority and plurality?**

**Majority:** One vote more than half of the votes cast. Example: If 10 people are present and 7 vote (this would include "yes", "no" and "illegal" votes) you need four votes. If all 10 vote, then six votes are needed for a majority.

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

**5D/8 When is a voice vote used in an election?**

If only one nominee is running for an open position.

**5D/9 If a voice vote is used and the nays outweigh the ayes, what happens?**

The position will be considered vacant and filled by the president with board approval.

**5D/10 How are officers elected?**

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

**5D/11 How are the directors elected?**

Directors may be elected by majority or plurality. This is determined by the bylaws.

**5D/12 What if there is a tie for the lowest vote total?**

A revote is taken and if a tie remains, voting will continue. After several rounds of voting, the chair could declare a vacancy to be filled by the president with board approval, but the voting body can request to continue voting.

**5D/13 What should we do with the ballots?**

Once the meeting is over the ballots should be destroyed unless there has been a protest.

**Section E. Election Protest**

Protests should 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 - Rules 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 chairman prior to the elections. If there is no timely protest, the election stands.

**Commonly Asked Questions – Chapter Five, Section E****5E/1 When should a protest be filed?**

- At the time of the action. When someone believes something is wrong, it should be questioned at the meeting. The presiding officer should review the issue, with others, and render a decision
- Within 15 days of the meeting
  - Action was not corrected when addressed at the meeting
  - If the infraction is found after the meeting, but within 15 days

**5E/2 Under what circumstance may a meeting and/or election be protested?**

- Decision(s) made, or election held, and no quorum was present
- Vote count announced, and a motion is approved, or a candidate is declared elected, but a majority vote was not received. (Plurality method does not apply)
- A candidate met the eligibility requirements but was denied the right to run. Example: Individual had association membership, but it could not be found at the time of the election
- A candidate did not meet the eligibility requirements
- Individual was eligible to vote but was denied the right to vote. (Depending on the outcome, this one vote may or may not make a difference)
- Meeting notice was not proper

**5E/3 If no quorum was present and a decision is made, or the election took place does a protest have to be filed?**

Yes, a protest would have to be filed within 15 days, or the action stands.

**5E/4 What if eligibility is not met at the time of election and it is past 15 days?**

Election stands. However, if no membership the individual would be required to purchase membership. If not, then a written complaint can be filed with an officer to have the person removed following the removal procedures in Chapter Sixteen. If the person purchases membership, no action.

**5E/5 How does the president/chairman handle a verbal protest at the meeting?**

- Listen to the issue.
- Eligibility of a candidate – ask others if they know information.
- Ask the voting body to render a decision. Vote on the protest issue.
- Make a ruling

**5E/6 After the president made a ruling on a protest, it was clear the voting body did not agree. Could they have done something?**

Yes, while the president conducts the meeting and renders decisions, the voting body can vote on the issue.

**Section F. Resignation, Removal and Vacancies**

In addition to the USBC Bylaws and Chapter Sixteen, Association Suspension Procedures the following applies:

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

1. A written resignation is received.

2. Disciplinary action or the removal procedure is instituted in accordance with the procedures in the USBC Bylaws and Chapter Sixteen.
3. Membership is not renewed by Oct. 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.
4. Removal for RVP Non-Compliance. When a board member is determined to be not in compliance with the USBC's RVP policies, the member will be immediately declared ineligible and removed from the board with the position being declared vacant. No board action is required to remove the member from the board. The member will become eligible for re-election and/or re-appointment to the board upon notification from USBC of a change in their status.

#### **Commonly Asked Questions – Chapter Five, Section F**

**5F/1 If an officer or director is convicted of a felony, can he/she be removed from the board?**

Yes, according to the USBC bylaws, a board member must be bondable. (See Chapter Sixteen, Section E for removal procedures.)

**5F/2 Must an appointee meet the same eligibility requirements as an elected person?**

Yes, USBC requires appointees to meet the same eligibility requirements.

**5F/3 Who replaces the association manager when there is a vacancy?**

The board is responsible for selecting or appointing the association manager.

**5F/4 How do we remove a board member?**

First, ask for their resignation. If they do not resign, follow the procedure in Chapter Sixteen, Section E.

**5F/5 Can a board member who has been removed be reinstated?**

Yes, provided he/she obtains the written consent of two-thirds of the full board.

**5F/6 How do we handle resignations?**

The resignation should be in writing and specify the date of resignation, which can be "immediately". The board fills vacancies in the president's position. All other vacancies are filled by the president, with board approval.

#### **Section G. Hierarchy of Governing Documents**

Associations are governed by the documents in the following order. Should a higher ranking document contradict with a lower-ranking document, the higher-ranking document should be adhered to.

1. Federal Laws
2. State Laws
3. Local Laws
4. Articles of Incorporation
5. USBC Bylaws
6. *USBC Association Policy Manual*
7. *Association's Operations Manual*

8. *Robert's Rules of Order, Newly Revised*, 11<sup>th</sup> edition or newer

**Commonly Asked Questions – Chapter Five, Section G**

**5G/1 What are the Articles of Incorporation?**

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

**5G/2 If our state has an “open meeting” law, is our board required to abide by it?**

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

**5G/3 What if a law in my state conflicts with the USBC Bylaws or USBC Association Policy Manual?**

The Laws of Incorporation of the state take precedence.

**Section H. Diversity**

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

**Section I. Life Members**

Individuals who have been recognized by their former ABC/WIBC/YABA associations as honorary members will retain their titles of life member or member emerita of the former ABC/WIBC/YABA association. These honorary members are not members of the board of directors unless they are elected to one of the board positions.

The 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 may not include automatic board participation.

**Commonly Asked Questions – Chapter Five, Section I**

**5I/1 Can a life member serve on the board?**

Yes, only if elected or appointed by the board.

**5I/2 Can a life member attend a closed board meeting?**

No. Once life members attend the board meeting it becomes “Open” to all members without voice or vote.

**Section J. Conflict of Interest**

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. Look out for the associations and member’s best interest, not his/her own.
2. Not experience personal gain from his/her position as a member of the board.



3. Not participate in the decision making process if the decision affects that individual. Example: If voting on a host center for the association tournament, any interested board member(s), especially a proprietor member of the board, should not vote and should excuse themselves from the discussions.
4. Maintain confidentiality in all matters of the board.

## **Section K. Expenses**

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

### **Commonly Asked Questions – Chapter Five, Section K**

#### **5K/1 What is a “per diem”?**

Per diem is the allowance for lodging (excluding taxes), meals and incidental expenses. The General Services Administration (GSA) establishes per diem rates for destinations within the continental United States. Please visit the [government per diem](#) page to find the rates. Click on the state you need to view that state's rates.

#### **5K/2 Can delegates receive per diem to attend the state and/or national convention?**

Yes, a per diem can be used.

#### **5K/3 What is a reimbursement, and must a delegate turn in receipts from the trip to a convention?**

Reimbursements can be given for actual business expenses, without tax consequences to the individual if:

- Expense is related to the business or purposes of the association, and
- Individual submits evidence of such expense (receipts).

#### **5K/4 Does a reimbursement have to be reported as income?**

Only if it exceeds the actual expense.

## **Section L. Auxiliary Members**

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For the purpose of training and educating a potential board member, the association board may implement an auxiliary board member program.

The auxiliary members perform specific duties for the association, as determined by the board, and:

1. Are appointed by the president with board approval. An association may not use being an auxiliary board member as an eligibility requirement for election to the board.
2. Attend board meetings with voice only and no vote. The auxiliary member(s) must be excused from the board meeting when confidential or legal business is discussed (i.e. hearings, performance reviews, etc.)
3. Auxiliary Members should:
  - a. Serve on committees.
  - b. Provide special reports at the request of the board.
  - c. Participate in league training.
  - d. Serve as an association representative and distribute awards.

- e. Participate in running tournaments and events for the association.

**Commonly Asked Question – Chapter Five, Section L****5L/1 What are the eligibility requirements to be an Auxiliary Member?**

An individual must be a USBC member of the local association, in good standing when appointed and throughout his/her term. They should not have served on a previous state or local association board.

**Section M. Other Requirements****1. Registered Volunteer Program**

The United States Bowling Congress' Athlete Safety Program combines the U.S. Center for SafeSport Minor Athlete Abuse Prevention Policies (MAAP's) and USBC Registered Volunteer Program into one program. The program is designed to create awareness about emotional, physical, and sexual abuse through education and safety policies.

The USBC Registered Volunteer Program accomplishes two very important goals:

- Everyone deserves to participate in sports free from bullying, hazing, sexual misconduct or any form of emotional or physical abuse. USBC's Registered Volunteer Program is designed to ensure all who work with youth members are dedicated to that objective.
- Individuals eighteen (18) and over must be approved through RVP for every state and local board member, every youth committee member, plus all USBC Youth tournament managers.

It requires all volunteers, 18 years of age and older, who have regular contact with USBC youth bowlers to have gone through a mandatory criminal background screening designed to remove and/or discourage those who might harm our kids.

It includes a training component, through SafeSport.org, so those who work closely with youth members can recognize if an athlete is being abused, learn how to prevent abuse and how to respond, if abuse has happened.

Anyone 18 years of age or older who has regular contact or authority over USBC Youth members and those individuals within USBC governance structure are required to complete the SafeSport training and possess their RVP certification. Specific roles or positions within USBC require compliance. Those roles are:

- USBC Nationally
  - Headquarters employees and interns
  - Officers and Directors
  - Youth Committee members
  - Team USA coaches and trainers
  - Team USA and Junior Team USA athletes and alternates, training partners, and guides
  - Volunteers
  - Independent Contractors
- State and Local Associations
  - Officers and Directors
  - Association Managers
  - Youth Committee members
  - Board Members

- USBC Youth league officers
- USBC Adult/Youth and Youth tournament managers
- USBC Trained Coaches

For anyone **seeking to complete** the RVP process, they first must complete the SafeSport education. Once USBC receives notification a person has completed SafeSport training, it will direct the applicant to complete the background screening portion through the National Center for Safety Initiatives (NCSI).

The background check process also is done online, and NCSI does charge a fee of \$30.00 (a \$1.25 processing fee may apply) to cover its costs to perform the required checks.

- a. See [BOWL.com/RVP](http://BOWL.com/RVP) for details and:
  - 1) [Athlete Safety-RVP Handbook](#)
  - 2) [Frequently Asked Questions](#) (these may change frequently)
  - 3) [Policies](#)
  - 4) [Code of Conduct](#)
  - 5) [Safe Sport authorization Act of 2017](#)
- a) **Current board members** – if an association board member is not a Registered Volunteer, USBC will remove them from your board. A message will be sent through WinLABS notifying the association there is a vacancy.
- b) **Newly elected board members** – must be compliant with RVP requirements prior to working with youth or within 45 days from the start of their term, whichever occurs first and throughout their term. If not, USBC will remove them from your board and a vacancy is declared. A message will be sent through WinLABS notifying the association.
- b. Prior to participating in a USBC Youth activity individuals eighteen (18) years old and older must:
  - 1) Complete the U.S. Center for SafeSport training
  - 2) Pass a background screen through the National Center for Safety Initiatives (NCSI)
  - 3) Be a USBC member in good standing
- c. Report any child abuse, including sexual abuse, to the U.S. Center for SafeSport and USBC
- d. Adhere to the USBC Registered Volunteer Prevention Policies
- e. Adhere to the USBC Registered Volunteer Code of Conduct

## 2. Supply Distribution

Associations must develop a supply distribution system that best fits the needs of the leagues. Supply orders generally become available during the month of May for the new fall season. If you need extra supplies during the season, please email [supplies@bowl.com](mailto:supplies@bowl.com)

## 3. Logos

- a. The USBC logo is trademarked. Any use of the USBC logo must be approved by USBC - Marketing. Associations may not license the use of the USBC logo or trademarks (i.e., related graphics such as the logo for [BOWL.com](http://BOWL.com), USBC tournaments, departments, etc.) to any third party.
- b. The USBC association logo templates must be used when creating an association logo. Associations that want to customize association logos must submit the proposed logo to their [Regional Manager](#) for approval before printing or digitizing.
- c. When creating new (or reordering existing) association apparel, pins, etc., that include a logo, your USBC association logo must be used. If logos are not used on these items, it is acceptable to only use your USBC association name without the logo.



- d. The primary and secondary USBC youth logos are trademarked and may not be altered. All use of USBC youth logos must be approved by USBC by emailing a request to [marketing@bowl.com](mailto:marketing@bowl.com).

#### 4. **Recognition**

USBC associations are required to:

- a. Solicit input and submit names of individuals deserving national, state and/or local recognition.
- b. Provide USBC with appropriate information, as requested.

#### **Commonly Asked Questions – Chapter Five, Section M**

##### **5M/1 Can we create an association logo for ourselves?**

Yes, but it must be approved by USBC for use. All logos must be consistent with USBC branding policies to be approved. Please contact your [Regional Manager](#).

##### **5M/2 How do we start our association Hall of Fame?**

If a USBC association wishes to start a Hall of Fame, there are no specific rules and regulations, but the board should consider several points. For more information and sample guidelines, please go to [Guidelines for Establishing a Hall of Fame](#).

##### **5M/3 Where can a member find their current status regarding RVP/SafeSport?**

Current membership, SafeSport and RVP background screening information can be found by simply logging into "MY USBC" on BOWL.com and select Athlete Safety. When you are up to date, USBC membership, SafeSport Training and NCSI Background Screening will be green, if any are blue, click on the renewal.

## CHAPTER SIX: ELECTED OFFICERS

This chapter details the specific elected officer positions, their authority and duties.

### Section A. President

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The president is the leader of the association and has additional roles/duties in comparison to other board members but does not have any additional authority. These duties are centered on the principles of overseeing association activities and providing guidance in helping the association meet its goals. Authority and duties:

1. Presides at all meetings.
2. Calls all board meetings, setting the date, time, and location.
3. Acts as spokesperson for the association.
4. Obtains financial records either by mail, email or by having access to any online banking features necessary. If online banking is used, he/she must have their own access code.
  - a. If already reconciled, the president would check to see the reconciliation is correct.
  - b. Compares itemized deposits and receipts.
  - c. Verifies
    - 1) That all deposits are made within 7 days of receipt.
    - 2) All checking, savings, CD, etc. accounts.
    - 3) That all deposits of scholarship funds are made into SMART account(s) as required.
    - 4) Checks book entries including voids and cancelled checks.
    - 5) That all checks and/or receipts have two authorization signatures.
5. Appoints and/or removes committee members and chairman with board approval. If a replacement is needed, appoints a person, with board approval.
6. Appoints two adult board members, at least 18 years of age, as adult advisors to the Youth Leaders Chapter (if there is a chapter in the jurisdiction) with approval of the association board and youth leaders' board.
7. Provides an agenda to the association manager within one week in advance of the meeting.
8. May attend president-appointed committee meetings in ex-officio, non-voting capacity, unless the board directs otherwise.
9. Ensure all board members and the association manager are RVP compliant.

### Section B. Vice President

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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. Should be prepared to serve as presiding officer by:
  - a. Having a copy of the next meeting's agenda before the meeting
  - b. Having a good understanding of parliamentary procedure
  - c. Being familiar with the association's governing documents (bylaws, *USBC Association Policy Manual*, association operations manual, etc.)

## Section C. Sergeant-at-Arms (Optional)

If deemed necessary by the association, this individual will be considered an officer of the association. His/her main duties, which should be added to the association's operations manual, if applicable, should include:

1. Counting votes during hand/standing votes.
2. Distributing/collecting ballots (if there are no tellers)
3. Speaking up if meeting drifts off topic
4. Removing disruptive attendees from the meeting

**Note:** Adult/youth officers, 18 years of age and older must be Registered Volunteers.

### Commonly Asked Questions – Chapter Six

#### **6/1 Who calls board meetings?**

Roberts Rules of Order Newly Revised (RONR) says that the chief officer of the board (President) calls all meetings.

#### **6/2 What happens if the President refuses to call a board meeting?**

If the President refuses to call a board meeting or will not call a board meeting with the request of any board member (if a majority of the board approves – USBC Association Bylaws, Article VII, Section B), then it falls to the next officer in line, usually the Vice President to call the meeting.

#### **6/3 What notice is required for board meetings?**

USBC Bylaws (Article VII, Section B) states that written notice for all regular and special meetings should be forwarded to the board at least 15 days prior to the meeting. There are exceptions to the 15-day requirement, provided the majority of the board approves of a shorter timeline for a specific meeting date.

## CHAPTER SEVEN: ASSOCIATION OPERATIONS

### Section A. Association Manager

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1. Acts as the ex officio, non-voting secretary/treasurer of the board.
2. Has voice only, does not count towards the quorum and cannot make or second motions at board meetings, unless he/she is also a director. He/she may be excused from board meetings based on the issue/discussion at hand.
3. Has voice and vote at membership meetings, if a current member of the association.
4. Is selected/appointed by, and accountable to, the board and USBC.
5. Must be a minimum age of 18, unless state laws mandate a specific age, and be USBC bondable. For more see Bonding Chapter Fourteen.
6. Must be a USBC member.
7. Is not eligible to serve concurrently as an officer of the association.
8. Is eligible to serve as a director. (Not recommended due to possible conflicts of interest.)
9. Will be appointed to serve as a youth league officer if no youth league officers are RVP compliant.

<b>Note:</b> Adult/youth officers, 18 years of age and older must be Registered Volunteers.
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### Finances

The association manager is responsible for the day-to-day accounting of the association, reporting to the membership and board, and is responsible for filing of taxes.

He/she must comply with established bookkeeping procedures and accounting of assets and disbursements, as approved by the board, which must include:

1. Receive and issue a receipt for all funds paid to the association within 10 days, i.e., a local association would send a receipt to league secretaries for receipt of dues.
2. Deposit association funds, and if applicable, Youth Leaders Chapter funds in the association's account, in a financial institution which must be federally insured or its equivalent, within seven days of receipt. Non-board members are not bonded through USBC.
3. Ensure all withdrawals have two signatures. (Two members of an immediate family cannot cosign for withdrawals.)
4. Pay all bills authorized by the board, including but not limited to:
  - a. Youth funds
  - b. Youth Leaders Chapter funds
  - c. Tournaments
  - d. SMART
  - e. Membership dues to USBC via WinLABS/Youth Process and/or as required by USBC.

Must ensure there are two signatures on the invoice/warrant.

5. Provide:
  - a. The president with all records for monthly verifications.
  - b. All documentation for the examination of the organization's financial documents.
  - c. A report of financial transactions as requested by the board or USBC Headquarters.
  - d. A financial report, in writing, at every board and delegate/youth representative/ membership meeting.
  - e. A written year-end financial report at a board and the delegate/youth representative/ membership meeting.



6. Ensure all required financial reports are filed. See [Tax Requirements](#) on the Association Resource Center (ARC).
7. Prepare a budget for board approval, if required.
8. Maintain the operating costs within the approved budget. If additional funds are needed make a request to the board for their approval.
9. Establish a procedure for retention of records that must include the financial records, to be approved by the board.

### Meetings

1. Report to the board/delegates/youth representatives/members at every meeting and as needed.
2. Distribute meeting notifications, as designated in the bylaws
3. Maintain the association's operations manual, if applicable.
4. Receive, compile and file committee reports.
5. Record and maintain meeting minutes.

### Processing

1. Maintain a record of, verify and submit, within 20 days of receipt to USBC the pin fall and number of games for all members who have participated in a league, regardless of the number of games bowled. (Local)

**NOTE:** Official averages for adults are 21 games and youth are 12 games. Regardless of the number of games bowled, USBC must have all games entered into WinLABS or USBC approved processing system and transmitted to USBC.

2. Provide each league secretary a list of all league members and their National ID numbers for submission of averages. (Local)
3. Provide membership records and submit to USBC when requested and in a format specified by USBC.
4. Submit the association's delegates/alternates credentials to USBC - Associations and, in the case of the local associations, submitting delegates/youth delegates/alternates credentials to the state, within the specified formats and dates.
5. Process membership and remit USBC national and state dues (adult) to USBC within 20 days of receipt. (Local)
6. Transmit all board member information to USBC within 20 days of election and maintaining the accuracy of the information.
7. Within 7 days of receipt by the local association all USBC award applications must be processed using USBC's processing system. State associations would have an agreement for processing with one local association; or send all award applications to:
  - a. Each respective association.
  - b. USBC - Awards.
8. Run the appropriate reports in WinLABS to assist the association in managing member's awards.
  - a. Honor score awards that are sent to the association's mailing address, but have not been received in a timely manner, must be reported to USBC within:
    - 1) 30 days of the date shipped for plaques and trophies.
    - 2) 60 days of the date shipped for rings.
  - b. Honor score awards shown to have been shipped to the association, but not received, and not reported within the above timeframe will be charged to the association.

- c. USBC will charge the association for replacements when the award is processed incorrectly by the association.
9. Enter Youth Leaders Chapter information (identifying youth leaders and their titles) in WinLABS within 20 days of receipt, if there is a Youth Leaders program in the association's jurisdiction. (Local).
10. Distribute/present all national awards within seven days of receipt of an award shipped to the association.

**Commonly Asked Question – Chapter Seven, Section A****7A/1 Can I use the information in WinLABS for personal use?**

Regardless, if WinLABS is on your personal computer, or one the association purchased, the program and all information is the property of the association and USBC and cannot be used for personal use unless authorized by the association board.

**7A/2 I am no longer the association manager, but WinLABS is on my personal computer. What should I do?**

The program and information are the property of the association and USBC; consequently, once the transition is complete and the new association manager has the WinLABS data, you must delete the database and program. Any continued use of the program or information could result in possible suspension charges.

**7A/3 Is the association manager considered an employee or independent contractor?**

Per the IRS, the determination as to whether a worker is an employee or independent contractor is essentially made by examining the right to control whether the employer can control how, when and where the person performs services.

*An employee is an individual who performs services that are subject to the will and control of the association, both what must be done and how it must be done. An association may allow employee discretion and freedom of action, but if the association maintains the legal right to control both the method and the result of the services, then the worker should be classified as an employee.*

It is important to note that worker classification is not based on how the worker is paid (wage vs salary), how often the worker is paid, or whether the person works part-time or full-time. For more information, please refer to the [Tax Requirements](#) document on BOWL.com.

**7A/4 What is:**

- **Volunteer**
  - A person who gives time and generally is not compensated financially. Examples: tournament manager, tournament worker, fund-raiser help.
- **Contract Employee**
  - Someone who is not an actual employee of the association but is contracted with the association to do some work. Examples: fixes things, web designer, social media consultant, "some" tournament managers.
- **Employee**
  - Selected or hired by the association. Positions such as association manager, assistants, office help.

**Commonly Asked Question – Chapter Seven, Section A****7A/5 Is there a guide to how much and when we should pay our association manager?**

Each association creates their own pay structure based on their association income/expenses and budget constraints. Please check your state laws regarding compensation when deciding how often to pay your association manager.

**7A/6 I just got appointed to serve as a youth officer because our youth league doesn't have anyone who is RVP compliant. What should I do now?**

You should work with the youth league to get the league supervisor, or someone else associated with the league to be a Registered Volunteer. Once they are a Registered Volunteer, they can take the office position back. In the meantime, you are the youth officer and responsible for the duties of this position.

**7A/7 If we do not give out a 1099, does that mean the person does not have to report the income?**

No. All income must still be reported to the IRS.

**7A/8 When giving out a 1099, what should the association look at?**

- Different ways you give out money, i.e. brackets, prizes, volunteer help
- Combination of all money earned between Jan-Dec.
- Tournament prize winnings. (This would include every tournament bowled and each event within the tournament.)
- Volunteer money given for helping at an event.
- Money earned while helping the association.

**7A/9 What do we NOT take into consideration when giving out a 1099?**

- The person's willingness to accept a 1099.
- Reimbursement of business or out of pocket expenses
- Donations given back, such as a donation back to the association to keep the funds under \$600 or donation back towards youth scholarships.

**7A/10 Our association gives our volunteers a small amount of money per event they work. Between tournament winnings and volunteer work, one was over \$600. Does the volunteer money count?**

Yes, all money paid to an individual, (Jan-Dec) are added together and if the whole amount is over \$600, a 1099 must be given.

- Example – if they earned \$400 in total tournament winnings and \$300 as a volunteer, they should receive a 1099 form for \$700.

**7A/11 We have a husband/wife who won \$1,500 in our tournament and have assured us they file jointly. Can we give one 1099 for the two of them?**

No. Even if they both won equally and file jointly, the IRS requires a 1099 for each person on their winnings.

**7A/12 We have an individual who won \$300 in all events from one tournament and in another tournament, he won \$200 in team event and \$300 in singles. Do we give him a 1099?**

Yes, over the course of 12 months, this person is receiving \$800 from the association. All winnings for the year (Jan-Dec) are added together and if someone has over \$600, a 1099 must be given.

**Commonly Asked Question – Chapter Seven, Section A****7A/13 State association databases in WinLABS are non-transmitting. How do State associations submit Board of Director information to USBC HQ?**

State associations submit their information each season by emailing the State Officers & Directors Report form to their Regional Manager or to [associationservices@bowl.com](mailto:associationservices@bowl.com). This should be done at the beginning of each season, and whenever a change of board members takes place due to resignations or appointments.

**7A/14 How much bonding coverage does each association receive?**

Associations automatically receive \$10,000 in bonding coverage each year.

**7A/15 How does my local association go about getting a larger bonding amount than the automatic \$10,000, and what is the cost?**

Local associations can request an additional amount up to \$1M through their WinLABS program. The additional bonding coverages do not carry over from season to season so bonding amounts over \$10,000 must be requested at the beginning of each bowling season. There is no charge to associations for additional bonding coverage.

**7A/16 How does a local association request additional bonding coverage?**

Local associations go into your WinLABS program, then to Association Properties, Bonding (section), provide bank name, input new bonding amount, and transmit. (Note: Bank name needs to be the same as the bank used in the association's EFT Agreement on file with USBC.)

**7A/17 How does a state association request additional bonding coverage?**

State associations must request additional bonding coverage each season by emailing [bonding@bowl.com](mailto:bonding@bowl.com) or their Regional Manager.

**7/A18 How do we determine the proper amount of bonding coverage we should have for our association?**

To calculate your bonding coverage amount, you should add together all funds that would go through your association each year. (If all association money were in your account at the same time, how much would that be?) Include all income from membership, tournaments, fundraising, savings accounts, other events, etc.

**7A/19 What is the maximum amount of bonding coverage we can get for our association?**

USBC's bonding company has a maximum amount of \$1million, per association. Any amount needed above that would need to be purchased as an additional bonding plan through another company.

**Section B. Tournaments**

1. Manage the association championship tournament(s) and all other association tournaments. The association manager is the tournament manager, or acts as the supervisor of the tournament manager.
2. Maintain for at least one year, a prize list with the name and score of each prize winner, the prize issued and a financial statement listing all prize receipt disbursements for each tournament conducted.

3. Manage the State Pepsi USBC Youth Championships (and all associated qualifying levels, if applicable). The association manager is the tournament manager, or acts as the supervisor of the tournament manager. (State)
4. Distribute all prize funds within 30 days following the close of the tournament, except when USBC – Rules has authorized delay in payment.
5. Maintain a record of and submit tournament scores to USBC - Rules as specified.

6. **Required Championship Tournaments**

- a. Open tournament (men and women).
- b. Women's tournament.
- c. Youth tournament.
- d. **State Association.** State Pepsi USBC Youth Championships.

Associations shall encourage and assist coaches and league officials of USBC youth leagues to conduct qualifying levels of the State Pepsi USBC Youth Championships. The qualifying levels will be outlined in the State Pepsi USBC Youth Championships Tournament rules.

7. **Tournament Operation**

- a. An annual championship tournament shall be conducted unless:
  - 1) The USBC national or state association championship tournament is held in the association's jurisdiction. The association board is given the authority to determine if it should forego the local tournament for that year.
  - 2) Specific permission to forego the tournament must be granted by USBC -Rules.
- b. All USBC members must have an equal opportunity to participate in tournaments of equal design and quality.
  - 1) Associations should put equal effort into their championship tournaments regardless of the number of entries.
  - 2) Any added monies should be added to each championship tournaments proportionate to entries.
  - 3) Tournament formats should be decided upon based upon feedback and the needs of the bowlers in the association.
- c. 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.
- d. One tournament may be conducted with divisions for open (men and women), women and/or youth.
- e. Tournament scores must be submitted to USBC - Rules as specified.

8. **Format**

- a. **Championship.** The association champions can be in any or all of the following events:
  - 1) Five, four or three-player teams.
  - 2) Two-player teams. (Doubles)
  - 3) Singles events.
  - 4) All-events.
- b. **Men's only.** If state public accommodation laws allow, the association may offer a men's only and a women's only championship tournament rather than the open tournament. USBC will not be responsible for any consequences resulting from actions of any association that does not comply with state laws.

If an open and women's championship tournament is offered, the association may offer a men's only championship tournament if state public accommodation laws allow. Contact an

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

- c. **Consolidated Tournaments.** Two or more associations may consolidate their annual association championship tournament provided the boards of each association approves. The boards shall determine the management of the consolidated association championship tournament.

Consolidated tournaments are then operated as one event with one prize fund.

- d. **Sectionals.** The association may conduct the championship tournament in sectionals and have the option of determining the champions of each event via a championship roll-off or the sectional winners of each event declared sectional champions. The tournament rules must list the option used.

## 9. Certification

- a. Association championship tournaments are certified through the [Online Tournament Certification \(OTC\)](#) system on [BOWL.com](#).
- b. If the association conducts additional tournaments, they must be certified with USBC, using the OTC system, including modified formats and scholarship tournaments. Fund-raising events to benefit named charities do not have to be certified (Bowl for the Cure®, etc.).
- c. Scholarship funds must be submitted to SMART within 30 days of the end of the event.
- d. Submit financial report online within 30 days of the end of the event.

## 10. Rules

- a. The championship tournament shall be governed by the following:
  - 1) Article V of the mandatory association bylaws.
  - 2) *USBC Playing Rules*.
  - 3) *USBC Association Policy Manual*.
- b. Tournament rules:
  - 1) Are adopted by the board or a committee (more than one member) appointed by the board. A majority vote is required to adopt or change the tournament rules.
  - 2) Shall not conflict with USBC rules. The following rules do not apply:
    - a) 300c, Item 1(b)
    - b) 301a
    - c) 303b Item 5
    - d) Youth Rules 319a, 319d and 319e, unless adopted into the tournament rules.
  - 3) The following formats are not available for the annual association championship tournament:
    - a) Pro-Am Tournament. Rule 301e
    - b) Mail-o-Graphic. Rule 302
    - c) Modified Formats. Rule 3
  - 4) Can limit the number of players who are identified as professionals or who apply for membership in any professional bowling organization during the calendar year preceding the event and up through their dates of competition to two on a four or five-player team and one on a three-player or doubles team.
  - 5) Cannot require an average to have a minimum number of games in excess of 21 (adult), 12 (youth) games.

## 11. Entering Averages

- a. A member who competes in leagues in other associations must enter with his/her highest league average unless the tournament rules state that only averages established in leagues under its jurisdiction are to be used.
- b. An official USBC average includes averages established in winter and summer seasons. Unless tournament rules state otherwise, a bowler shall use his/her highest average regardless if established in winter or summer.

**Note:** An official average includes both summer and winter averages. For example, the summer 2018 averages would be part of averages for the 2017-18 season. Averages of 21 games or more (adult) and 12 games (youth) that appear on [BOWL.com](http://BOWL.com) are considered official. If leagues and tournaments want to restrict entering averages to a particular season, they should be specific as to what averages they are using.

## 12. Average Adjustment (Rerating) – Rule 319c

The tournament manager or an authorized representative may adjust an entrant's average upward prior to bowling. Such adjustment may be appealed to USBC - Rules within 10 days of the date of bowling or prior to the payment of prizes, whichever comes first. If the entrant chooses not to bowl with the adjusted average, the entry fees shall be refunded.

Report all rerates to [USBC – Rules](#) and follow-up with written notification to the bowler. For a list bowlers with rerated/adjusted average click [here](#).

## 13. Eligibility

- a. **Adults.** Must be a member of the association and have paid current association dues, including National and state (if applicable).
- b. **Youth.** All USBC Youth members are eligible. Associations may have a tournament rule restricting participation. However, any such limitation may not exclude any USBC Youth member who is bowling in a league within the associations' jurisdiction.
- c. Associations may adopt additional tournament eligibility requirements provided they do not conflict with USBC rules. Tournament rules may require the following criteria to be met prior to the date the player participates in the tournament:
  - 1) An individual to be a member of the association not more than 30 days prior to the date the player participates in the tournament.
  - 2) Members who are eligible for another association championship tournament to bowl a predetermined number of games, not more than 21, in a league within its jurisdiction.

Members of multiple associations who do not bowl the required number of games in any association will be eligible for the association tournament through which their USBC National dues were paid.

**Note:** Eligibility cannot be restricted for individuals who have a current average of 21 (adult), 12 (youth) or more games in a league within its jurisdiction or members who do not hold membership in another association.

**Commonly Asked Questions – Chapter Seven, Section B.****7B/1 Is my association required to hold a championship tournament?**

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

**7B/2 What type of tournament are we required to hold?**

Open Championship, Women's Championship, and a Youth Championship tournament at a minimum. The state is also required to hold Pepsi State Championship.

**7B/3 Can we use scores from league for our championship tournaments?**

No. Championship tournaments are required to be a bowled event. Using scores from league would make it a virtual event, which is not allowed.

**7B/4 If we bowl our championship tournament on league night, can we use those scores for league play also?**

No. Leagues and championship tournaments must be bowled events. Using scores from tournament play for your league would make it a Mail o Graphic event, which is not allowed.

**7B/5 We want to hold our championship tournament during league nights, but we have more than one bowling center. Can we do this?**

Yes, please see 5B/3 and 5B/4. Also, this format would require prize money collected to remain with each center. The association can declare co-champions for each event or require the champions to have a playoff. Money collected in expenses could be used for lineage and prizes in the playoff.

**7B/6 Can we forgo our tournament for one year?**

Yes, the association may waive the open, women's and youth local championships if they are hosting either the state open, state women's, state youth or one of the national championship tournaments. This would be a board decision and should be reviewed carefully before deciding which, if any of the local tournaments they will waive.

**7B/7 What can we do to get interest back into our tournaments?**

Conduct a survey. If the format or timing of the championship is not successful, the association needs to look at modifications to present a quality event. We would suggest the association president appoint a committee to conduct a survey of members to identify issues that could increase participation. Committee members should include non-board members who are active in tournament competition. Find out:

- When do people want to bowl
- Team, Doubles and Singles vs. Doubles and Singles

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

- **Incentives.** Look to provide incentives to centers and leagues to encourage members to participate in the championship event. Possible incentives could be a small trophy or award that is presented to the league with the most teams entered in the annual event.

- **Visit leagues.** Officers and directors of the association should visit every league to promote the event and solicit entries.
- **Sponsorship.** Commercial sponsorship has helped many organizations improve their special events. Many tournaments have found business sponsorships of their tournaments to be quite beneficial.
  - Determine a list of potential contacts. Assignments should be made to make sales calls. Some examples are restaurants, casinos and any local businesses that may benefit. Check with the center, they may have leads.
  - Be prepared. Know exactly what your tournament can offer the sponsor as well as what is expected of the sponsor. For example, participants could receive a coupon book with special promotions such as buy 1 get 1 free, 10% off total bill, etc. Tournament management should be willing to negotiate. Don't give up if you don't find the right sponsor immediately.
  - The sponsor(s) names can be used on the entry forms, poster, banner or other promotional materials.
  - Look for ways to involve your sponsor(s) in such things as the opening ceremonies, awards banquet or photographs with the champions. This will show you appreciated the sponsorship and are interested in making it worthwhile to both parties.
  - The sponsor can also be offered space in the promotional literature, yearbook, website, awards banquet program, etc.
  - Obtain commissions or sponsorship for rooms booked
- **Entries Promotion.** The best way to obtain entries is personal contact. Don't just drop off entry forms at the bowling center. Ask center management if you can make announcements or, even better, visit leagues, shake hands and hand out entry forms. Here are some additional promotional suggestions:
  - Posters and banners
  - Consider "themed" squads:
    - Friendship/Buddy
    - Scratch
    - Beginner
    - Charity
    - Senior
  - For non-local or out-of-state bowlers:
    - Obtain rate guarantee from hotels
    - Obtain discounts at restaurants/local businesses
  - Take reservations for next year. If possible, take "down payment" to hold the spots for next year.
  - Tournament or center website
  - Email - Its fast, easy and inexpensive
  - Social Media such as Facebook
  - Incentives:
    - Group or squad organizers. For example, a free entry or cash bonus to anyone who brings in a specified number of entries or the most entries.
    - Discounts for Early Registration/Payment

- Prizes for:
  - Strikes in a row
  - Strike out in 10th frame all 3 games
  - Clean game or series award
  - All spare game
  - Strikes in 3-6-9 or designated frames
  - Women's 200 games

**7B/8 If we do not give out a 1099, does that mean the person does not have to report the income?**

No. All income must be reported to the IRS.

**7B/9 We have a husband/wife who won the \$1,500 in our tournament and have assured us they file jointly; can we give one 1099 for the two of them?**

No. Even if they both won equally and file jointly, the IRS requires a 1099 for each person.

**7B/10 We have an individual who won \$300 in all events from one tournament and in another tournament, he won \$200 from team event and \$300 in singles. Do we give him a 1099?**

Yes, this person is receiving \$800 from the association. All winnings for the year (Jan-Dec) are added together and if someone has over \$600, a 1099 must be given.

## Section C – Other Duties

1. Order association supplies
2. Handle association correspondence, including distributing information to and from USBC to the respective board, proprietors and members.
3. Ensure board members have a current copy of the association's bylaws. Perform other duties as prescribed by the board, the USBC Bylaws, *USBC Association Policy Manual*, and the association's operations manual, as applicable
4. Oversee volunteer activities.
5. Select/appoint 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. In considering the possibility of authorizing additional positions (such as assistant association manager, office assistant, etc.) to assist in the day-to-day operations of the association, the board should take into account both the resources available, as well as whether there is a need for the position. The board:
  - a. Makes the decision if additional positions are necessary.
  - b. Determines salary maximum, if any.

The Association Manager:

- a. Develops job descriptions(s) and includes in association Operations Manual.
- b. Hires/selects the individual(s).
- c. Determines salary, if any, up to the maximum set by the board.
- d. Reports performance to the board.

## CHAPTER EIGHT: BUDGET AND AUDIT

### Section A. Financial Disclosure

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Ensuring accuracy of the association's finances is the responsibility of the entire board, not only the association manager. A board member has a right to view association financial information, as well as request an update or report on the association's current financial status. Furthermore, the board has an obligation to ensure association finances are accurate and being used in such a way that reflects the goals and purposes of the association.

The association manager must be prepared to provide all financial information requested by the board. Information necessary for a monthly verification of accounts or the annual audit are two common examples of when members of the board may request financial information.

In addition, the association manager provides a written financial report at every membership/delegate and board meeting. The report includes the association's starting balance, deposits, expenditures, and ending balance for the period since the last meeting. This would include SMART accounts. It also lists all assets, reserves, and liabilities, including salaries.

Providing full financial disclosure to the membership is a requirement in all USBC associations.

[Financial Review](#) report form is a useful tools in satisfying this responsibility.

As tax exempt organizations, associations are subject to additional laws regarding reporting and public disclosure of financial information.

Tax exempt organizations must faithfully file the appropriate forms with the IRS annually, as well as make its previous three years of information returns (Form 990) available for public inspection. Requests for this information would most likely come from local government departments, the property owner of rented office space, or regional consumer protection agencies; however, potential donors or sponsors also may request to review these forms. The association is required to provide copies of these documents upon request. Per IRS guidelines, the tax exempt organization may charge a reasonable fee for a photocopy of the Form 990.

Associations are also required to make available for public inspection Form 990-T, the unrelated business income tax return.

IRS penalties for not complying with disclosure laws are severe. It is important that the association manager coordinate the information immediately when a request for a copy of Form 990 or 990-T is made, as penalties are accumulated per day, as long as a failure to comply continues. In addition, penalties are assessed based on each case of failing to provide a copy of Form 990 or 990-T.

The form(s) should also be posted on the association's Web site.

### Financial Statements

Financial statements are reports which summarize the financial status and results of operations of an association. At a minimum, an association should develop and maintain the following types of financial statements:

#### 1. Income Statement and Balance Statement

An [income statement](#) is a report of the association's revenues minus its expenses for a given time period ending at a specified date (i.e. month and/or year-to-date). The simplest equation to describe income is:  $\text{Net Income} = \text{Revenue} - \text{Expenses}$ . A balance statement is a report of the association's total assets and liabilities. This reports the "health" of the association by describing to its members exactly what's in the accounts – the association's worth.

## 2. **Statement of Cash Flow**

A statement of cash flow summarizes sources and uses of cash and indicates whether enough cash is available to carry on routine operations. It also can help determine if the association has excess funds (reserves) to spend on new initiatives or maybe transfer to money market accounts and for how long. A sample statement of cash flow is illustrated below.

## 3. **Final Audit Plan**

This final report is presented to the membership/delegates, by the board and/or audit committee or auditors, for final review. The report should contain the following information:

- **Audit Plan Review and Results.** A review of the overall process used by the auditors. *Example: Our primary objective* is to express an opinion that the financial statements, in all material respects, are presented fairly, etc.
- Statements on the required communications to the audit committee. *Example: Auditor's Responsibility Under Generally Accepted Auditing Standards* – Our audit of the financial statements for the year ended July 31, 20\_\_ was conducted in accordance with auditing standards generally accepted in the United States of America.
- Management recommendations, if any. *Example: Credit/Debit Cards* – Currently, purchases made by employees on the association's credit/debit card are not being approved by the board. Employees are required to maintain the receipts for their purchases and review/code the amounts in a program which tracks card activity. We also recommend that all credit/debit card activity be approved by the board before the invoice is paid. This will help ensure the correctness of all credit/debit card expenses. *Board Response* – The board agrees that all credit/debit card activity should be reviewed and approved. We have implemented procedures to ensure all credit/debit card activity is reviewed and approved before the invoice is paid.
- Summary of adjustments, if any. These could be audit and/or reclassification adjustments.
- *Summary of Significant Accounting Policies.* *Example: Cash and Cash Equivalents* – Cash and cash equivalents include cash on hand and assets, with original maturities of three months or less, which can easily be turned into cash (e.g., CDs).
- *Notes to Financial Statements* – Detail on some of the more significant areas of the financials.

### **Follow-up Review.**

If the final report contains any recommendations that need to be addressed, the auditor and the board should follow up to make sure they have been implemented. This should usually occur within 30 to 90 days from the approval of the final audit report.

### **Commonly Asked Questions – Chapter Eight, Section A**

#### **8A/1 Does any member have a right to see our 990s?**

Yes, the association is a business and as such is open to their members.

#### **8A/2 Do small associations (and affiliates) have to conduct audits too?**

Yes, regardless of size, an association is a business, and an audit must be conducted.

#### **8A/3 We receive a verbal report of our accounts at each meeting. Is this sufficient for an audit?**

No, while this is a good idea to have the association manager keep you up to date, audits must be conducted by someone other than the person doing the day-to-day work.

**8A/4 Is asking for an audit telling your association manager you do not trust him/her?**

No. The message is the board is treating this as a business. Having audits is not a reflection on the person handling the day-to-day work.

**8A/5 As a non-profit organization, are we allowed to make a “profit”, or do we have to spend all our money each year?**

Although associations are non-profit organizations, they can still generate more income than expenses at the end of a fiscal year. The result is more appropriately called a “surplus” rather than a “profit”. Non-profit status is based more on an association’s purpose rather than its year-to-year financial situation.

**Section B. Budget**

The [budget](#) is a financial representation of the activities and operations an association expects to conduct during a specified time period. The master budget of an association should consist of several different budgets from various committees and activities. Remember, budgeting is the practice of anticipating in advance, as accurately as possible, the income and expenses of the association for a specific period.

If required, it is the responsibility of the association manager to prepare and present the master budget to the board for approval. The finance committee has the responsibility of monitoring and reviewing the budget, if applicable. The master budget should coincide with the association’s fiscal year and be retained for a minimum of three years. For guidelines on proper record retention, reference the “Record Retention Guide,” on the [Association Resource Center](#) page of BOWL.com.

**Preparation of a Budget**

The board may direct that preparing a budget is the responsibility of the association manager.

The best way for the association manager to get an accurate account of the income and expenses of the association is to start by asking each committee chair to prepare an annual budget for his/her committee, along with each project or activity they will undertake. Once prepared, the association manager collects the individual budgets, and with the finance committee, reviews the requests to determine the practicality of each. Prior to this review process, the association manager and finance committee should consult with the board to determine what the priorities are for the association in the upcoming year. For example, knowledge that the board wishes to set aside a significant amount of revenue for purchase a computer will have an impact on how the remaining budget will be allocated.

After the association manager has compiled all the individual budgets into one master budget, which includes salaries, payroll taxes, insurance, utilities, rent, etc., it must be approved by the board. Once approved, copies should be prepared for the entire board and finance committee and made available to any member of the association upon request.

**Reserves**

Building reserves also is an important part of the association’s financial responsibility. Reserves are funds set aside for a predetermined purpose (such as major repairs and replacements). They usually are kept in some type of savings (such as a CD or money market account) depending on the association’s needs.

Reserves should be built into the association’s operating budget, if relevant. Within the budget, there are two types of reserve funds – general and special. The general reserve fund would be used to cover unforeseen emergencies. Ideally, it should be one year’s operating expenses.

Special reserves usually are set up to deal with a specific need. For instance, if an association wants to buy a new computer or prepare for a bid to host a state tournament, money can be put into a special reserve fund over a period of several years. Special reserve funds are only established if there is a need for an item or project.

### **Management of the Budget**

The association manager oversees the approved budget, as applicable, by ensuring the actual income and expenditures stay in line with the approved budget. In addition, the finance committee monitors the budget throughout the year.

In monitoring the budget, the finance committee could recommend to the board that funds be reallocated during the season in the event a certain area has excess funds, or a special need arises. Any reallocation in the budget while it is in use must be approved by the board.

### **Section C. Audit**

The board is required to establish a procedure for a yearly examination and verification of all the organization's financial documents and accounts. (Quarterly examination of the organization's financial status is recommended.)

- There will be increased scrutiny concerning the obligation of the associations to keep and maintain complete, current, and accurate financial records. Associations will be expected to implement safeguards to protect member funds, to audit the records of those entrusted with the funds and to conduct an annual review of the association's financial activities by a qualified, independent expert.
- The IRS has recommended that an association have an audit committee and employ an outside audit expert whenever it possesses significant funds.

**NOTE:** An outside provider is comprised of anyone that is not a member of the board of directors or a family member.

A committee can still be appointed as long as they meet the requirements stated above. In no way does this mean the association must hire a certified public accountant or pay for the financial review if it can't afford one. It is a USBC requirement that an association, at a minimum, completes an audit with an outside provider on an annual basis.

USBC does suggest an association complete regular internal audits in addition to the required annual outside audit. If there should be a need for any other interim audits (i.e. merger, new association manager, etc.), they should be scheduled as necessary.

### **Audit Committee**

The audit committee's primary responsibility is to ensure audits are conducted. While USBC recommends the association have an audit committee to perform periodic audits, an annual audit must be conducted by an outside provider. This section provides direction for the audit committee in conducting audits.

Ensuring an association audit is completed is the responsibility of the board. Every successful audit is based on sound planning, active involvement, and communication between the association and the auditors. Whether the audit is performed by internal or external sources, it is best to pre-define what the responsibilities will be for staff, committees, and/or the auditors.

It is a USBC requirement that an association, at a minimum, completes an audit on an annual basis. If there would be a need for any interim audits (i.e. merger, new association manager, etc.), they should be scheduled as necessary.

**Purpose of an Audit**

An audit is an examination of an organization's financial documents to determine whether the records and reports are valid and the information is fairly presented. An audit itself does not imply wrongdoing.

The purpose of an audit is to review management policies and procedures, to analyze the flow of transactions and their related internal controls and to work with management in suggesting and implementing solutions where needed. Internal control provides reasonable assurance that the following objectives are being achieved:

- Effectiveness and efficiency of operations
- Reliability of financial reporting
- Compliance with applicable laws and regulations

**1. Conducting the Audit**

When an outside audit firm is used the audit committee would oversee and work with the outside auditors. This committee should be made up of people who are not directly responsible for handling or approving financial transactions. Ideally, committee members could be volunteers with public accounting backgrounds (CPAs) or those who may run their own businesses or have auditing experience.

**2. Audit Process**

Although every audit is unique, the audit process should be very similar for most associations and would normally consist of four steps:

- a. Planning – preliminary review
- b. Fieldwork
- c. Audit (draft) report
- d. Follow-up review

**3. Planning/Preliminary Review**

An initial announcement. Whether the audit is being done through external or internal sources, a communication should be forwarded to the association manager informing him/her of the audit and asking to meet to begin the process.

**4. Planning meeting**

At this meeting, those performing the audit should document to the association manager who is assigned to the audit, scope of services, key dates, and required communications. This meeting also should allow the association board to identify issues or areas of special concern that should be focused on.

**5. Gather information**

A pre-audit information gathering should be done with key personnel and a review of reports, files, and other sources of information. A key part in the accumulation of this information is the completion of worksheets detailing specific accounts asked for by the auditors (i.e. accounts payable, accounts receivable).

Adding explanations for significant changes saves a lot of questions and time when the auditors are doing their fieldwork. Along with this fact-finding, a review of the internal control structure also should be completed. Internal control structure means a system of checks and balances, such as written financial policies and procedures. For example, were there two signatures on every check?

## 6. Fieldwork

The next step is defining the fieldwork that will be necessary to achieve the audit objectives – such things as what the board has asked the audit committee to focus on (i.e., deposit requirements are met), external contacts that need to be made (i.e. bank/investment account confirmations), association manager review of financial policies and procedures, etc.

The fieldwork concentrates on transaction testing and informal communications with the association manager and/or board. It is during this phase that the auditors determine whether the internal controls that have been identified during the planning stage are operating properly and in the manner described. This phase concludes with a list of any significant findings from which the auditors will prepare a draft of the audit report.

During the fieldwork, the auditor performs the procedures that have been outlined in the audit plan. These procedures will test the major internal control functions (checks and balances system) and the accuracy and propriety of the transactions. Various techniques can be used in transaction testing with “sampling” being one of the most common. With sampling, a number of randomly selected transactions are tracked from the beginning to the end of the process. A simple example would be as follows:

### Cash Receipts

- a. Select a transaction from the General Ledger (i.e. depositing of membership dues).
- b. Validate transaction (amount/account) against Cash Receipts journal.
- c. Validate transaction against deposit slips and related support (i.e. league application, membership application, etc.).
- d. Validate transaction against bank statements.
- e. Verification of Association Accounts. Funds must be deposited within seven days of receipt in an account in the name of the association in a FDIC banking institution or its equivalent. Failing to follow these requirements could cost associations thousands of dollars because a bonding payment only will be 50 percent of the documented shortage.
  - 1) Verify deposit amounts and dates.
  - 2) Review canceled checks and supporting documents. Make sure checks bear the signatures of two authorized cosigners.
  - 3) Review the association manager’s financial statements for accuracy.
  - 4) Review the checkbook to verify entries and reconcile bank statements.

## 7. Inventory Audit

In addition to the traditional financial audit outlined in the preceding sections, an annual audit of the association’s inventory is necessary to fully understand the association’s financial situation. An association’s inventory consists of any physical property; for example, local awards that have not yet been issued or unsold association merchandise.

In auditing the inventory, the audit committee shall compare the association property on hand at the beginning of the season with the amount remaining at the end of the season. That figure is to be compared with the information listed in the financial records.

Communication with the association manager and board is essential. The association manager offers his/her insights and works with the auditor to determine the best method of resolving any issues. To assure proper handling, documentation should be prepared to substantiate what is done. A large and vital part of the audit fieldwork is the working papers that were compiled by the association manager. Many times, the auditors will use these worksheets as one area they may want to focus on in their transaction testing. The worksheets support and connect the



accounting records and financials to the audit opinion. They can be very comprehensive and serve many functions within the audit.

## 8. **Audit (Draft) Report**

With the completion of their fieldwork the auditors:

- a. Summarize any audit findings, the conclusions to those findings, and any recommendations necessary to be included in the audit report draft.
- b. Create a draft report. The auditors then thoroughly review all audit work papers and the draft report. The report is then given to the board for its review and comments. Once the board has reviewed the draft report, any comments on the audit findings, changes to text, and/or recommendations are discussed with the auditors and an agreement is reached on proper presentation.
- c. With agreement on both sides, the auditors prepare a final draft to include any revisions. Auditors and the board again review the report and, barring any further disagreements, the auditors issue a final report.

## CHAPTER NINE: CENTER CERTIFICATION

Centers are certified based on an inspection of the physical measurements of the center's bowling lanes and pit areas. Center certifications are completed by a team of USBC National Lane Inspectors.

### Commonly Asked Questions – Chapter Nine, Section A

**9A/1 Who is responsible for center certification?**

A team of USBC National Lane Inspectors will complete the official center inspection.

**9A/2 Can my association assist with inspections?**

While the official inspection will be completed by USBC National Inspectors, your association may measure lanes as a service to provide the bowling center information between official inspections. Local associations may also be asked to assist with an inspection from time to time by USBC Headquarters.

**9A/3 How much can an association charge if we measure lanes as a service to the center?**

Your association and center should work to determine an individual agreement for the service being provided.

**9A/4 What do I do when a center closes?**

First, determine if the center will reopen, and when, if known. Notification would be given to USBC – Certifications at [certifications@bowl.com](mailto:certifications@bowl.com) and to Rules at [rules@bowl.com](mailto:rules@bowl.com).

**9A/5 We only have one center, and it will be closing during the season. What decisions must be made regarding the rest of the season?**

We will place the association on inactive status. All funds should be placed on hold until the association determines the status of the center. If, after one season of inactivity, the center has not reopened, the association will be disbanded.

**9A/6 What do I tell leagues when a center closes?**

See the [center closing – league](#) document on the rules page of BOWL.com. This provides guidance on some of the issues the league must deal with.

**9A/7 What do I need to do if a new center opens in my area?**

Please notify USBC – Certifications at [certifications@bowl.com](mailto:certifications@bowl.com) of the new center, and any contact information available for that center. USBC will then contact the center and set up a new center inspection and will assign the center to an association.

**9A/8 If we update contact information for one of our bowling centers in WinLABS, is that enough?**

No. Bowling center data in WinLABS does not transmit to USBC. It is only locally accessed information. Any time there is a change to any contact information at one of your local centers, please send that information to [certifications@bowl.com](mailto:certifications@bowl.com). This would include changes in phone numbers, emails, websites, owner, and managers (if changing owner/manager, please try and include their current USBC membership ID number, if available.)

## CHAPTER TEN: MEETINGS

This chapter details requirements associated with membership and board meetings.

### Section A. General Meeting Requirements

1. Meetings involving youth members may not involve the use of tobacco products or alcoholic beverages.
2. Minutes
  - a. Minutes must be kept for all meetings of the association.
  - b. Minutes of the previous meeting shall:
    - 1) Either be read (not recommended) 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.
3. Mail, absentee and proxy voting are not permitted.
4. An association may not hold separate meetings of delegates and youth delegates (State) or members and youth representatives (Local).

#### Commonly Asked Questions – Chapter Ten, Section A

##### **10A/1 Can a president appoint a parliamentarian?**

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

##### **10A/2 Our board and membership/delegate meetings have youth in attendance. We have our meeting in a center where alcohol is served, and smoking is permitted. Should be aware of anything?**

Alcohol and tobacco may not be present at meetings that involve youth.

##### **10A/3 Our banquet is right after our annual meeting. Can alcohol be served at the banquet? Can we smoke?**

USBC recommends hosting the event in a facility that does not have a bar in the area. If that cannot be found, the bar in the banquet area should remain closed during the event.

##### **10A/4 Does the no alcohol/no smoking apply to parents and attendees over the legal age?**

No, members of the youth committee, board, youth coaches/supervisors, etc., should not partake in consuming alcoholic beverages or using tobacco products in the room or area where youth are present.

**10A/5 Can we tape our association board and/or membership meetings?**

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

**10A/6 What should be included in the meeting minutes?**

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

Include:

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

**10A/7 What should not be included in the minutes?**

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

**10A/8 Can a member request a copy of the meeting minutes?**

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

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

## Section B. Annual Meeting Quorum

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A quorum is the number of voting members who must be present in order for business to be legally transacted. USBC requires a specific number be adopted, not a percentage.

1. **State Annual Meeting** - To conduct business at the state annual meeting, the combined number of delegates representing adults, and the number of delegates representing youth, as determined in the association's bylaws, must be present.
2. **Local Annual Meeting** - To conduct business at a local annual meeting, the combined number of adult members, and the number of youth representatives, as determined in the association's bylaws, must be present.

**NOTE:** The quorum:

- Should be set at the number of members you can reasonably expect to attend your meeting. An association should review this number regularly and use past experience as their guide.
- Must be a whole number and cannot be a percentage.

### Commonly Asked Question – Chapter Ten, Section B

#### **10B/1 Who counts towards a quorum?**

Only eligible voters count towards the quorum. Youth bowlers under the age of 14 do not count, even if they are present.

## Section C. Youth Representation at Annual Meetings

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### 1. Attendance at Annual Meetings

- a. Youth Delegates. Attend state association annual meetings.
- b. Youth Representatives. Attend local association annual meetings.

### 2. Youth Representatives (Local)

- a. Youth representatives consist of the following:
  - 1) All youth members of the association, at least 14 years of age.
  - 2) One adult representative, who is a USBC member, from each certified youth or adult/youth league.
  - 3) One representative, who is a USBC member, from each center in which there is at least one certified youth league.
- b. League and center representatives serving as youth representatives shall serve for one year.
- c. Vacancies
  - 1) A league or center representative serving as a youth representative, who is unable to attend an association annual meeting, may appoint an alternate, who meets the eligibility requirements, from the league or center represented.
  - 2) A league representative chosen to represent more than one league may appoint an alternate from the league represented.

## Section D. Board Meetings

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1. **Quorum:**
  - a. To conduct business at a board meeting, the number of board members as determined in the association's bylaws must be present. USBC requires a specific number be adopted, not a percentage.
  - b. The association manager has voice only and does not count towards the quorum, unless the association manager also is 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.

### Commonly Asked Questions – Chapter Ten, Section D

#### **10D/1 What is an executive session and how are they used?**

Executive sessions are generally closed discussions of a board of directors that may include invited attendees. Also, certain groups, such as committee members not on the board, may be asked to leave. Usually boards only go into executive session to discuss a matter and not to take action.

#### **10D/2 Do you take minutes in executive session?**

Yes. All minutes of executive session can only be approved in executive session and are not part of the minutes of the regular board meeting. Since minutes state actions adopted rather than discussion, only those actions approved in executive session are recorded in those minutes.

#### **10D/3 Who calls board meetings?**

Roberts Rules of Order Newly Revised (RONR) says that the chief officer of the board (President) calls all meetings.

#### **10D/4 What happens if the President refuses to call a board meeting?**

If the President refuses to call a board meeting or will not call a board meeting with the request of any board member (if a majority of the board approves – USBC Association Bylaws, Article VII, Section B), then it falls to the next officer in line, usually the Vice President to call the meeting.

## Section E. Teleconference, E-mail and Mail Voting

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Article VII, Section B, Item 4 of the bylaws must be adopted by the Delegates/Youth Delegates (state) or Members/Youth Representatives (local) to use teleconference, e-mail or mail voting, and only if state laws permit.

These options may be used for both board and committee meetings.

Votes by teleconference, e-mail or mail should only be used for emergency/urgent issues. All other issues should be handled at a board/committee meeting.

Questions may be submitted through the mail (e-mail, if every member of the board has e-mail) to all members of the board.



A quorum is required as listed in Article VII, Section B, Item 2 of your bylaws. Record of the vote will be recorded in the board's minutes. This action must be reported at the next board meeting.

1. **Teleconference.** This is a meeting conducted by use of telephones or cell phones without requiring attendees to be physically present. Such a conference may also incorporate video.
  - a. The question/subject to be discussed should be told in advance of the teleconference to all board members so they may prepare for the call.
  - b. Minutes must be taken for all teleconferences.
  - c. Teleconferences are handled just like a regular meeting.
    - 1) President/Chairperson hosts the meeting.
    - 2) Everyone should have the opportunity to speak.
  - d. Voting procedures:
    - 1) Roll call vote
    - 2) Group vote (Aye/Nay)
    - 3) Secret ballot (Must be done by email. See E-mail voting procedures below.)
  - e. Minutes of teleconference meetings are treated as regular minutes and should be reported at the next regular meeting.
2. **Email voting.** The Delegates must have previously voted to approve the use of an e-mail ballot vote for a particular issue or, in an emergency. (Article VII, Section B, Item 4 of the bylaws.)

If every member of the board has e-mail, questions may be submitted electronically and shall be sent to every member of the board. The e-mail must include:

  - a. The number of responses needed to meet a quorum (Quorum number is the same as is required for a board meeting.)
  - b. Full instructions for marking the ballot.
  - c. Required return date.
  - d. Information from which it can be determined that the e-mail vote was authorized by the board member. Examples: National ID number, last four digits of a board member's Social Security number, passwords, etc. could be used as proof of identification. Board may decide on the method for authorization and include it as part of their Operations Manual.
  - e. The e-mail address and person to which the e-mail ballot is to be returned. The president should choose one specific person will be designated to receive the e-mail ballots by the specified deadline.
    - 1) When casting your vote, use only the "Reply" button and not the "Reply All" button.
    - 2) The proposed action as would be stated when making a motion.
    - 3) Separate ballots shall be given for each proposed action.
  - f. Adequate, fair and open discussion of the issue must precede the e-mail vote.

**NOTE:** Explain in the e-mail that all discussion should be done using the "Reply All" button so that everyone may be included in the discussion.

  - g. Results of the e-mail ballot voting are to be verified by two other persons.
  - h. The person chosen to receive the returned e-mail ballots shall:
    - 1) Record the results of the e-mail ballot vote.
      - a) Votes must be held confidential.
      - b) Abstentions do not count in vote tally.

- 2) Report the results of the e-mail ballot vote to all board members by a method chosen by the board (e-mail, meeting, conference call, phone tree, etc.) within 10 days after the voting deadline.
- 3) Retain a hard copy of each ballot, as required by state law. If no law, then retain a hard copy until after the next in-person meeting. After which, if no question or challenge has been raised, the hard copy records are destroyed.
- 4) Read and record the vote in the next board's minutes. This has the same effect as taking the vote at a meeting.

### 3. Mail voting

- a. Questions may be submitted through the mail and shall be sent to every member of the board. Notice must include:
  - 1) The number of responses needed to meet a quorum.
  - 2) Required return date.
  - 3) Full instructions for marking the ballot.
  - 4) The president should choose one specific person will be designated to receive the ballots by the specified deadline.
  - 5) The proposed action.
  - 6) Separate ballots shall be given for each proposed action.Approval of the ballot requires a majority vote and the quorum is valid only when the number of votes cast equals or exceeds the quorum required for a regular board meeting.
- b. If the vote is not to be secret also send the following:
  - 1) Printed ballot containing space for voter's signature.
  - 2) Self-addressed return envelope.
- c. If the vote is to be secret, also send the following:
  - 1) Printed ballot (no signature space).
  - 2) An inner envelope with a space for the voter's signature placed on its face instead of on the ballot.
  - 3) Self-addressed return envelope.The person(s) designated to receive/count ballots should hold them, unopened, until the meeting or date the votes are to be counted, remove the inner envelopes; and verify the ballot is from a qualified voter. Open the inner envelopes and remove the ballots.
- d. Count the ballots. Report the results of the mail vote to all board members by a method chosen by the board within 10 days after the voting deadline.
- e. Retain a hard copy of each ballot, as required by state law. If no law, then retain a hard copy until after the next in-person meeting. After which, if no question or challenge has been raised, the hard copy records are destroyed.
- f. Read and record the vote in the next board's minutes. This has the same effect as taking the vote at a meeting.

<p><b>Note:</b> In all cases where the USBC Bylaws and <i>USBC Association Policy Manual</i> are silent, the most recent edition of <i>Robert's Rules of Order, Newly Revised</i> shall govern all meetings.</p>
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**Commonly Asked Questions – Chapter Ten, Section E****10E/1 What types of board meetings are allowed?**

USBC bylaws allow for boards to conduct in-person meetings; conference calls; or a combination of both in-person and conference calls (if the association has approved the use of teleconference and email meetings in Article VII, Section B, Item 4 of their bylaws.)

**10E/2 Are our board meetings open to the members?**

USBC views board meetings as closed meetings, which means they are not open to the general membership. Your board may invite individuals to your meetings if they are needed (giving a report, making a presentation, etc.) Once you allow members to attend your board meetings, they must be made open to all members. (As always, please check your state laws regarding closed meetings.)

**10E/3 Are meeting notices required?**

Yes, the notice must be in writing for board and annual meetings and should be sent at least 15 days prior to the meeting.

- Local annual meeting notices – sent (at a minimum) to all board members, league secretaries and youth representatives.
- State annual meeting notices – sent (at a minimum) to all board members and delegates.

**10E/4 What if we cannot hold our annual meeting prior to July 31st?**

Although the bowling season officially ends on July 31<sup>st</sup>, if your association cannot/does not hold its annual meeting and elections prior to that date, Robert's Rules of Order says that the people in office remain in office until they either a) resign, or b) an election is held. This does not apply to officers/directors who may be term limited according to their bylaws. Their term would end on July 31<sup>st</sup> and the position would become vacant.

## CHAPTER ELEVEN: COMMITTEES

This chapter details the requirements of the standing committees. Associations are required to have finance and youth committees. Committees may be comprised of both board members and non-members. Non-members serve with voice, but no vote.

### Commonly Asked Questions – Chapter Eleven

**11/1 How are committee members selected?**

The president appoints members with approval of the board.

**11/2 Can the president attend a committee meeting?**

He/she may attend president-appointed committee meetings in an ex officio, non-voting capacity, unless otherwise stated in the association's operations manual.

**11/3 How are committee chairs appointed?**

The president selects the chair for all committees.

### Section A. Finance Committee

1. Composed of at least three members of the board, including the chairman.
2. Appointed by the president with board approval.
3. Is responsible for:
  - a. Reviewing and monitoring the budget prepared by the association manager and approved by the board, if applicable.
  - b. Ensuring a yearly review of financial documents is completed by an outside provider. Must be handled by a committee or an outside auditor, provided they meet the requirements thereof (See note below). Quarterly reviews are suggested, which could be handled by a board committee.

**NOTE:** An outside provider is comprised of anyone that is not a member of the board of directors or a family member. A committee still can be appointed if they meet the requirements stated above. In no way does this mean the association must hire a Certified Public Accountant or must pay for the financial review if it can't afford one.

### Commonly Asked Questions – Chapter Eleven, Section A

**11A/1 The association manager has been doing the job for years. Must an audit be conducted?**

Yes, regardless of how long a person is in a job, or how well you know someone, USBC requires audits to be conducted.

**11A/2 Does the committee have to look at all spreadsheets and bank statements?**

Yes, but in addition to that you should also look at the number of leagues (local) and memberships to ensure the correct amount has been recorded and deposited.

### Section B. Youth Committee

1. Appointed by the president (including the chairman) with board approval.

2. Is responsible for:
  - a. Developing any additional eligibility requirements for Youth Delegates to the state annual meeting, to be elected by the members/youth representatives (Local), and to be included in the association's bylaws. Any adopted eligibility requirements shall be placed at the end of Article IX, Section C, Item 2 of the local bylaws.
  - b. Monitoring, promoting, reviewing and recommending youth programs and services conducted by the association.
  - c. Reporting to the board. The board approves all youth related matters using input from the youth committee.
  - d. Appointing two association board members at least 18 years of age, as adult advisors to the Youth Leaders Chapter (if there is a chapter in the jurisdiction) with approval of the Youth Leaders' board.
3. **Vacancies.** Vacancies on the Youth Committee are filled by the president, with board approval.

**Commonly Asked Questions – Chapter Eleven, Section B****11B/1 Can the youth committee have their own bank account?**

No. This committee is to oversee the youth programs and services and has no need to handle the finances. Any expenses would be handled by the Association Manager but must be authorized by the board.

**11B/2 We need money to print our tournament flyer and supplies. If we can't have a bank account, how can we pay these bills?**

First, the expense must be approved by the board, and then follow the procedures for submitting the bill to the association for payment. Procedures should be in the *Associations Operations Manual*.

**Section C. Other Committees**

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1. The president may establish other committees, with board approval, as needed.
2. The president appoints the chairman and committee members.
3. The president has the authority to remove committee members from president appointed committees.
4. Other committees may be, but are not limited to:

* Audit	* Membership
* Awards	* Public Relations
* Education/Training	* Scholarship
* Events	* Strategic Planning
* Tournament	* Nominating

**Commonly Asked Questions – Chapter Eleven, Section C****11C/1 Can the name of a potential nominee be withheld from the ballot by the nominating committee?**

It is the nominating committee's responsibility to determine who is best qualified for each position. The nominating committee is not required to place every name on the ballot.

**11C/2 When someone is not placed on the ballot, how can they run?**

By a nomination from the floor, provided he/she meets the eligibility requirements for the position.

**11C/3 Is campaigning for a position allowed?**

There is no USBC rule against campaigning. USBC does not condone or encourage campaigning, as we do not believe association elections should be political in nature. If an association decides to restrict campaigning in their policy, it should be included in the *Association Operations Manual* and either public knowledge or each candidate should be notified. We encourage limitations/requirements to be fair. For example, candidates should not:

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

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

**11C/4 Is there a quorum for committee meetings?**

Yes. The quorum is a majority. Only appointed committee members count towards the quorum. Association staff and ex-officio members do not count towards the quorum.

**11C/5 What types of committee meetings are allowed?**

USBC bylaws allow for committees to conduct in-person meetings; conference calls; or a combination of both in-person and conference calls (if the association has approved the use of teleconference and email meetings in Article VII, Section B, Item 4 of their bylaws.)

**11C/6 If a quorum is not present, can the committee make a decision and later take a phone or e-mail vote of those who could not attend?**

No. A decision cannot be made without a quorum present. A teleconference or an email vote could be scheduled if the association bylaws (Article VII, Section B) allow this action and the procedures in Chapter Ten, Section E of this policy manual are followed. The key is everyone must be present at the same time to hear the discussion and must vote at the same time.



**11C/7 A committee has ten members and six are present, so they have a quorum. If one person has to leave and was only present for half the meeting, can they continue with business?**

No. While discussion could continue, no vote can be taken as a quorum is required for any action.

## CHAPTER TWELVE: DELEGATES

This chapter details topics associated with delegates. It is to be used in conjunction with those requirements listed in the bylaws.

A state or local association whose charter has been suspended or revoked, or an association that is delinquent in processing dues for the current bowling season is not considered "in good standing" for the purposes of delegates attending the USBC Annual Meeting.

### Section A. Delegates

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Delegates are defined as members who are elected to represent the association at the state or USBC Annual Meeting.

#### 1. Representation for USBC Annual Meeting (USBC National Bylaws, Article VI, Section A, Item 3).

- a. Each state association in good standing may elect two Delegates and two alternate delegates to the USBC Annual Meeting.
- b. The number of Delegates to which a local association is entitled will be based on USBC's records of the association's fiscal year membership as of July 31, the year prior to the USBC's Annual Meeting. Each local association in good standing with USBC, with the exception of affiliate associations, are entitled to delegates to the USBC Annual Meeting. Associations with youth would base their membership on USBC Youth members bowling in USBC Leagues within the association's jurisdiction, as follows:
  - 1) Less than 500 members - two delegates and one alternate delegate
  - 2) 500 members or more - two delegates and one alternate delegate for the first 500 members and one delegate and one alternate delegate for each additional 500 members or major fraction thereof with a maximum of 30 delegates

<p><b>NOTE:</b> USBC calculates association membership for the purpose of delegate counts by the number of national memberships purchased through the association.</p>
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- c. Newly chartered local bowling associations, with no membership numbers recorded by July 31 of the year prior to the USBC's Annual Meeting, may elect one delegate and one alternate delegate to the USBC Annual Meeting.
- d. A state or local association whose charter has been suspended or revoked, or an association that is delinquent in processing dues for the current bowling season, is not considered "in good standing" for purposes of delegates or alternate delegates attending the USBC Annual Meeting.

#### 2. Responsibilities

A delegate has significant responsibilities as he/she represents the state/local association members. As a representative of the association, the delegate should be prepared to vote on matters that are in the best interest of the association. Therefore, prior to attending the state or USBC Annual Meeting, the association board may want to discuss their views on pending legislation and/or candidates for the board.

The association may consider outlining additional delegate duties. For instance, the association could require a delegate to report back to the board and members at upcoming meetings. The delegate can summarize the activities at the annual meeting and disseminate any appropriate information.

- a. A USBC national delegate has the authority to vote on:
  - 1) USBC bylaws, except with respect to:
    - a) Provisions for compliance with United States Olympic & Paralympic Committee (USOPC) rules and regulations.
    - b) Provisions related to athletes and youth.
    - c) Provisions mandated by the articles of incorporation or applicable law.
  - 2) Adult league rules
  - 3) Adult tournament rules
  - 4) Electing directors to the USBC Board as outlined in the national bylaws.
- b. A state delegate has the authority to vote on:
  - 1) Legislation (applicable state association bylaw amendments).
  - 2) Electing the state board of directors.
  - 3) Electing the delegate(s) to represent the state association at the USBC Annual Meeting.

### 3. Reimbursing Business Expenses

An association may reimburse actual business expenses incurred by delegate/alternate without tax consequences to the individual as long as the:

- a. Expense is related to the business or purposes of the association, and
- b. Individual submits evidence of such expense (receipts).

If an individual receives a reimbursement for more than such individual's out-of-pocket expenses, then the excess reimbursement is taxable income to the individual.

If an individual is not reimbursed for out-of-pocket association expenses (or for less than 100% of such expenses), the individual may be able to claim the expenses as a donation to the association on his/her personal income tax return.

#### Commonly Asked Questions – Chapter Twelve, Section A

##### **12A/1 What if a person is elected as a delegate for more than one association?**

The bylaws state that a person cannot represent more than one association at the same state or national meeting.

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

##### **12A/2 Can a person be elected as both an adult and a youth delegate?**

Yes, a person can be elected as an adult delegate and a youth delegate to attend the same meeting. However, delegates are only entitled to voice and one vote. See USBC Bylaws, Article IX, Section B.

##### **12A/3 What is an athlete delegate?**

Per USOPC bylaws and USBC Bylaw IX, Actively Engaged Athletes (Athlete Delegates) are individuals who have demonstrated active engagement in amateur bowling competition by finishing in tournaments as follows:

- For Open or Women's Championship tournaments – top five percent of all amateur finishers in the All Events event in the order in which the participants scored.
- For the Team USA Trials and National Junior Gold Championships, the top 50% of all amateur male and female finishers over the age of 18.

- Team USA Athletes - Within the preceding 10 years, the individual has been a member of Team USA and has represented the United States in the Olympic or Pan American Games, or an Operation Gold event, or a World Championship recognized by FIQ.

**12A/4 How are athlete delegates selected?**

For an Athlete to be eligible to serve as a delegate for the USBC Annual Meeting, he/she must be a Team USA Athlete or an Actively Engaged Athlete. Athletes are eligible to serve as delegates for four-year terms corresponding to the quadrennial (four-year) period of the USOPC. The next quadrennial period begins in 2020.

**12A/5 Do athlete delegates in my association take the place of the delegates we get based on our membership?**

No, athlete delegates are in addition to any delegates that are elected by your association. They do not take any delegate spots from your association.

**12A/6 Our association pays a stipend to our elected delegates. Are we required to offer the same stipend to our athlete delegates?**

No. That would be completely up to your board to decide how to handle stipends.

**12A/7 We pay expenses for going to the state and national Annual Meetings /Conventions. Would this be considered a reimbursable expense?**

- Yes, **IF** receipts are received and funds given do not exceed the amount on the receipts
- No, **IF** a set amount is given to an individual, and no receipts are received.

**12A/8 We give a stipend for attending the state and national Annual Meetings /Conventions. Is this a reimbursable business expense or should we use a 1099?**

- Yes, **IF** giving a stipend, a 1099 should be used
- No, **IF** the money given is less than expenses incurred, **AND** you have receipts, you can consider this reimbursing a business expense.

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**Section B. Credentials**

1. **USBC:** Credentials for delegates/alternates to the USBC Annual Meeting shall be submitted in a format and by the deadline, as specified by USBC.
2. **States:** Credentials for delegates/youth delegates/alternates to the state annual meeting shall be submitted in a format and by the deadline, as specified by the state association's bylaws and policies.

**Commonly Asked Question – Chapter Twelve, Section B****12B/1 What happens if an association elects fewer delegates than it is entitled to?**

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

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

**Section C. State Delegates Representing Adult Membership/Youth Delegates/Alternates**

1. Local associations elect delegates/alternates representing adults and youth delegates/alternates, at least 14 years of age, unless state laws mandate a specific age, who meet the eligibility requirements as established in the state and local association bylaws and policies, to attend state annual meetings.
2. An individual who meets all eligibility requirements may be elected to serve as an adult delegate and as a youth delegate to the same state annual meeting. In such case, the individual shall never vote on any matter or election more than once.
3. Each delegate/alternate and/or youth delegate/alternate serves for one year beginning Aug. 1 preceding the annual meeting for which they are elected.

**Commonly Asked Question – Chapter Twelve, Section C****12C/1 If a state has approved to allow their Hall of Fame members to vote, are there any eligibility requirements for them?**

Yes, they must be a member in good standing of USBC and the state association at the time of the annual meeting to exercise their right to vote.

**Section D. Vacancies for Delegates to the USBC Annual Meeting**

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 a vacancy still exists, the president fills the vacant position by appointment.
  - c. The appointee must meet the same eligibility requirements as elected positions.
2. **When a local association elects fewer delegates than it is entitled, the board of directors may exercise one of the following options:**
  - a. Authorize another election to be held at a membership meeting to fill the position(s).
  - b. Fill those vacancies with alternates, in the order in which they were elected.
  - c. Empower the president to fill the vacancies when alternates are not available.
3. **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 THIRTEEN: AMENDMENTS

This chapter explains the requirements associated with adopting/amending, and reporting bylaws decisions to USBC.

### Section A. Options within the Bylaws

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It is important the association use and follow the appropriate version of the bylaws in their official form. (The most current version of the bylaws can be found on BOWL.com on the [Association Resource Center](#) page. However, there are specific areas of the bylaws that are determined by the association to best fit its unique needs. Those areas are:

1. Fill-in-the-blank, and other areas indicated as optional within the bylaws including:
    - a. Association name
    - b. Dues amounts (State dues up to the maximum)
    - c. Number of directors
    - d. At-large directors (State)
    - e. Number of vice presidents
    - f. Number of years in a term, maximum number of terms, etc.
  2. Additional eligibility requirements for officers, directors, adult delegates, and youth delegates. For example, an association might decide that to be elected president, an individual must have served on a board for two years. Additional eligibility requirements should be based on an applicable skill, experience, and/or level of expertise, and not be so restrictive that filling board positions could be in jeopardy. (These eligibility requirements should also be clearly written on the application for board, or readily available to anyone who may want to run for the board.)
  3. Stagger systems based on the adopted number of years in a term, are developed by the nominating committee, to be approved by the appropriate voting body and included in the bylaws. Two examples of stagger systems are:
    - a. Two-Year Terms
      - 1) Odd Years
        - a) President
        - b) 6 Directors
      - 2) Even Years
        - a) Vice President
        - b) 5 Directors
    - b. Three-Year Terms
      - 1) Year One
        - a) President
        - b) 3 Directors
      - 2) Year Two
        - a) Vice President
        - b) 4 Directors
      - 3) Year Three: 4 Directors
  4. Other items specifically stated in the *USBC Association Policy Manual* as requiring inclusion in the bylaws.
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## Section B. Amending

Associations can elect to change the optional portions of the bylaws by following the amendment procedure outlined in the bylaws.

Any member may submit a proposed amendment, in writing, to the association by the number of days prior to the annual meeting as stated in its bylaws. Approval requires a two-thirds vote of the voting body at an association membership/delegate meeting

1. An association may NOT make any changes to the mandatory bylaws with the exception of:
  - a. Including additional eligibility requirements for board, and/or delegate positions.
  - b. A stagger system.
  - c. A delegate/youth delegate chart(s) for attendance at the state annual meeting (State).
  - d. Amending the indicated options such as number of directors, quorum, etc.
2. In addition, if adopted, the following items must be included in the association bylaws:
  - a. The board's ability to use mail/e-mail/teleconference voting, if state laws allow.
  - b. The start date of a term (if not Aug. 1).
3. Changes approved at a USBC Annual Meeting or by the USBC Board, applicable to the state or local association bylaws, are made automatically without further necessary action by the association.

A template of the bylaws may be found on the [Association Resource Center \(ARC\)](#) page of [BOWL.com](#).

### Commonly Asked Questions – Chapter Thirteen, Section B

#### **13B/1 How are proposed amendments submitted for the optional areas of the state/local bylaws?**

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

#### **13B/2 How are proposed amendments approved?**

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

#### **13B/3 Does a committee have to submit a proposed amendment within the time frame of the bylaws?**

No, but final action would be taken by the board. If the board does not agree with the amendment, it would not go forward. The committee can resubmit the amendment for the following year within the proper timeframe.

#### **13B/4 Does a board have to submit a proposed amendment to the legislative committee (if they have one) or within the time frame of the bylaws?**

No, the board can make a last-minute determination to submit a change. However, if it is dues related, the board must submit the change in time for the association manager to make the required notifications.

## Section C. Reporting to USBC

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A complete set of current bylaws must be submitted to USBC upon request.

### Commonly Asked Questions – Chapter Thirteen, Section C

#### **13C/1 How often should our association update our bylaws?**

Bylaws should be updated any time a change has taken place due to action at your annual meeting. Also, associations should update their bylaws each year, after August 1<sup>st</sup>, as the new bylaws templates are updated by USBC at that time. Changes on the national level automatically codify the local/state bylaws and do not require any voting action.

#### **13C/2 Do we need to send a copy of our bylaws to USBC, and how often?**

You are required to send a copy of the bylaws any time they are requested. However, USBC would like to have the most current copy of your bylaws on file and asks that you send a new copy to [associationservices@bowl.com](mailto:associationservices@bowl.com) or your Regional Manager each year after you have updated your copy.

#### **13C/3 Should we just update our original copy of the bylaws each year?**

No, as there are sometimes small changes to the boilerplate language in the bylaws that automatically goes into effect in your local/state bylaws, this is sometimes missed when updating your original copy. USBC recommends downloading the most current version of the bylaws from BOWL.com and inputting the information specific to your association. This way, you will always have the correct version of the bylaws.

## Section D. Change in Dues

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An association may make an amendment to its current adult standard dues by following the procedure outlined in the respective bylaws.

## CHAPTER FOURTEEN: INSURANCES

### Section A. Bonding, Burglary & Holdup Insurance

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USBC maintains a policy of bonding, burglary and holdup insurance for chartered associations. The coverage amount is limited as indicated in the Coverage section below. No insurance coverage is available except as specifically set forth in the policies of insurance purchased by USBC.

**Covered individuals.** Association officers, directors, and managers are covered in this policy with coverage 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, are not covered until received by a member of the board. The surety company will not extend coverage to any individual who misused funds in the past or has been convicted of a felony.

**Coverage.** The bonding, burglary and holdup insurance coverage described in this section is available through a policy of insurance issued to USBC by an independent licensed insurance company. The policy covers:

1. Bonding/misuse/misappropriation of funds. A shortage attributable to dishonesty by a covered individual. Additional coverage is available free of charge, up to \$1M. **Additional coverage must be requested annually.** Associations may obtain additional coverage without cost by:
  - a. State associations upon written request to USBC - Bonding.
  - b. Local associations through WinLABS.
2. Holdup. The taking of funds from a covered individual. No additional coverage is available.
3. Burglary. Funds taken through the forcible entry into the premises or locked receptacle where the funds are kept by a covered individual. There must be visible evidence of forcible entry. An on-site police report is required. No additional coverage is available.

The surety company shall not be held liable for any loss which may have existed prior to the time the bond or insurance became effective. The policies of insurance do not cover funds frozen through insolvency or liquidation of any financial institution.

### Losses and Claims

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Any loss should be reported to USBC - Bonding for guidance within 15 days.

Any attempt to regain funds through an agreement between the principal and offended parties without authorization from USBC - Rules creates a legal situation which places the association's right of recovery under the bond in jeopardy.

Any officer, director or appointed tournament manager who misuses the funds of a state or local association shall be subject to suspension from USBC.

The president also may be liable for suspension for failing to make the monthly verification of all association accounts. (This could be, but is not limited to, scholarship account, each tournament account, fund raiser account, etc.)

**Bonding Insurance.** Misuse/misappropriation of funds. The following conditions govern the method by which associations must handle its funds to qualify for protection of any loss caused by the dishonest act of a covered individual:

1. Funds must be deposited within 7 days in an insured bank or credit institution in the name of the association.
2. Withdrawals require the signatures of two authorized officers/directors who are at least 18 years old.



- a. Signature stamps should not be used.
  - b. Checks should not be pre-signed.
  - c. 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, and same gender spouses, 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.
3. The president must verify all accounts monthly.
  4. All association accounts must be audited annually.

**NOTE:** When a signature stamp is used, or checks are pre-signed, the associations bonding coverage will be in jeopardy.

**Failure to meet any of the conditions of the policies of insurance will result in a 50% reduction of any documented loss.**

**Burglary and Holdup Insurance.** The policies of insurance provide coverage as follows:

1. The taking of funds from a covered individual by violence or threat of violence.
2. Funds taken through the forcible entry into the premises or locked receptacle where the funds are kept by a covered individual. There must be visible evidence of forcible entry. An on-site police report is required.
3. Receipts: Not to exceed one week's receipts at any one time, with a limit of \$2,000.
4. Disbursements: Not to exceed an amount of \$10,000 at any one time for a period of seven days.

In the event the association fails to deposit the funds in a recognized banking or credit institution in the name of the organization as specified, the insurance company will be liable for only one week's receipts when a loss occurs due to burglary or holdup.

The policies of insurance **DO NOT** cover loss by:

1. Fire
2. Mysterious disappearance
3. Funds left unattended

#### **Commonly Asked Questions – Chapter Fourteen, Section A**

##### **14A/1 Who is bonded?**

- Officers
- Directors
- A non-board member appointed as tournament manager of the REQUIRED Championship Tournament(s). However, funds must be deposited into an association account.

**14A/2 What could cause my associations coverage to be reduced by 50%?**

- Funds not deposited within 7 days in an insured bank or credit institution in the name of the association.
- Withdrawals not having two authorized signatures for withdrawal.
- Use of signature stamp.
- President not verifying all accounts monthly.
- Two members of an immediate family on the bank account where at least one is of the misuse claim.
- Single signature checks or withdrawal slips.
- Signatory is not 18 years of age.

**14A/3 What could cause my associations bond coverage to be denied?**

- Wrongful use of signature stamp.
- Wrongful use of debit/credit card.
- Not providing to USBC the documentation and forms required.
- Arrangements for restitution are made between the association and the accused.
- Officer/director handling funds has been convicted of a felony.
- Officer/director handling funds has been previously found guilty of misuse/misappropriation of funds.

**14A/4 What could cause my associations burglary or holdup coverage to be denied?**

- Funds left unattended.
- No forced entry into the premises or locked receptacle where funds are kept.
- No threat of violence during a holdup.
- No on-site police report.

**14A/5 Does the president really have to look at the books every month?**

The president does not only have to "look at the books" but verify them as well. Regardless of the association having one bank account or 10 (fund raisers, each tournament, etc.) each account must be verified. Account activity needs to be verified by the president by reviewing receipts for deposits, withdraws, tournament entries and prizes/scholarship awards, memberships, purchases, etc.

**14A/6 In addition to our checking and savings account we have four other accounts: Open Tournament, Women's Tournament, Youth Tournament and a fund raisers account. Each of these accounts support what they do. How would the president or audit committee verify/audit these types of accounts?**

The receipts for each account are reviewed to determine income and expenses. Actual tournament entries, sponsorships received and/or added money would detail tournament income. For tournaments, the expenses include, but are not limited to lineage, cost of printing entry forms and rules, salaries, prize money, advertising and any other documented tournament expense. A documented expense is an expense that has a receipt or check. All expenses and/or a budget should be approved by the board.

The president/audit committee would review each account and the amount on deposit from last statement(s)/audit, approved expenses and additional funds received. All receipts for income (tournament entries, sponsor fees, donations and league certification applications) are checked to the proper account as well as all receipts for expenses.

**14/A7 When doing the audit, the president/audit committee receives numbers from the association manager, such as 3,241 members, 25 team, 14 doubles and 25 singles entries into a tournament. Can the audit be done with these figures only?**

No, while the numbers are helpful, you need to look at the actual paperwork to ensure accuracy of your audit. You also will need the actual bank statements, fund raiser details. Once you have these, you still will want to spot check actual membership/leagues received along with tournament entries, and receipts such as lineage for tournaments, supplies, etc.

Without looking at each section and checking the actual records, you are not doing a true audit.

**14A/8 How can recurring monthly bills be approved?**

Rent, electric, internet, etc., are reoccurring monthly bills and can be preauthorized by the association board at a meeting. The authorization would be recorded in the minutes and retained for the association's records. This authority should also be included in the Association Operations Manual.

When amounts increase this would be reported to the board.

**14A/9 We have a debit card and credit card. Why does USBC not recommend the use of these cards?**

While these types of cards can be handy, they can easily be misused for withdrawing cash and paying for items that have not been approved by the board. We recommend the card be restricted to no cash withdrawals and only used for authorized purchases.

**14A/10 Does our SMART account have to be part of the monthly verification and yearly audit?**

Yes. The scholarships should be entered and paid within 30 days of the end of the event, or upon presentation of a meritorious award. Once your bank audit is conducted, the tournament records should be checked with the SMART account to ensure proper funds were deposited.

By actually looking at the SMART account and reports, you will be able to tell if scholarships have been entered and funded.

**14A/11 How much bonding coverage does each association automatically receive?**

Associations automatically receive \$10,000 in bonding coverage each year.

**14A/12 How does my local association go about getting a larger bonding amount than the automatic \$10,000, and what is the cost?**

Local associations can request an additional amount up to \$1M through their WinLABS program. Bonding amounts over \$10,000 must be requested at the beginning of each bowling season, as the additional bonding coverages do not carry over from season to season. There is no charge to associations for additional bonding coverage.

**14A/13 How does a local association request additional bonding coverage amounts?**

Go into your WinLABS program, then to Association Properties, Bonding (section), provide bank name, input new bonding amount, and transmit. (Note: Bank name needs to be the same as the bank used in the association's EFT Agreement on file with USBC.)

**14A/14 How does a state association request additional bonding coverage?**

State associations must request additional bonding coverage, each season, by emailing [bonding@bowl.com](mailto:bonding@bowl.com) or their Regional Manager.

**14/A15 How do we determine the proper amount of bonding coverage we should have for our association?**

To calculate your proper bonding coverage amount, you should add together all funds that would go through your association each year. (If all association money were in your account at the same time, how much would that be?) Include all income from membership, tournaments, fundraising, savings accounts, other events, etc.

**14A/16 What is the maximum amount of bonding coverage we can get for our association?**

USBC's bonding company has a maximum amount of \$1 million per association. Any amount needed above that would need to be purchased as an additional bonding plan through another company.

**14A/17 How often do I have to request additional bonding coverage?**

All associations are required to request any additional bonding coverage at the beginning of each new bowling season.

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**Section B. Other Insurance**

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**Local and State Directors and Officers Liability Insurance**

USBC recommends associations carry Directors and Officers liability insurance. This insurance covers lawsuits resulting from any actual or alleged "wrongful act." A "wrongful act" includes errors, omissions, and acts of negligence or breach of duty by a covered individual (board members, directors, officers, employees, and volunteers) while performing their duties for the association.

Local associations can purchase Directors and Officers Liability Insurance at a discounted rate.

State associations can receive coverage at no cost but must submit an application.

For general information click [here](#). ([Local application](#)) ([State application](#))

## CHAPTER FIFTEEN: SMART

**SMART** is the **S**cholarship **M**anagement **A**ccounting and **R**eports for **T**enpins program and provides a centralized location to manage bowling scholarships at no cost to the provider and/or recipient.

Since 2008, USBC has required all former and awarded (assigned to a person) scholarships issued through an association, including those issued for academic or meritorious accomplishments, to be deposited with SMART.

Scholarship funds must be deposited with SMART within 30 days after the end of the league/tournament/event in which they were earned, including scholarships for academic or meritorious accomplishments.

### Section A. Benefits of the USBC SMART Program

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1. All youth scholarships are held in the name of the organization that provided the scholarship.
2. Recipients have up to eight years from their high school graduation date to use the funds, or eight years from award date, if awarded after high school graduation. If they have served in the military, their funds are extended by the period of their first enlistment only, but SMART must be notified prior to scholarship expiration.
3. SMART is an online program and is accessible at [BOWL.com/SMART](http://BOWL.com/SMART). Providers and recipients may view the information in their account. The online service includes:
  - a. Providers:
    - 1) Viewing account information
    - 2) Changing contact information
    - 3) Submitting recipient information lists
    - 4) Pay online using unassigned funds or debit/credit card
    - 5) Viewing or printing reports
  - b. Recipients:
    - 1) Viewing account information
    - 2) Adding/changing contact information
    - 3) Viewing scholarships earned
    - 4) Viewing scholarship disbursements
    - 5) Requesting funds for college/universities, and trade schools
    - 6) Not online
      - a) Reimbursements
      - b) Off-Campus house payments
      - c) Student loan payments

**Commonly Asked Questions – Chapter Fifteen, Section A****15A/1 Why should we use SMART?**

For several reasons:

- It is mandated by USBC.
- SMART stays up to date with college and high school associations to ensure our students do not have eligibility issues.
- SMART portal shows a youth ALL their scholarships, regardless if they earned them from multiple entities
- The youth can request their funds through the portal.
- SMART is an online system and available 24/7 for both the youth and the provider.
- It's easy to enter a list and fund it immediately. Once funded the youth see the funds in their account.

**15A/2 We receive a \$5,000 donation every year for scholarships. Does this have to be sent to SMART?**

It is a good idea to send the funds to SMART, but not mandated. The funds can be easily managed and monitored in the SMART portal, and the larger your unassigned and assigned balances are the larger your potential earning distribution from SMART.

**15A/3 We have several SMART accounts and want to merge them. Can we?**

Yes. E-mail [smart@bowl.com](mailto:smart@bowl.com) with the account number and name, giving us authorization.

**WARNING:** We cannot unmerge, so this action is final. Please talk it over with the board to ensure this is the right way to go.

**15A/4 We have a new name. Can that be changed?**

Yes, use the [Provider Account Form](#) and send it to [smart@bowl.com](mailto:smart@bowl.com). The association must use the same name as they are using in WinLABS. For example, if you are using Gr then this account should also have that and not Greater.

To ensure these accounts are identified with the association, we are also including your association number.

**15A/5 Does our SMART account have to be part of the monthly verification and yearly audit?**

Yes. The scholarships should be entered and funded within 30 days of the end of the event, or upon presentation of a meritorious award. By actually looking at the SMART account and reports you will be able to tell if scholarships have been entered and funded.

**15A/6 I am on the association account, but also on the state's account and have my own tournament SMART account. If I allow someone access to the association account, will they see all three accounts?**

No. Only your username and password will get someone into all three accounts. That is why is it important not to give these out. Fill out the [Provider Account Form](#) and we will link the person to the specific association account only.

**15A/7 How many people can be on a provider account?**

As many as the association wants. There should always be more than one person on each provider account. Each person is added independently to the account, by their USBC ID, and have their own username and password. If the person is no longer affiliated with the association use the [Provider Account Form](#) and send it to [smart@bowl.com](mailto:smart@bowl.com) to remove or add someone.

**15A/8 Our association manages their own scholarship program. Is this allowed?**

No, since 2008, all associations were/are required to use SMART. This includes formerly awarded scholarships.

When programs are run independent of SMART, it is not only in violation of the policy, but our experience shows only one person knows the system. The program, and the associations reputation is at risk when:

- Proper audits are not conducted.
- That person(s) is no longer involved with the association.
- Parents/youth
  - Do not have online immediate access.
  - Cannot easily monitor association earned scholarships.
- Youth who move out of the area may not remember where the funds are.
- A youth would have to request from multiple sources.

**15A/9 Can we transfer our scholarships to SMART?**

Yes, please contact [smart@bowl.com](mailto:smart@bowl.com) prior to entering any old scholarship lists. We have a code we use when entering the lists to ensure the youth expire correctly.

**15A/10 We use another entity to conduct our youth tournaments including our championship tournament. Does SMART have to be used?**

Yes. Associations are required to use SMART, so when another person or entity is conducting events on behalf of the association, they must follow the same rules that apply to the association.

The funds can be put into their SMART account, but SMART must be used.

**Section B. Additional Information**

Go to [BOWL.com/smart](http://BOWL.com/smart) to log into your account and for information to efficiently manage provider and recipient accounts, including:

1. Frequently Asked Questions for both [Providers](#) and [Recipients](#)
2. [Provider Account Form](#) to:
  - \* Open new provider accounts
  - \* Add or Remove people
  - \* Change Name
  - \* Merge multiple accounts
3. [SMART Policy Manual](#)
4. [Terms and Conditions and Privacy Policy](#)
5. [Parent information](#)
6. [Program information](#)
7. [Financials](#)

## CHAPTER SIXTEEN: ASSOCIATION SUSPENSION PROCEDURES

### Section A. Failure to Pay Membership Fees

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1. State and local associations must comply with the following procedures to initiate suspension charges against an individual for failing to pay his/her membership fees. (The following procedure does not apply to checks issued/credit cards tendered by a league secretary for payment of membership dues for the league.)
2. If an individual has not paid his/her membership fees by the date requested by the association, the following procedures must be followed:
  - a. The association sends a letter or e-mail notifying the individual:
    - 1) Payment has not been received or payment was made with a bad check/credit card.
    - 2) Payment or proof of payment must be submitted within fifteen (15) days. If payment was made by bad check/credit card, additional bank/service fees can be applied to the amount owed.
    - 3) Personal check/credit card is not an acceptable method of payment. (Cash, money order or cashier's check only.)
    - 4) Failure to submit payment or proof of payment could result in denial of membership.
    - 5) He/she is ineligible to participate in any USBC competition.
  - b. The association notifies the league(s) that the individual does not hold membership and cannot participate in USBC competition.
  - c. If payment or proof of payment is not received within the time period specified, the association forwards the following to USBC Headquarters, Attention: Rules:
    - 1) Copy of the notice sent to the individual requesting payment.
    - 2) Copy of the membership application.
    - 3) If bad check/credit card was issued, copy of the front and back of the check or credit card draft returned and documentation of bank/credit fees incurred.
    - 4) Any other supporting documentation.

### Section B. Tournament Worthless Check/Invalid Credit Card Procedures

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Local and State Associations must comply with the following procedures when handling a worthless check/credit card for tournament fees.

1. Tournament management/Association Manager must send a letter notifying the principal that: (See the [Rules](#) page of [BOWL.com](http://BOWL.com) under Tournament Resources for sample letter.)
  - a. The check(s) was/were returned, or the card was deemed invalid and requests payment.
  - b. Payment must be submitted within a specified time period. If payment was made by bad check/credit card, additional bank/service fees can be applied to the amount owed.
  - c. Personal check/credit card is not an acceptable method of payment. (Cash, money order or cashier's check only.)
  - d. Failure to submit payment or proof of payment could result in suspension of membership.
2. If payment or proof of payment is not received within the time period specified, tournament management forwards the following to USBC Headquarters, Attention: Rules:
  - a. Copy of the notice sent to the individual requesting payment.
  - b. Copy of the front and back of the check or credit card draft returned and documentation of bank/credit fees incurred.
  - c. Tournament must provide printed documentation if tournament has any additional worthless check fees.
  - d. Any other supporting documentation.

### **Section C. Failure to Submit Final Average(s) Procedure**

Local associations must comply with the following procedure in order to initiate suspension charges against a league secretary for failing to submit league averages.

If final league averages have not been submitted by the date requested, the association must:

1. Send a letter to the league secretary stating:
  - a. Averages have not been received.
  - b. Averages must be submitted within fifteen (15) days.
  - c. Failure to submit could result in suspension of membership.
2. If averages are not received within the specified time period, the association forwards the following to USBC Headquarters, Attention: Rules:
  - a. Copy of the letter sent to the league secretary.
  - b. Supporting documentation.

### **Section D. Re-rate Averages**

The local association board or a committee of not less than five (5) board members, may re-rate the league average of any member of the association when there is evidence that the bowler's average does not represent the bowler's true ability.

1. The following procedure must be used to re-rate any member of the association:
  - a. Written notice can be sent first class mail, e-mail or be hand delivered and shall be sent to the individual charged not less than ten (10) days prior to the date of the hearing and must include:
    - 1) Date, time, and location of hearing
    - 2) His/her right to attend and offer a defense
    - 3) His/her right to have counsel present
    - 4) His/her right to produce witnesses on his/her behalf
  - b. The bowler shall be given the opportunity to appear before the committee and present any testimony or evidence to show why such re-rate action should not be taken.
  - c. A bowler whose average has been re-rated must be notified of the re-rated average by first class mail or be hand delivered and a copy to USBC Headquarters, Attention: Rules.
  - d. The bowler has the right to appeal the association's decision in writing to USBC Headquarters, Attention: Rules, within ten (10) days after being notified of the re-rated average.
  - e. If no appeal is filed within the ten (10) day period, the re-rated average shall stand.
2. The bowler must report and use the re-rated average or established league average (whichever is higher) for all handicapped or classified competition.
3. After re-rating has been in effect for a 12-month period, the bowler may apply to USBC Headquarters for an adjustment if the bowler has not established a higher league average and can also provide sufficient documentation to support a re-rate adjustment.

**NOTE:** Before conducting a re-rate hearing, contact the Rules Department for further information.

## Section E. Removal from Office

The following procedure must be followed when a complaint is filed to remove an officer or director from an association office.

1. Within one week after receipt of the complaint, the association president or in his/her absence or involvement a board member not involved in the case, schedules a meeting of the association board of directors.
  - a. The meeting should be held within thirty (30) days of receipt of the complaint.
  - b. Written notice shall be sent to the individual charged and the complainant not less than ten (10) days prior to the meeting and:
    - 1) Must include the date, time, and place of the meeting as well as his/her right to attend and offer a defense.
    - 2) Must include a copy of the complaint.
    - 3) Be sent by first class mail, e-mail **or** be hand delivered.
  - c. The board must be provided written notice of the meeting.
2. A quorum of the board must be present and a roster listing those present and absent must be included in the file.
3. A complete and accurate report of the meeting minutes must be maintained.
4. All documents and materials relating to the charges must be retained.
5. A two-thirds vote of the board members present and voting is required for removal from office.
  - a. Within five (5) days from the date of the meeting notify the individual(s) involved in writing of the board's decision.
  - b. The individual charged must be notified of his/her right to appeal that decision to USBC Headquarters, Attention: Rules.
  - c. The complainant and the defendant have the right to appeal the decision of the board after a ruling has been made.
6. An appeal must be filed in writing within fifteen (15) days of the date of the notice; otherwise the decision of the board is final.

An officer or director removed by the board is not eligible to seek re-election and/or be reappointed to the board unless two-thirds written consent of the board is obtained.

**NOTE:** The defendant and complainant should be excused prior to deliberation and vote.

For committees, the appointing authority has the power to remove or replace members.

### Commonly Asked Questions – Chapter Sixteen

#### **16E/1 Can a suspended bowler help the association?**

No, a person suspended from USBC cannot work/help the association. This is giving the wrong message to your members.

#### **16E/2 USBC suspended a director. Does he/she have to resign?**

No, the suspension automatically removes the person from the position. (The president would fill the vacancy with board approval. If the president is suspended the board elects a new president.)

**16E/3 Can an individual suspended by USBC be involved in leagues/tournaments /association?**

A person suspended from:

1. Membership cannot bowl, or hold any office position
2. Office only, can bowl

Membership and office suspensions restricts an individual from being in any position of authority, including, but not limited to:

- Officer or team captain (League, Tournament, Association)
- Tournament manager
- Committee member or chairperson
- Coordinator of entries into a tournament
- Coach

Also, a suspended bowler cannot:

- Handle fund raisers/games
- Run brackets
- Certify tournaments
- Help the association with paperwork or delivery
- Work a tournament

## CHAPTER SEVENTEEN: AFFILIATE ASSOCIATIONS

The United States Bowling Congress (USBC) has provided for affiliate associations in the USBC Bylaws, Article II, Section B. As a result, small membership associations meeting specific criteria will be eligible to operate as affiliate associations without having to meet all the requirements of a USBC chartered regular association. Ultimately, USBC reserves the right to authorize chartered associations.

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

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

1. Total membership of less than 400.
2. Must not be within 100 miles of any neighboring association.
3. Special permission is granted from USBC Headquarters.

**NOTE:** This chapter defines the situations where policies which affect affiliate associations differ from standard associations. All policies in this manual, not specifically addressed by this chapter, are the same for both.

### Section A. Structure

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

The board's duties are identical to those listed in Chapter Five, of this manual, with the following exception:

1. Officers are elected by a plurality vote of the board from among the current directors, unless state laws mandate otherwise.
2. Committees – the standing committee is the Finance committee.

### Section B. Tournaments

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Affiliate associations are not required to host an association championship tournament; however, it is strongly recommended that some type of tournament competition be held for the benefit of your members. (Please see Chapter Seven, Section B for information on Tournaments)

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

**Tournaments** – If the association conducts a championship tournament, the following is required:

1. Open tournament (men and women).
2. Women's tournament.
3. Youth tournament.

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

If an open and women's championship tournament is offered, the association may offer a men's only championship tournament if state public accommodation laws allow.

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

### **Section C. Membership Meeting**

1. Affiliate associations are not required to hold an annual membership meeting. (See Article VII, of the affiliate bylaws for membership and board meeting information.) However, it is strongly encouraged to hold some sort of meeting/event for your members regularly to keep them informed about the association.
2. If a membership meeting is held, the provisions outlined in Chapter Ten, Section A of this manual will apply.
3. A meeting is called by the president and must be called if requested, in writing, by at least:
  - a. Ten adult members and youth representatives
  - b. Three board members
4. Quorum – the number of members who must be present to conduct business.  
The quorum for the annual meeting is one person greater than the current number of board members.

### **Section D. Board Meeting**

1. The board shall meet, at a minimum, as often as required by state law. (See Article VII, of the affiliate bylaws for membership and board meeting information.) Special meeting may be held upon the request of any board member, in writing, if approved by at least three (3) board members.
2. Quorum – the number of members who must be present to conduct business for a board meeting is a majority of the current number of board members.

### **Section E. USBC Annual Meeting**

Associations are not eligible to send delegates to the USBC Annual Meeting.

### **Section F. State Annual Meeting (if applicable)**

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

#### **Commonly Asked Questions – Chapter Seventeen**

##### **17F/1 How many board members are required for an affiliate association?**

Associations must have a minimum of four board members. The Association Manager is not considered a board member unless elected by the membership or appointed to a vacant position by the president.

##### **17F/2 Does an affiliate association have to hold a championship tournament?**

No, due to their size they are not required to hold an annual championship tournament. However, we strongly recommend that some type of tournament competition be held for the benefit of your members.

##### **17F/3 Can our standard association convert to an affiliate association?**

Yes, but only if they have good reason and meet the criteria. Converting to an affiliate association to get out of the requirement to hold annual meetings or tournaments is not an acceptable reason. Any requests will be handled by the USBC Association Development team on a case-by-case basis.

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