

**BYLAWS
OF THE
GULF COAST USBC
ASSOCIATION, INC.
OF THE
UNITED STATES BOWLING CONGRESS
As of 1, April 5, 2025**

Louis Butler

Association President 2024-2026

Ellen McEwen

Association Manager 2024-2026

Effective as of August 1, 2025

Article I Name

The name of the organization is the **Gulf Coast USBC**, chartered by the United States Bowling Congress.

Jurisdiction

- A. This organization is founded for the purpose of uniting in a central organization all members of qualified bowling teams, leagues and unattached individuals bowling in certified establishments located in the following cities which are within the area prescribed in Article 1 of this constitution:
 - a. Cypress Lanes – D'Iberville, MS
 - b. Keesler Gaudet Lanes – Keesler AFB, MS
 - c. Park Ten Lanes – Diamondhead, MS
- B. The Following boundary lines have been established for this association.
 - a. West – Louisiana state line
 - b. East – City limits on north and east of Ocean Springs, MS
 - c. South – Gulf of Mexico (Mississippi Sound)
 - d. North – City limits on east, north and west of Wiggins, MS

Article II Nonprofit Corporation and Charter

Section A. Nonprofit Corporation

The association is organized as a nonprofit corporation and operates consistent with the requirements of an organization classified as tax exempt under Section 501(c)(3) of the Internal Revenue Code (IRC).

Section B. Charter

The association shall be chartered by USBC and subject to its authority. To maintain its charter, the association must:

1. Provide services for its members.
2. Adopt bylaws approved by USBC.
3. Not enact any bylaws or rules inconsistent with USBC's bylaws.
4. Adhere to stated requirements as set forth in the USBC Bylaws and *USBC Affiliate* - clause hereof.
6. Not have a substance out of the activities of the organization for carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
7. Not carry on any other purposes not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the IRC, or corresponding section of any future federal tax code.

Section C. Charter Dissolution

Upon termination of its charter, the association shall transfer all its assets remaining after payment of its lawful obligations to the USBC association that is a 501(c)(3) tax-exempt organization(s) serving the bowling centers previously under their jurisdiction.

If the named recipients are unwilling to accept the assets, are no longer qualified as 501(c)(3) organizations, or are no longer in existence, then the assets shall be distributed for one or more exempt purposes within the meaning of Section

501(c)(3) code, or shall be distributed to the federal government, or to a state or local government, for public purposes.

If the organization fails to transfer its assets within 30 days of their termination, USBC shall be entitled to take whatever action it deems appropriate to ensure such a transfer.

These requirements are applicable to all associations whose charter has been revoked as well as all current and future associations.

Article III Purpose

The purposes of the association shall be to operate exclusively for charitable and educational purposes, including fostering national or international amateur sports competition within the meaning of Section 501(c)(3) of the IRC, or corresponding section of any future federal tax code, and to:

1. Providing equal opportunity for all in the sport of bowling without regard to race, religion, sex, sexual orientation, disability, national origin or age.
2. Promoting the game of American tenpins.
3. Conducting and supporting bowling competition.
4. Engaging in any other activities permitted by an organization classified as tax exempt under Section 501(c)(3) of the IRC.

Article IV Membership and Dues

Membership is in effect from August 1 through July 31 and is composed of:

- **Adults** who have paid the appropriate USBC, state (if applicable) and local association dues; and
- **Youth** who have paid the USBC standard youth dues and bowl in USBC Leagues in the association's jurisdiction.

Adults shall pay applicable membership fees, except as provided in Rules 100e (2) Mail-o-Graphic League and 100e (3) Traveling League.

The adult members, and all officers and directors, by two-thirds vote, determine and adopt local adult dues, if any.

The annual adult standard membership dues are as follows:

Local	\$ 12.00
State	\$ 3.00
USBC adult standard membership	\$ 15.00
Total	\$ 30.00

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

The board may waive all or part of the local adult dues for:

- Adult members of other USBC associations have a reciprocal agreement with the association.
- Other groups, such as seniors, etc., as determined by the board.

The association cannot charge for additional non-dues assessments.

Membership is not transferable.

Article V Board of Directors - Management

Section A. Board Composition, Authority and Duties

The management and governance of the association is vested in the board of directors that includes the officer and director positions. **The officers will consist of President, Executive Vice President, Association Manager, and Youth Director.** The directors will consist of a Vice-President and Two (2) Directors per bowling alley. The adult members, youth representatives and board determine the number of positions on the board, and their term, if any. The board must be at least four people.

The number of Officers is: 4

Adult Directors is: 9

Total number of board members is: 13

Youth Representatives are:

- USBC youth members, at least 14 years of age, bowl in USBC Leagues within the association's authority.
- One adult representative, who is a USBC member, from each USBC certified youth league. (A league is not eligible for representation if it has not submitted a league application.)
- One center representative, who is a USBC member, from each center has at least one USBC certified youth league.

The board shall not engage in any acts constituting a conflict of interest. The board's duties include but are not limited to:

- Enforcing the bylaws.
- Complying with the *USBC Affiliate Association Policy Manual*.
- Implementing USBC programs as requested.
- Selecting/appointing the association manager.
- Approving use of membership records.
- Re-rating the league average of an association member when there is evidence that the bowler's average does not represent the bowler's true ability.
- Conducting suspension and reinstatement hearings if requested by USBC Headquarters.
(See the Association Suspension Procedures Chapter of the *USBC Affiliate Association Policy Manual* for re-rate, suspension, reinstatement and appeal procedures.)

Section B. Eligibility

A candidate for the board (elected or appointed) must be:

- **Adult.** A USBC member in good standing of the association at the time of election and throughout their term.
- **Youth.** USBC youth members bowl in USBC Leagues within the association's district.

Individuals eighteen (18) years old and over must be compliant with RVP requirements prior to working with youth or within 45 days (about 1 and a half months) of the start of their term, whichever occurs first and throughout their term.

- Elected or appointed without regard to race, religion, sex, sexual orientation, disability, national origin, or age, other than the minimum age of 14, unless state laws mandate a specific age, and be representative of the membership.

Any member of the board authorized to sign contracts or act as a signatory on association accounts must be a minimum age of 18.

Additional eligibility requirements, if there are any, are to be approved by the adult members, youth representatives and board.

Section C. Election of Directors

Annual elections are not required; however, an election must be held if requested, a term expires, or to fill a vacancy. (Refer to Article VII, Section A of these bylaws for how an election may be requested.)

Directors are elected by the adult members, youth representatives and board by a majority vote from:

- A slate.
- Nominations from the floor.

Qualifications must be submitted in a format specified by the board to the nominating Committee. Voting will be by ballot if there is more than one nominee for each position.

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

Section D. Term

If any, the term for Vice Presidents and Directors are 2 years. The number of years in a term, the number of terms allowed, and a stagger system are determined by the adult members, youth representatives and board. On even years one (1) Vice President and the three (3) directors' terms and on odd years the (2) Vice President and other three (3) directors' terms.

Section E. Resignation and Removal

- **Resignation.** A board member may resign from the board by providing written notice of resignation to the president or, in the case of the president, to the board.
- **Removal for Ineligibility.** A board member who is no longer eligible to serve on the board may be removed by a two-thirds vote of the board when a quorum is present.
- **Removal for Cause.** When a board member is accused, in writing, of failure to properly perform the duties of their office or otherwise engaging in improper or unfair activities or conduct, the board may conduct a meeting following the removal procedures in the Association Suspension Procedures Chapter in the *USBC Affiliate Association Policy Manual*. An appeal may be filed with USBC - Rules within 15 days of the removal. Two-thirds written consent of the full board is required to seek re-election and/or re-appointment to the board.
- **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 members will become eligible for re-election and/or re-appointment to the board upon notification from USBC of a change in their status.
- **Vacancies.** The board fills vacancies in the president's position. All other vacancies are filled by the adult members, youth representatives and the board.

Article VI Officers

Section A. President and Executive Vice President

The officers of this association shall include a president and executive vice president. (The association determines if more than one vice president or a sergeant-at-arms is necessary and defines their duties and responsibilities to be placed in your *Association Operations Manual*.)

Section B. Election

Officers are elected by a plurality vote¹ of the board from among the current directors, unless state laws mandate otherwise.

Qualifications must be submitted in a format specified by the board. Voting will be by ballot if there is more than one nominee for each position.

Section C. Term

If any, the term for officers is 2 years. The adult members, youth representatives and board determine the number of years in a term and the number of terms allowed. The President even years and Executive vice-president on the odd year.

Section D. Authority and Duties

- **President**
 - Presiding at all meetings.
 - Appoints committees, with board approval.
 - See Attachment A.
 -

NOTE: All committees should be composed of both board members and non-board members.

- **Executive Vice President**
 - Presides at all meetings when the president is absent.
 - Performs other duties as prescribed by the board or requested by the president.
 - Executive Vice President will be chairperson of the Hall of Fame and Life Membership Committee.
 - See Attachment A.
- **Association Manager**
 - Selected/appointed by and accountable to the board.
 - Acts as the ex officio voting secretary/treasurer of the board or such other officer designation as required by law and determined by the board.
 - **At-Large Director**
 - Responsible for other duties as prescribed by the board and in the *USBC Affiliate Association Policy Manual*. See Attachment B.
- **Vice Presidents and Directors**
 - Vice presidents will be overseeing all directors and leagues of that bowling alley.
 - Help coordinate the directors to collect for the charities (veterans, cancer and scholarship program).
 - See Attachment C.

Article VII Meetings

Section A. Annual Meeting

An annual meeting of the adult members, youth representatives and board is not required. The board shall determine the time and place.

- A meeting is called by the president and must be called if requested, in writing, by at least:
 - Ten adult members and youth representatives.
 - Three board members.
- **Attendance**

Attendance is open to all adult members, USBC youth members bowling in USBC Leagues within the association's district and youth representatives.
- **Voice and Vote**

Voting officers, directors, adult members, and youth representatives, at least 14 years of age, unless state laws mandate a specific age, have voice and vote. Members not meeting the above criteria may attend with voice only. Absentee and proxy voting are not permitted.
- **Responsibilities**
 - Elect vice president and directors.
 - Elect delegates and alternates to the state annual meeting(s), (as applicable).
 - Adopt bylaws:
 - Determine the size of the board, which must be at least four.
 - Vice President and Director eligibility.
 - Terms and term limits if any for vice presidents and directors.
 - Adopt adult local dues.
- **Meeting Notice**

Written notice of the meeting shall be forwarded to youth leagues, center representatives and adult league secretaries, which should be at least 15 days (about 2 weeks) prior to the annual meeting.
- **Quorum**

One person greater than the current number of board members.
- **Action**

A majority vote³ of those adult members, youth representatives and board present and voting, at a properly noticed meeting, when a quorum has been established, is required to act, unless otherwise provided by law or these bylaws. Election of vice presidents, directors, delegates, youth delegates and alternates require a plurality vote¹. Absentee and proxy voting and other types of voting agreements are not permitted.

Section B. Board Meeting

The board shall meet, at a minimum, as often as required by state law. Special meetings may be held upon the request of any board member, in writing, if approved by at least 3 board members.

- **Notice.** Written notice for all regular and special meetings shall be forwarded to the board, which should be at least 15 days prior to the meeting.
- **Quorum.** Most of the current number of board members must be present.
- **Action.** A majority vote of those officers, vice presidents and directors present and voting, at a properly noticed meeting, when a quorum has been established, is required to act, unless otherwise provided by law or these bylaws. Absentee and proxy voting are not permitted.

Section C. Parliamentary Procedure

The most recent edition of *Robert's Rules of Order, Newly Revised*, governs all meetings.

Article VIII Committees

The **Finance Committee** will consist of all directors. The directors will elect the leader of the Finance Committee from the directors. The **Tournament Committee** will consist of all vice-presidents of each house and the association manager. The association manager will oversee the committee. The president may establish other committees, with board approval.

Article IX Delegates, Youth Delegates and Alternates

Affiliate associations are not eligible to send delegates to the USBC Annual Meeting.

State Annual Meeting

Delegates, youth delegates and alternates are elected by plurality vote¹ of those members present and voting.

Section A. Eligibility

Nominees must be:

- Elected by adult members, youth representatives and the board.
- At least 14 years of age.
 - **Adult.** A USBC member in good standing of the association at the time of election and throughout their term.
 - **Youth.** USBC youth members bowl in USBC Leagues within the association's district.

If a member is elected to represent more than one association to attend the same meeting, the first election shall stand, and any succeeding election shall be declared invalid.

A local association is not eligible to send delegates if it is declared delinquent or USBC has revoked its charter.

Section B. Election

Delegates and alternates serve for one year, beginning August 1, and are elected by:

- A slate.

- Nominations from the floor.
- Qualifications must be submitted in a format specified by the board.
- Plurality vote¹. The election shall be by ballot, except that a voice vote may be taken when the number of candidates does not exceed the number of positions to be filled.
 - Alternates shall serve in order of their election.

The election is to be held in compliance with the state annual meeting requirements.

Section C. Vacancies

Vacancies are filled for the un-expired portion of each term by the alternates in the order in which they were elected. If a vacancy still exists, the president fills the vacant position by appointment.

The appointee must also meet the same eligibility requirements as elected positions.

**Article X
Amendments**

Section A. Procedure

Any adult member or USBC youth member who bowls in USBC Leagues in the association’s district may submit proposed amendments to these bylaws. The bylaws may be amended at any membership meeting by a two-third vote of the adult members, Youth Representatives, and board present and voting. The amendment must be:

- Submitted in writing to the association manager or president.
- **Submitted at least 15 days prior to the membership meeting when the association is considering the proposal.** The date or number of days is to be set by adult members, youth representatives and the board. (See Section B, Change in Dues.)

Section B. Change in Adult Dues

Forward a notice to each league secretary and board at least 15 days prior to the meeting at which the proposed change is considered. The notice must:

- Be in writing.
- Specify the amount of the change.
- Specify the reason for the change.

Notification of any adopted change in adult dues, and the reason for the change, will be forwarded in writing to each league secretary.

Section C. Effective Date

All amendments are effective August 1, following adoption, unless otherwise specified when adopted.

**Article XI
Fiscal Year**

The fiscal year of this association is August 1 through July 31.

**Article XII
Indemnification**

Directors, vice-presidents, officers, and other authorized volunteers, employees or agents shall be indemnified against claims for personal and individual liability arising in connection with their positions or service on behalf of the association to the full extent permitted by law.

Article XIII Hall of Fame and Life Membership

The Gulf Coast USBC will honor certain bowlers by inducing them into the Hall of Fame and Life Membership.

- a. Bowler must meet certain criteria as explained in Appendix A, Hall of Fame Directive at the end of these bylaws.
- b. Bowler must meet certain criteria as explained in Appendix B, Life Membership Directive at the end of these bylaws.
- c. The Hall of Fame and Life Membership committee will consist of the association president, association manager, plus five (5) members appointed by the committee chairperson as explained in Appendix A Hall of Fame Directive and Appendix B Life Membership Directive.
- d. All applications are due December 1.

Definitions

Associations:

- All association provide services for men, women, and youth.

Youth Representative:

- USBC youth members, at least 14 years of age, bowl in USBC Leagues within the association's district.
- One adult representative, who is a USBC member, from each USBC certified youth league.
- One center representative, who is a USBC member, from each center has at least one USBC certified youth league.

Voting:

- **Plurality vote:** A plurality vote is the largest number of votes cast for a given candidate. The candidate(s) receiving the most votes is (are) elected.
- **Majority vote:** A majority vote is "more than half" of the votes cast.

The attachments A, B and C are not part of the bylaws but are copied down from the USBC nation job descriptions at bowl.com. Are to be used for information purposes only.

Appendix A Hall of Fame Directive

The purpose of this organization shall be honor, pay tribute to, and perpetuate the names of those members who in the judgment of the Association, have displayed outstanding ability in the game of American Tenpins and /or who have contributed, through meritorious service, promotion of the sport of bowling or other significant contribution of the Gulf Coast USBC Association, Inc.

Membership in the Hall of Fame shall be determined at least forty-five (45) days prior to the annual Gulf Coast USBC Open Handicap Tournament for men or women entering the Hall of Fame. Applications are due: December 1.

The hall of Fame Committee shall be an official function of the Gulf Coast USBC Association, Inc. The Committee shall be comprised of the President and the Association Manager along with the following members appointed by the President as follows:

- 1) Two (2) members from the ranks of the current Officers or two (2) directors from different bowling alleys.
- 2) Two (2) members from the ranks of Life Members.
- 3) One (1) member from the ranks of Hall of Fame Members.

Members of the committee will be appointed annually and the President of the Gulf Coast USBC Association, Inc., shall announce the membership at the first quarterly meeting of the Board of Directors. The Committee, so formed, shall elect a chairperson and a vice-chairperson. The Gulf Coast USBC Association Manager shall function as the Executive Secretary of the Committee.

Any member of the Gulf Coast USBC Association, Inc., may submit nominations. In writing, with the qualifications and achievements of nominees, to the Association Manager for consideration by the Hall of Fame Committee. It shall be the prerogative of the Hall of Fame Committee to obtain any additional information of the standard nomination form is strongly recommended. Nominees must be active members or deceased members of the Gulf Coast USBC to be considered.

To be eligible for election to the Gulf Coast USBC Association Hall of Fame, nominees must in the judgement of the Committee:

- 1) Be an active participant in the Gulf Coast Association for a significant period. (Nominations from the ranks of the deceased need not meet this requirement.) Be of good repute among his peers.
- 2) Demonstrate and promote exemplary sportsmanship.
- 3) Contribute in a significant way to the sport of bowling through league or tournament participation, sponsorship, fund raising, promotion and/or advertising Gulf Coast USBC activities or participation in the Gulf Coast USBC Executive Board, or by any other activities, which in the opinion of the Hall of Fame Committee should be considered in the nomination and selection process.

The Hall of Fame Committee shall review all nominations and select no more than five (5) women's and five (5) men's (ten (10) in total) candidates judged by the Committee to be the most qualified and deserving of selection.

Nominations not selected by the Committee shall be retained in the Gulf Coast USBC files for consideration in the following two (2) years.

Nominations not selected by the Committee during a three-year period will be destroyed.

Candidates may be renominated in the manner as stated in the "Nominations" section of this directive at any time.

Not more than four (4) members may be elected to the Hall of Fame each year. When qualified nominees are available from both genders, a maximum of two (2) women's candidates and two (2) men's candidates for each

annual Gulf Coast USBC City Open Handicap Tournament will be selected. If less than two (2) women or two (2) men members are nominated within the maximum number of ten (10) candidates, the committee may increase the gender mix to allow up to four (4) qualified nominees to be elected.

Members of the Committee will cast a secret ballot in favor of zero (0) to two (2) nominees from each of the women's and men's slate for a total of no more than four (4) members elected. In the event of a non-evenly divided slate, the secret ballot cast may total in favor of zero (0) to four (4) with each gender on its own merit.

It will require two-thirds of the votes cast to present a nominee into enshrinement into the Hall of Fame.

Each member elected to the Hall of Fame shall receive a certificate bearing the name not the Gulf Coast USBC Association Hall of Fame with their name and year of election inscribed thereon.

Each member elected to the Hall of Fame shall receive a distinguishing insignia appropriate for display on a shirt or jacket.

A suitable permanent plaque or Hall of Fame Board shall be established for the inscription of the names of all members elected to the Gulf Coast USBC Hall of Fame. This plaque or board shall be exhibited at each annual Gulf Coast USBC Handicap Tournament.

The award shall be made at the opening ceremony of the "Hall of Fame" shift of the Annual Gulf Coast USBC City Open Handicap Tournament. In the case of members elected posthumously, the nearest of kin shall be invited to attend the ceremony and accept the awards.

This directive may be amended by a 2/3 affirmative vote of the eligible voters in attendance at the Annual meeting provided that any such amendment shall have been submitted to the Gulf Coast USBC Association Manager not less than thirty (3) days prior to said annual meeting.

Appendix A for the Hall of Fame Directive of the Gulf Coast USBC Association Inc., was adopted at the Annual Meeting of the Council of Delegates of 2007.

This amendment was amended to clarify activities of the Hall of Fame Committee based on past practice since the merger of the women's and men's associations occurred in 2005 and was adopted at the Annual Membership Meeting of the Gulf Coast USBC of 2021.



GULF COAST USBC ASSOCIATION

HALL OF FAME

NOMINATION FORM

Name of Candidate: _____

Category: _____ Living _____ Posthumous

Address: _____

Marital Status: ___ Married ___ Single Spouse's Name _____

Date of Birth: _____ Place of Birth: _____

Years in Mississippi Gulf Coast Area: _____ Years as a Sanctioned Bowler: _____

Characteristics: (Meritorious Services, Superior Leadership Qualities, Personality and Dedication to the Sport of Bowling)

Achievements of Candidate: (Superior Performance and What the Candidate Did)

General Comments:

Name of Proposer: _____

Address: _____

Phone: _____ Date: _____

Signature of Proposer: _____

Additional Signature: _____

Additional Signature: _____

Additional Signature: _____

The Hall of Fame Nomination Form must be submitted to the Association Manager by December 1st.

The Hall of Fame/Lifetime Member Committee will review the prospective candidate's submitted form and vote for entry into the Hall of Fame.

Appendix B Life Membership Guidelines

Life membership to the Gulf Coast USBC Association, Inc. may be granted to any association board member who has served three (3) elected two-year terms (sic Years) of office as association president, six-year (6) of office as association manager, or anyone who has completed twelve (12) years as a member of the board of directors, who has gone above and beyond the call of duty that they were elected to do.

A nominee form for the Life Membership must be filled out and submitted to the committee by December 1 for examination of the nominee's qualifications. Once committee approval is met, the nominee's application is sent to the annual meeting for a vote.

To be granted life membership, a member must receive a 2/3 vote at the annual meeting by secret ballot. Those life members shall be nonvoting unless they are on the board of directors.

Life membership may be suspended by 2/3 vote of the board of directors whenever a life member causes problems or harms the credibility of the Gulf Coast USBC Association, Inc.

The Gulf Coast USBC Association, Inc. will absorb the cost of life member's national, state, and local dues.

Name of Proposer: _____

Address: _____

Phone: _____ Date: _____

Committee Member: _____ Date: _____

Association President

Association Manager

The Lifetime Member Nomination Form must be submitted to the Association Manager by December 1st.

The Hall of Fame/Lifetime Member Committee will review the prospective candidate's submitted form and vote for entry into the Hall of Fame.

Attachment A

Section A. President

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, appoint 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. Executive Vice President

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.)

Attachment B. Association Manager

1. Acts as the ex officio, voting secretary/treasurer of the board.
2. Having voice only, does count towards the quorum and can make or second motions at board meetings, because he/she is also an at-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 an at-large director of the association.
8. Will be appointed to serve as a youth league officer if no youth league officers are RVP compliant.

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

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 fees 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 on 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 Win LABS or USBC approved processing system and transmitted to USBC.

2. Provide each league secretary with 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, submit 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.

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 should 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 tournament 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 the following events:
 - 1) Five, four or three-player teams.
 - 2) Two-player teams. (Doubles)
 - 3) Singles events.
 - 4) All-events.
- b. **Men 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 the 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 it. 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 approve. 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 options 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 by 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 more than 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 of 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 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 an 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 bowler with a 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 association's 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 bowl a predetermined number of games, not more than 21, in a league within its jurisdiction.

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.

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.

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. Make 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.

Attachment C - BOARD OBLIGATIONS

Although the bylaws include a statement regarding indemnification, board members may not be completely exonerated of all liabilities that may arise from failure to carry out their responsibilities. For this reason, it is extremely important that board members always practice the Duties of care and Loyalty, as detailed in the following sections, and as outlined in the *Guidebook for Directors of Nonprofit Corporations, Second Edition, from the Committee on Nonprofit Corporations, American Bar Association*.

DUTY OF CARE

The duty of care calls upon a director to act in a reasonable and informed manner when participating in the board's decisions. The duty of care requires that first, a director is informed; and second, a director discharges his duties in good faith, with the care that an ordinarily prudent person in a like position would reasonably believe appropriate under similar circumstances. This is generally referred to as the "business judgment rule".

Elements of the Duty of Care:

- Attending meetings – regular attendance at meetings of the board of directors is a basic requirement of the director's service. Directors may not vote by proxy.
- Importance of regular attendance – All directors must remember that they act as a group, and therefore regular board meeting attendance is essential. Repeated absences may expose the director to the risk of not satisfying the duty of care.
- Attendance at committee meetings – A director appointed to serve on a committee of the board is expected to regularly attend such committee meetings, and to be active in the committee's deliberations and other activities. A director must satisfy the duty of care in discharging his duties as a committee member.
- Exercising independent judgment – The duty of care requires that each director shares equally the responsibility of the board to act in the best interests of the corporation. Each director should exercise his or her independent and informed judgment on all decisions. The director's decisions must only be based on what is in the corporation's best interest, not any personal or constituent group.

DUTY OF LOYALTY

The duty of loyalty requires directors to exercise their powers in good faith and in the best interests of the corporation, rather than in their own interests or the interests of another entity or person. The basic legal principle here is that a director shall not use a corporate position for individual personal advantage.

The duty of loyalty primarily relates to conflicts of interest and confidentiality.

- Conflicts of interest – the duty of loyalty requires that a director be conscious of the potential for such conflicts and act with candor and care in dealing with such situations. Conflicts of interest involving a director are not inherently illegal nor are they to be regarded as a reflection of the integrity of the board. It is the way the director and board deal with a disclosed conflict that determines the propriety of the transaction.
- Confidentiality – A director should not disclose information about the corporation's activities unless it is already known by the public. Individual directors are not spokespersons for the corporation and thus disclosure to the public of activities should be made only through the corporations designated spokesperson, usually the President or Association Manager.

The following list of related documents should be read and signed by each member of the board of directors:

Code of Ethics

- Commitment to Serve
- Confidentiality Policy and Agreement
- Conflict of Interest & Sample Policy & Disclosure Form