

The Eastern Maine USBC Association Administrative Manual

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Overview

The Eastern Maine USBC Association shall be governed by the Bylaws, Rules and Regulations set forth by the USBC (United States Bowling Congress).

The Association shall have a Board of directors, which is comprised of the Officers (President, Vice-President and 2nd Vice President) and Directors (6 adult directors & 3 youth representative). An Association Manager shall be hired (from qualified applicants) and will serve as the Secretary and Treasurer of this Association.

The Administrative Manual will serve the purpose of having written policies, procedures, guidelines, forms and letters set up in all area of business to be conducted by the Board.

The Administrative Manual shall be written and approved by the Board of Directors. It shall be the duties of all Special Committee appointed by the President to oversee corrections, additions and deletions to said manual. It shall be updated as directed by the Executive Committee.

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Board of Directors Membership

~ Officers and Employees ~

President	Expires 2010	1st Vice President	Expires 2009
Gloria T. Yawn 2 Mt. Desert Drive Bangor, Maine 04401 (H) 947-8243 (W) (M) 478-3991 Email: gityawn@aol.com		Debbie Milner 25 Pushaw Drive Bangor, Maine 04401 (H) 942-6419 (W) 945-3233 (M) Email: turtlelady1950@yahoo.com	

2nd Vice President	Expires 2010
Roger Brownell 108 Maple Street Bangor, Maine 04401 (H) 945-5977 (W) (M) Email:	

~ Employees ~

Organizational Manager	Hired 2006
Ed Cotter 4182 Union Street Levant, Maine 04456 (H) 884-6205 (W) 973-9550 (M) 356-5680 Email: cotter_emusbc@midmaine.com	

~ Directors ~

Brad Bailey 65 Third Street Bangor, Maine 04401 (H) (W) 942-6701 (M) Email: bail65@netzero.net	Expires 2010	Wendy Bigham 384 Hammond Street Bangor, Maine 04401 (H) 299-0462 (W) (M) Email: wigham2000@juno.com	Expires 2009
Eric Fairbrother 675 Bog Road Hermon, Maine 04401 (H) 848-3723 (W) (M) Email:	Expires 2010	Betty Gamble 196 Webster Avenue Bangor, Maine 04401 (H) 990-5498 (W) 942-2281 (M) 735-8542 Email: gambler365@aol.com	Expires 2010

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~ Directors ~

Clarence Young	Expires 2009	Arlene Wolfinger	Expires 2009
1611 Hudson Road		444 St. Albans Road	
Hudson, Maine	04449	Corinna, Maine	04928
(H) 945-3596		(H) 278-3234	
(W)		(W)	
(M)		(M)	
Email: clarence.young@jws.com		Email: Willard@tdstelme.net	

~ Youth Directors ~

Roger Blackmer	Expires 2010	Jerry Donna	Expires 2009
103 Fowler Road		38 North Searsport Road	
Hampden, Maine	04444	Prospect, Maine	04981
(H) 862-6596		(H) 567-3664	
(W)		(W)	
(M)		(M) 323-2965	
Email: haymattsmtdew@aol.com		Email: jdonna2@yahoo.com	
Jenna Dionne	Expires 2010		
103 Fowler Road			
Hampden, Maine	04444		
(H) 862-6596			
(W)			
(M)			
Email:			

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Calendar of Events

To be updated by President and Association Manager

August 1 st		Beginning of New Season
December		Dunnett's Senior Tournament
January	4th Weekend	Local Youth Tournament
February	1 st two weekends	Local Woman's Tournament
March	1 st two weekends	Local Open Tournament
March		Annual EMUSBC Meeting General Membership Meeting Election of Officers & Directors Awards Ceremony Date & Location to be approved by Board
May	mid-month	Clash of Champions Tournament

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Order of Business

Procedure

Robert's Rules of Order Newly Revised shall govern the proceedings at all meetings of the Eastern Maine USBC Association and the Board of Directors when not inconsistent with USBC Rules and Bylaws.

Annual EMUSBC Meeting

- a. The order of business at all regular meetings of the association shall be as follows:
 1. Call to order
 2. Roll call of officers and directors
 3. Action on minutes
 4. Reports of the officers
 5. Acts of the Board of Directors
 6. Reports of Standing and Special Committees
 7. Unfinished business
 8. New business
 9. Election of Officers (Annual meeting only)
 10. Adjournment

Board of Directors Meetings

- b. The order of business at all regular meetings of the Board of Directors shall be as follows:
 1. Call to order
 2. Roll call of officers and directors
 3. Action on minutes
 4. Reports of the officers
 5. Reports of Standing and Special Committees
 6. Unfinished business
 7. New business
 8. Adjournment

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Meeting Minutes

Contents

The minutes shall include:

1. The kind of meeting (board, special or membership)
2. Name of the association
3. Date, place and time of the meeting
4. Presiding officer
5. Number of board members present
6. Number of members present
7. Whether the minutes of the previous meeting were approved or their reading was dispensed with
8. All main motions except those withdrawn, whether sustained or lost and all of the motions that were not lost or withdrawn are recorded along with the member who introduced the motion
9. What is done in the way of business and not what is said at the meeting
10. Date, place and time of next scheduled meeting
11. Time of adjournment of the meeting

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Executive Committee

Composition:

The Executive Committee of the Eastern Maine USBC Association shall include the Officers of the Association: President, First Vice President, Second Vice-President, and the Association Manager (ex-officio).

Function:

The function of the Executive Committee is to facilitate and arrive at certain decisions, which may become necessary in the normal operations of the Association, but require such immediate or pressing action as to make it impossible, untimely or unwieldy to formally call for a full meeting of the Board.

Meetings:

Any member of the Board may call for such a meeting by notifying the President, or in his/her absence, the First Vice President, but it will be the President's (or alternate's) decision to accept or deny the request. If accepted, the remainder of the Board will be notified by the Association Manager of the decision, subject, time and location of the meeting, and any member of the Board may then participate in the meeting. All members present, except the Association Manager, will have voice and vote.

Quorum:

A quorum shall be the three members (Officers) of the Committee, and majority vote will prevail. Should a positive result become impossible, the decision of the President shall become final.

Actions:

The entire Board will be advised of the decision(s) reached at the meeting and the action to be taken from such decision(s). It will be incumbent on the Executive Committee to always be aware that such decision(s) are to be in the best interest of the game of bowling, the Association and its members.

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Association Manager

Duties and Responsibilities:

For a complete listing of the duties and responsibilities of the Eastern Maine USBC Association Manager refer to:

- USBC Association Bylaws, Policy Manual Section, Article 6, Section D, #3.
- Eastern Maine State USBC Bylaws, Article VI, Section D, #4

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Eastern Maine USBC Bylaws

This Association shall be governed by the Eastern Maine USBC Bylaws, approved by USBC (United States Bowling Congress).

Said Bylaws shall remain in compliance with USBC, with all changes submitted by the Eastern Maine USBC Board of Directors, for approval under USBC direction.

The Association must abide by State Corporate laws and may adopt additional provisions provided they do not conflict with the mandatory bylaws or State laws. The appropriate provision of State law takes precedence over the bylaws.

Amendments:

Any member, of the Eastern Maine USBC Association, may submit proposed amendments to these bylaws, in writing to the Association Manager or President.

*Refer to: Eastern Maine USBC Bylaws
Article X. – Amendments
Section A, Section B, Section C*

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Standing Committees

The Association shall have the following Standing Committees and Other Committees, as appointed by the President with approval of the board.

As written in the Eastern Maine USBC Association Bylaws, Article VIII, Committees, Section A. and Section B.

Section A. Standing Committees

1. Finance Committee
2. Youth Committee
3. Nominating Committee

Section B. Other Committees

1. Tournament Committee
2. Administrative Manual Committee
3. Audit Committee
4. Awards and Special Recognition Committee
5. Lane Certification
6. Communication Committee
7. Registered Volunteer Program Committee

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Budget & Finance Committee

Info to be updated, work in progress

Continued: sample of Budget inserted here

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Youth Committee

Info to be updated, work in progress

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Nominating Committee

The Nominating Committee's function is to seek eligible candidates for election, review their qualifications and present a slate of qualified candidates at the annual meeting.

- A. Members should be invited to submit names of prospective candidates for consideration by the committee. This should be done well in advance of the annual meeting by posting a letter in each local Bowling Center along with an ample supply of Applications.
- B. The letter should include the following:
 - 1. A list of positions that are to be filled by the election.
 - 2. The candidate eligibility requirements.
 - 3. The information that should be supplied with each candidates names to help the Nominating Committee reach its decision.
 - 4. All applications must be submitted to the Nominating Committee no later than: _____
- C. This "prospecting" function of the Nominating Committee is an important one and should not be slighted. Careful consideration should be given to all responses.
- D. Before a name is submitted for consideration, the person is question should be asked if she is willing to be considered for nomination and to seek election if she is nominated.
- E. The Nominating Committee shall meet, by (1) one month prior to the Annual Meeting, to determine the eligibility of the candidates and prepare a slate. The Nominating Committee will submit their reports to the President and Association Manager by no later than three weeks prior to the Annual Meeting.
- F. In preparing a slate, the Nominating Committee has full power to nominate anyone it wants to nominate, as long as the persons nominated meet the eligibility requirements. It may also reject anyone it chooses to reject. The committee will base its selection on those best qualified for the positions. However, candidates not selected by the committee may be nominated from the floor at the time of election.

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- G. More than one candidate for an office may be nominated by the Nominating Committee, but the committee is not required to do so.
- H. The Chairman shall type and compile a list of the nominee's qualifications to be included in the annual booklet. Incumbent names shall be listed first with other nominees listed alphabetically.
- I. The Chairman shall call for nominations from the floor, at the time of elections. Candidates nominated from the floor must also meet the candidate eligibility requirements and any member who plans to make a nomination from the floor should come prepared to state those facts about the candidate that demonstrates eligibility, as well as proof that the nominee is willing to hold an office if elected.
- J. The Nominating Committee will be appointed by the President with the approval of the Board of Directors.

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Administrative Manual Committee

Info to be updated, work in progress

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Tournament Committee

Info to be updated, work in progress

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Audit Committee

PROCEDURES

The Auditing Committee is appointed by the President to audit all Association financial records. An audit is to be made quarterly by the Auditing Committee: dates to be set by the Chairperson (December, March, June and August). The books of the previous season shall be final audited no later than September 1st.

FORMAT

1. Books
 - a. Accounts payable
 - b. Accounts receivable
 - c. Ledger – income, expense, bank balance
 - d. Checking account (interest bearing)
 1. President, 1st Vice President, and State Association Manager are authorized to sign checks. Two signatures required.
2. Disbursements
 - a. All disbursements made according to proper approval.
3. Receipts
 - a. All receipts made according to proper approval.
 - b. All receipts deposited within seven (7) days of receipt.
4. Meetings
 - a. A review and evaluation should be made by the Committee in a meeting held with the Association Manager at the beginning of the audit. A copy of the financial records, as of the beginning and the end of the period to be audited, should be secured in order to determine the accounts to be verified.
 - b. The Audit Committee should meet near the third week of August, to insure that the Association Manager has completed the Financial Report for the period, which is to be audited.
5. Ledger
 - a. Cash receipts
 1. The footings (totals) and cross-footings of cash receipts in ledger should be verified for accuracy of addition.

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2. Entries from the cash receipts book are verified for accuracy in posting to the ledger. Check both the posted amounts and footings, as well as whether they are posted to the correct account.
 3. Cash receipts are checked against deposit slips, cash receipt book and bank statement.
 4. Determine whether all interest through the end of the audit period has been recorded.
 - b. Cash disbursements
 1. The footings from the cash disbursements are verified for accuracy of addition.
 2. Entries from the cash disbursement book are verified for accuracy in posting. Check both the posted amounts and the footings.
 3. Entries in the checkbook are compared to the ledger and bank statement.
 4. Cash disbursements are checked to see if they were entered in the correct column in the ledger.
6. Bank Reconciliation
- a. Check for accuracy in the bank reconciliation that has been prepared by the Association Manager.
 - b. Check all deposits in transit at the close of the audit period against the bank statement for the next month.
 - c. Examine the cancelled checks returned by the bank in the month after the audit period and check them against the list of outstanding checks at the close of the audit period.
7. Receivables
- a. Compare accounts receivable with financial statements for proper classification. (Money due Association for items purchased from an Association sale, ads purchased in tournament book, supplies that have been returned, etc).
8. Liabilities
- a. Determine if all bills have been listed and money actually owed.
 - b. State dues not yet deposited.
 - c. Check bills received but not yet paid for.
 - d. Determine that the liabilities are listed under the proper classification in the financial report.

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- e. Trace payments of the payables to the disbursement record of the subsequent period.
- f. Review details of any items remaining unpaid, to determine if they are proper.
- g. Search for unrecorded liabilities.

AUDIT REPORT

(sample report Appendix A)

After completing the audit procedure, the committee shall prepare a report stating the scope of their audit. They will give their opinion concerning the correctness of the financial report and comment on any major exceptions and/or suggestions for improvement in procedures, controls, etc. The committee shall submit a written report to the Board of Directors and also at the Annual Membership Meeting thereafter with a copy of the financial statement attached.

AUDITING COMMITTEE RECOMMENDATIONS

All recommendations from the Audit Committee shall be reported on the Audit Report.

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Awards and Special Recognition Committee

Info to be updated, work in progress

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Eastern Maine USBC Hall of Fame

1. The name of this Committee shall be the Eastern Maine USBC Hall of Fame Committee.
2. The purpose of the Eastern Maine USBC Hall of Fame Committee shall be to perpetuate the names of those who have displayed outstanding ability in the sport of American Tenpins and/or have contributed meritorious service to the reputation and progress of bowling in the area served by the Eastern Maine USBC Association.
3. A quorum, at all meetings of the Eastern Maine USBC Hall of Fame Committee, shall be a majority of the Committee members present.
4. Maintaining the Eastern Maine USBC Hall of Fame shall be an official function of the Eastern Maine USBC Association. Membership in the Hall of Fame shall be determined by annual election.
5. The Eastern Maine USBC Hall of Fame Committee shall be appointed by the President, with the approval of the Board of Directors, and shall consist of the following:
 - (a) The Vice President, of the Eastern Maine USBC Association, who shall be the Committee's Chairperson.
 - (b) A minimum of four additional members, two members shall be directors of the Eastern Maine USBC Association and two shall be previous recipients of the honor of the prestigious award.
 - (c) The Eastern Maine USBC Association President and the Association Manager shall be ex-officio members of the Committee.
6. The Association Board of Directors may amend these procedures, by a two-thirds vote.
7. The expense, of operating the Hall of Fame, shall be borne by the Eastern Maine USBC Association.

Candidate Qualifications and Guidelines:

The Hall of Fame shall be awarded to those who have displayed outstanding ability in the sport of tenpin bowling and/or have contributed meritorious service to the reputation and progress of bowling in the area serviced by Eastern Maine USBC Association (Family Fun Bowling Center, Sports Arena, and Newport Entertainment Center).

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Eligibility for Hall of Fame:

A candidate must have been a member of the Eastern Maine USBC and the former NEMTPBA and BBWBA for a minimum of ten (10) years and must have demonstrated good sportsmanship.

Meritorious recognition

A candidate must have distinguished themselves through outstanding service and or served as an officer, director, and or delegate to Eastern Maine USBC.

Superior recognition

A candidate must have earned a state and or local recognition for their bowling ability. Must have accomplished one or more of the following:

- (a) Hold a state title for All Events, Singles, Doubles, and or Team.
- (b) Hold a local title for All Events, Singles, Doubles, and or Team.
- (c) Received an annual recognition for high Average, Game and or Series.

Nominations

- (a) Any member of the Eastern Maine USBC may submit nominations, along with the nominee's qualifications and achievements, to the Eastern Maine USBC Association Manager for referral to the Hall of Fame Committee on or before _____ of the current bowling year.
- (b) Following the closing date, the nominations received by the Eastern Maine USBC Association Manager for any year shall be forwarded to the Hall of Fame Committee in a timely fashion.
- (c) The Hall of Fame Committee may also present names of candidates for consideration.
- (d) Nominees to the Eastern Maine USBC Hall of Fame shall be selected from living members or may be made posthumously.

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Method of Selection

- (a) Members of the Hall of Fame Committee shall cast their votes, by secret ballot, for no more than two (2) nominees as follows: two (2) for Meritorious Service or two (2) for Superior Performance or one (1) each for Meritorious Service and Superior Performance. It will require two-thirds, of the votes cast, to present a Nominee to the Board of Directors.
- (b) Final Selection of Hall of Fame Inductee(s) shall be made by the Eastern Maine USBC Board of Directors from the names presented by the Hall of Fame Committee.
- (c) The nominees presented to the Eastern Maine USBC Board of Directors shall require two-thirds vote, to induct a member into the Eastern Maine USBC Hall of Fame.

Induction Ceremony

The Induction Ceremony will take place at the Annual Meeting of the Eastern Maine USBC Association.

Hall of Fame Records

- (a) The Eastern Maine USBC shall maintain a plaque, which will be engraved each year with the names of the new Hall of Fame members-with the date of their induction. The Association Manager will assure the plaque is complete. The master plaque shall be displayed at the State Tournament sites during state tournament(s).
- (b) An (individual) plaque shall be presented, to the person(s) inducted into the Eastern Maine USBC Hall of Fame, at the Annual Meeting held during the year of their selection. In the case of posthumous awards, the award should be presented to a family member of the deceased.

Approved by EMUSBC Board of Directors 2006

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Lane Certification Committee

Info to be updated, work in progress

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Communication Committee

Info to be updated, work in progress

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Registered Volunteer Program Committee

Info to be updated, work in progress

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Bonding of the Association

(See USBC Bylaws)

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Delegates

Info to be added - - work in progress

Annual State Meeting

USBC Annual Meeting

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Charitable Donations

Info to be updated: work in progress

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Fund Raisers

Info to be updated: work in progress

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Attendance & Absenteeism Guidelines

1. Attendance matrix on file with the association.
2. Attendance records to be maintained by the Association Manager.
3. Absences will be handled in the following manner:
 - a. After the 1st unexcused absence, telephone call to the absent board member from the association President.
 - b. After the 2nd unexcused absence, mail warning letter (first class mail).
 - c. After the 3rd unexcused absence, mail dismissal letter (certified/return receipt).
4. An appeal of the dismissal from the board may be filed, in writing, to the President within 10 (ten) days of receipt of the dismissal letter.
5. A copy of any appeal letters will be forwarded, by the President within 10 days of receipt, to all board members for their review.
6. If a general board meeting is not planned within the next 30 days, an emergency board meeting will be convened by the President.
7. During the next general or emergency board meeting:
 - a. There will be an open discussion on the matter of the dismissed board member, during a closed board members session.
 - b. For a dismissed board member to seek re-election and/or re-appointment to the board, a 2/3 (two-thirds) vote of the full board to reinstate is required. (Absentee written vote/consent must be submitted to the President not later than 48 hours prior to the scheduled meeting).
 - c. A formal letter stating the decision of the board will be forwarded to the dismissed board member within 10 days of the deciding vote.
8. Additional appeals to the Eastern Maine USBC board's final decision are to be directed to USBC.
9. Resignations, Removal and Vacancies refer to USBC Bylaws & Association Manual Article 5, Section E.

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Retention of Association Records

A. Minutes

Minutes of the Board and the Association meetings should be kept indefinitely.

B. Miscellaneous Records

Retain other records for historical purposes.

C. Retention

All records shall be retained for 7 years.

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Performance Standards

According to the USBC Bylaws and Association Policy Manual, Chapter 10: Standards: to preserve the health and integrity of the organization, and to ensure consistent delivery of services, State Association will be evaluated yearly based on the Performance Standards listed.

USBC Headquarters will ensure availability of tools and training for all Associations to support the standards.

See: USBC Bylaws and Association Policy Manual
Chapter Ten: Standards

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Association Expenses

A. Operating Expenses

1. Purchasing

- a. Single item cap of \$300.00 for Board approval without general membership approval, with purchase of single item \$50.00 cap.
(Approved by Board of Directors – meeting held 06/23/07)
- b. Association Manager is to submit a monthly expenditure report to the President for electronic signature, copy 1st and 2nd Vice President. (Approved by Board of Directors – meeting held 06/23/07)

2. Meeting Expenses

- a. Annual Meeting
- b. Board Meetings

3. Salaries

- a. Association Manager shall receive \$1000.00 per bowling season. Salary to be reviewed on an Annual basis and be placed within the Association Annual Budget. (See Annual Budget Report Nov 2005)

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Appendix A: Sample Audit Report

**Eastern Maine USBC Association
Audit Committee
Report**

We, the undersigned serving as Auditing Committee, have reviewed the financial records of the Eastern Maine USBC Association for the fiscal year _____. We have compared and checked the Association Manager's records and verified the bank balance. To the best of our knowledge, these records are true and accurate.

Signed:	_____	Date:

	_____	Date:

	_____	Date:

AUDIT COMMITTEE RECOMMENDATIONS:

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Appendix B: Bylaws



EASTERN MAINE USBC
BYLAWS

2006 – 2007

Article I
Name

The name of the organization is Eastern Maine USBC and chartered by the United States Bowling Congress (USBC).

Article II
Nonprofit Corporation and Charter

Section A: Nonprofit Corporation

Eastern Maine USBC 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 Service Code (IRC).

Section B: Charter

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

1. Provide services for men, women, and youth
2. Adopt bylaws approved by USBC
3. Not enact any bylaws or rules inconsistent with USBC's bylaws
4. Adhere to Performance Standards and stated requirements as set forth in the *USBC Association Policy Manual*
5. Apply for renewal of its charter every five (5) years

Article III
Purpose

The purposes of Eastern Maine USBC as stated in the Articles of Incorporation, include, but are not limited to:

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

Article IV Membership and Dues

Membership is composed of individuals who pay dues to Eastern Maine USBC and is in effect from August 1 through July 31. An individual joining a summer league after March 15 shall pay dues that are known to be, or become, effective for the next current season. On payment of dues, the individual shall become a member for the balance of the current season and the next season.

Each individual shall pay national, state and local dues, except as provided in Rule 100e, traveling league and 1001, Mail-o-Graphic League.

The adult members, by two-thirds (2/3) vote, determine and adopt local adult dues, if any. The annual adult membership dues are as follows:

Local	\$ 4.00
Merged State	\$ 1.00
USBC	<u>\$ 8.00</u>
	\$13.00

The board, by two-thirds (2/3) vote, determines and adopts youth dues, if any, based on the recommendation of the Youth Committee. The annual youth membership dues are as follows:

Local	\$ 1.25
Merged State	\$ 0.25
USBC	<u>\$ 8.50</u>
	\$10.00

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

1. Members of other USBC associations having reciprocal agreement with the association
2. Other groups, such as seniors, etc., as determined by the board

The association cannot charge additional non-dues assessments.

Article V Board of Directors – Management

Section A: Board Composition, Authority, and Duties

The management and governance of Eastern Maine USBC is vested in the Board of Directors. The members and youth representatives determine the number of directors. The total number of Board of Directors is nine (9). The total number of board members (officers and directors) is twelve (12). At least twenty (20%) percent of the total number of Board of Directors will be elected by the Youth Committee. The current Board Directors elected by the Youth Committee is three (3).

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

1. Enforcing the bylaws
2. Complying with *USBC Association Policy Manual*.
3. Ensuring adherence to all USBC Performance Standards
4. Adopting youth dues, up to the maximum established by USBC, based on the recommendation of the Youth Committee.

¹ 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.

5. Conducting championship level competition for its membership constituency (men, women, and youth) and complying with state and local laws in the area.
6. Providing education, training, evaluations, and other services as determined by USBC
7. Implementing USBC programs
8. Selecting/appointing and evaluating performance of the Association Manager
9. Approving use of membership records
10. Re-rating the league average of an association member when there is evidence the bowler's average does not represent the bowler's true ability
11. Conducting suspension and reinstatement hearings

Section B: Eligibility

A candidate for the board must be:

1. A USBC member in good standing of the association at the time of election and throughout their term
2. Elected or appointed without regard to race, color, religion, gender, disability, national origin, or age (other than the minimum age of 14) and be reasonably representative of the membership.
 - a. Any member of the board authorized to sign contracts or acting as signatory on association accounts must be at least eighteen (18) years of age
 - b. At least twenty (20%) percent of the board must be elected by or from the Youth Committee
 - c. A maximum of three (3) bowling center proprietors may serve on the board at one time. A proprietor is an individual who is the owner, partner, or corporate officer of a bowling center or group of bowling centers. Excluded from the definition of proprietor is an individual who owns twenty-five (25%) percent or less of the equity shares, or who is inactive in the management of the bowling center and remains so during a term as an officer or director

Additional eligibility requirements, if any, will be developed by the Nominating Committee to be approved by the membership.

Section C: Election of Directors

Directors whose positions are subject to election by the adult members are elected by majority vote¹ of the adult members, present and voting, from:

1. A slate provided by the Nominating Committee
 - a. Qualifications must be submitted to the Nominating Committee, at least twenty-four (24) hours prior to the meeting.
2. Nominations from the floor

At least twenty (20%) percent of the board is elected by the Youth Committee.
Voting will be by ballot if there is more than one (1) nominee for each position.

Section D: Term

The term of directors is two (2) years. The members/Youth Representatives determine the number of years in a term and the number of terms allowed. For two (2) and three (3) year terms the members and Youth Representatives establish a stagger system.

1. 2006 – 2007
 - a. President two (2) year term (stagger system)
 - b. 1st Vice-President one (1) year term (stagger system)
 - c. 2nd Vice-President two (2) year term (stagger system)
 - d. four (4) Directors one (1) year term (stagger system)

¹ 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.

- e. five (5) Directors two (2) year term (stagger system)

Section E: Resignation, Removal, and Vacancies

1. **Resignation:** a board member may resign from the board of directors by providing written notice of resignation to the president or, in the case of the president, to the board.
2. **Removal for Ineligibility:** a board member who is no longer eligible to serve on the board may be removed by a two-thirds (2/3) vote of the board when a quorum is present.
3. **Removal for Cause:** when a board member is accused, in writing, of failure to properly perform duties of their office or otherwise engaging in improper or unfair activities or conduct, the board may conduct a hearing following the Removal Procedures in the Suspension and Reinstatement Chapter. Two-thirds (2/3) written consent of the full board is required to seek re-election and or re-appointment to the board.
4. **Vacancies:** Vacancies in positions on the board are filled for un-expired portion of each term as follows:
 - a. If elected by the members, director vacancies are filled by the president, subject to approval by the Board
 - b. If elected by the Youth Committee, vacancies are filled by the Youth Committee
 - c. The Board fills vacancies in officer positions

**Article VI
Officers**

Section A: President and Vice-President

The officers of this association shall include a president and two (2) vice-presidents. The association determines if more than one (1) vice-president or a sergeant-at-arms is necessary and defines their duties and responsibilities to be placed in the *USBC Association Policy Manual*.

Section B: Election

Officers are elected by a majority vote¹ of the adult members, present and voting from:

1. A slate provided by the Nominating Committee
2. Qualifications must be submitted to the Nominating Committee at least twenty-four (24) prior to the opening of the annual meeting
3. Nominations from the floor will be accepted for qualified applicants.

Section C: Term

The term for elected officers is two (2) years, not to exceed three (3) years. The Members and Youth Representatives determine the number of years in a term and the number of terms allowed. Refer to the *USBC Association Policy Manual* for suggested term limits and stagger system.

Section D: Authority and Duties

1. President
 - a. Presides at all meetings
 - b. Acts as spokesperson for the association
 - c. Appoints committees, except Nominating and Youth, with Board approval

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

2. 1st Vice-President
 - a. Presides at all meetings when the President is absent

¹ 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.

- b. Performs other duties as prescribed by the Board or requested by the President
- 3. 2nd Vice-President
 - a. Presides at all meetings when the President and 1st Vice-President are absent
 - b. Performs other duties as prescribed by the Board or requested by the President
- 4. Association Manager
 - a. Selected/appointed by and accountable to the Board
 - b. Responsible for implementation of USBC Performance Standards
 - c. Acts as the ex officio non-voting Secretary/Treasurer of the Board or such other officer designation as required by law and or determined by the Board
 - d. Responsible for other duties as prescribed by the Board and USBC
 - e. May be an active board member

Article VII Meetings

Section A: Annual Meeting

An Annual Meeting of association members and Youth Representatives shall be held at a time and location approved by the Board of Directors. Refer to Article IX, Section D for the time frame for election of delegates and alternates to the USBC Annual Meeting.

- 1. Members/Youth Representatives
 - a. Attendance is open to all members. Voting members and Youth Representatives/alternates must be at least fourteen (14) years of age. Each youth league is entitled to one (1) Adult Representative and one (1) Youth Representative who must be at least fourteen (14) years of age. A league is not eligible for representation if it has not submitted a league sanction application.
 - b. A center having at least one (1) sanctioned youth league is entitled to one Youth Representative
 - c. The following individuals can be considered for Youth Representative/Alternate:
 - i. Member of a sanctioned youth league
 - ii. Youth leaders
 - iii. Youth league officials (i.e. supervisors, officials, coaches, etc.)
- 2. Voice and Vote

Voting officers, directors, Youth Representatives, and members (at least fourteen (14) years of age) have voice and vote. Member not meeting the above criteria may attend with voice only. Absentee and proxy voting are not permitted.
- 3. Responsibilities
 - a. Adult members shall:
 - i. Adopt bylaws, with the exception of youth dues
 - ii. Adopt local adult dues, up to the established maximum
 - iii. Elect eighty (80%) percent of the total number of members of the Board, including officers
 - iv. Elect delegates and alternates representing adult membership for the USBC and State Annual Meetings
 - b. Youth Representatives shall:
 - i. Adopt bylaws, with exception of adult and youth dues
 - ii. Elect Youth Committee
 - iii. Elect Youth representatives and alternates to the State Annual Meeting
- 4. Meeting Notice

Written notice of the meeting shall be forwarded to the Board, Youth Representatives, and league secretaries, which should be at least fifteen (15) days prior to the annual meeting. Special meetings may be called by the President or upon written request of at least three (3) Board members.
- 5. Quorum

¹ 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.

- a. Fifteen (15) members constitute a quorum. The members/Youth representatives determine the number.
- b. Two (2) Youth Representatives constitute a quorum for youth related elections and activities. The members/Youth Representatives determine the number.

6. Action

A majority vote of those members/Youth Representatives present and voting, at a properly noticed meeting, when a quorum has been established, is required to take action, unless otherwise provided by law or these bylaws. Election of officers and directors requires a majority vote. Election of delegates, Youth Representatives, and alternates require a plurality² vote. Absentee and proxy voting are not permitted.

Section B: Board Meeting

The Board shall meet at least quarterly. Special meeting may be held upon request of any Board member if a majority of the Board approves.

1. Notice

Written notice for all regular and special meetings shall be forwarded to the Board, which should be at least thirty (30) days prior to the meeting.

2. Quorum

Six (6) Board members constitute a quorum. The members/Youth Representative determine the number.

3. Action

A majority vote of those officers and directors present and voting, at a properly noticed meeting, when a quorum has been established, is required to take action, 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

Section A: Standing Committees

The association shall have the following standing committees:

1. Nominating Committee

The committee reviews candidates and prepares slates for adult board, delegates representing adult membership, and alternate positions

2. Finance Committee

The committee is responsible for reviewing and monitoring the annual budget and other financial matters

3. Youth Committee

The committee is elected by Youth Representatives and responsible for:

- a. Developing eligibility requirements for Board members representing the youth
- b. Electing at least twenty (20%) percent of the Board members from the Youth Committee
- c. Developing eligibility requirements for the Youth Committee, subject to approval of the Board of Directors
- d. Recommending youth dues, to be approved by the Board
- e. Monitoring, promoting, reviewing, and recommending youth programs conducted by the association

Section B: Other Committees

¹ 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.

The President may establish other committees, with Board approval

Article IX Delegates, Youth Representatives, and Alternates

Section A: USBC Annual Meeting

One (1) adult delegate and one (1) alternate are elected by plurality vote² of those adult members present and voting.

Section B: State Annual Meeting

1. Four (4) delegates and two (2) alternates representing adults are elected by plurality vote² of those adult members present and voting.
2. One (1) Youth Representative and one (1) alternate representing youth are elected by plurality vote² of those Youth Representatives present and voting.

Section C: Eligibility

1. USBC Annual Meeting. Delegates and alternates must be:
 - a. Elected by adult members
 - b. At least eighteen (18) years of age
 - c. A USBC member in good standing in the association at the time of election and throughout their term
2. State Annual Meeting
 - a. Elected by adult members or Youth Representatives
 - b. At least fourteen (14) years of age
 - c. A USBC member in good standing in the association at the time of election and throughout their term

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 null and void.

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

NOTE: An association that has not processed dues for the current season shall be considered delinquent.

Section D: Elections

Adult delegates, Youth Representatives and alternates serve one (1) year, beginning August 1 and are elected by:

¹ 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.

1. A slate provided by the Nominating Committee
2. Nominations from the floor. Qualifications must be forwarded to the Nominating Committee.
3. Plurality vote². The election shall be by ballot, except that a voice may be taken when the number of candidates does not exceed the number of positions to be filled.
4. Alternates shall serve in order of their election.

The elections are to be held in compliance with USBC or State Annual Meeting requirements.

Section E: Vacancies

Vacancies are filled for the un-expired portion of each term as follows:

1. If elected by adult members, vacancies are filled by the alternates in the order in which they were elected. If a vacancy still exists, the President fills the vacant position by appointment.
2. If elected by Youth Representatives, vacancies are filled by the alternates in the order in which they were elected. If a vacancy still exists, the Youth Committee fills the vacant position by appointment.

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

Article X Amendments

Section A: Procedure

Any member of the association may submit proposed amendments to these bylaws. The local association bylaws may be amended at any membership meeting by a two-thirds (2/3) vote of the members/Youth Representatives present and voting. The amendment must be:

1. Submitted in writing to the President or Association Manager
2. Submitted at least fifteen (15) days prior to the membership meeting when the association is considering the proposal. The date or number of days to be set by the members/Youth Representatives.

Section B: Change in Dues

1. Adult Dues. Forward a notice to each league secretary at least fifteen (15) days prior to the meeting at which the proposed change is considered. The notice must:
 - a. Be in writing
 - b. Specify the amount of the change
 - c. Specify the reason for the change
2. Youth Dues. Changes in dues are adopted by the Board, based on recommendations of the Youth Committee.

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

Section C: Effective Date

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

¹ 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.

**Article XI
Fiscal Year**

The fiscal year is August 1 through July 31.

**Article XII
Indemnification**

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

¹ 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.

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Appendix C: Hall of Fame Application