

The Eastern Maine USBC Association Administrative Manual

Table of Contents

Table of Contents	<i>i</i>
Overview	<i>iii</i>
Board of Directors Membership	<i>iv</i>
Calendar of Events	<i>vi</i>
Order of Business	<i>vii</i>
Procedure	<i>vii</i>
Annual EMUSBC Meeting	<i>vii</i>
Board of Directors Meetings	<i>vii</i>
Meeting Minutes	<i>viii</i>
Contents	<i>viii</i>
Executive Committee	<i>1</i>
Composition:	<i>1</i>
Function:	<i>1</i>
Meetings:	<i>1</i>
Quorum:	<i>1</i>
Actions:	<i>1</i>
Association Manager	<i>2</i>
Duties and Responsibilities:	<i>2</i>
Eastern Maine USBC Bylaws	<i>3</i>
Amendments:	<i>3</i>
Standing Committees	<i>4</i>
Budget & Finance Committee	<i>5</i>
Youth Committee	<i>6</i>
Nominating Committee	<i>7</i>
Administrative Manual Committee	<i>9</i>
Tournament Committee	<i>10</i>
Audit Committee	<i>11</i>
PROCEDURES	<i>11</i>
FORMAT	<i>11</i>
AUDIT REPORT	<i>13</i>
AUDITING COMMITTEE RECOMMENDATIONS	<i>13</i>
Awards and Special Recognition Committee	<i>14</i>
Eastern Maine USBC Hall of Fame	<i>15</i>
Candidate Qualifications and Guidelines:	<i>15</i>
Eligibility for Hall of Fame:	<i>16</i>
Nominations	<i>16</i>
Method of Selection	<i>17</i>
Induction Ceremony	<i>17</i>