

Carson Country USBC



Association Procedure Manual

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The Association Procedure Manual contains duties and procedures as adopted by the CCUSBC Board of Directors in addition to mandatory requirements in the Association bylaws. Procedures in this manual may in no way conflict with the mandatory bylaws. The manual is a standardized procedure approved by the Board at previous meetings. Changes to the Association Procedure Manual must be approved by the CCUSBC Board of Directors.

The CCUSBC Board of Directors will work with the Association Manager to ensure that all procedures are incorporated into this manual to the best of their ability and they commit to having a standing meeting agenda item for this purpose.



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I. HISTORY OF THE CARSON COUNTRY USBC

The Carson Country USBC was created in May of 2006 when the Capital City Women's Bowling Association and the Carson Country Bowling Association were merged. At the first meeting, held May 26th, 2007, the new proposed merged bylaws were voted on and the new officers were elected.

II. PURPOSE OF THE CARSON COUNTRY USBC

The purpose of the Carson Country USBC is as follows:

- ✓ Providing equal opportunity for all in the sport of bowling without regard to race, religion, age, gender, disability, or national origin;
- ✓ Promoting the game of American Tenpins;
- ✓ Conducting and supporting bowling competition; and
- ✓ Engaging in any other activities permitted by an organization classified as tax exempt under Section 501(c)(3) of the Internal Revenue Service.

The Carson Country USBC strives to give the best possible service and support to its members. We encourage all members to attend the yearly open meeting held in April of each year and to participate in the tournaments and activities of the Carson Country USBC.

The Carson Country USBC supports two major charities in conjunction with the National USBC. They are the BVL (Bowlers to Veterans Link) and the Bowl for the Cure supporting the Susan G. Komen Breast Cancer Foundation. We encourage everyone to participate in our efforts to support these two worthwhile organizations.

III. GOVERNANCE OF THE CARSON COUNTRY USBC

The Carson Country USBC will use its approved bylaws as the primary governance document supplemented by the USBC Association Policy Manual. The order of precedence is as follows:

1. Carson Country USBC bylaws
2. USBC Association Policy Manual

IV. MEMBERSHIP IN THE CARSON COUNTRY USBC

Membership is composed of individuals who pay dues to the Carson Country USBC and are in effect from August 1 through July 31. Membership consists of both adult and youth. The Carson Country USBC has elected to charge, as its local dues, a total of \$13 of which \$3 goes directly towards awards given by the Carson Country USBC. The remaining required fees are as directed by the USBC and can be found in the USBC Association Policy Manual, Chapter One, "Required Fees".



V. BOARD OF DIRECTORS OF THE CARSON COUNTRY USBC

Article V, Board of Directors – Management, in the Carson Country USBC Bylaws describes the duties of each Board member, in general as well as such items as eligibility, election of Directors, terms, resignation, removal and vacancy. It is incumbent upon each and every Director to be familiar with these duties. If any Director finds themselves unable to comply with these duties, then they should consider either not running for the position or, if an existing Director, having a conversation with the Association President to determine the future.

In Article VI, Officers, Section C., Authority and Duties, there is a brief overview of the duties of three of the officers. Below is a more comprehensive listing of duties of all officers of the Carson Country USBC.

A. Duties of the Association President

- Presides at all meetings.
- Acts as spokesperson for the association.
- Appoints committees with Board approval.
- Obtains financial records from the Association Manager and verifies the association accounts monthly.
- Has the authority to remove committee members. If a replacement is needed, appoint a person, with Board approval.
- Provides an agenda to the Association Manager which should be within one week in advance of the meeting.
- The President may attend President-appointed committee meetings in an ex officio, nonvoting capacity, unless the Board directs otherwise.
- Select the Board and membership meeting sites with the assistance of the Association Manager or appointed committee.
- Prepare a written report to present to the members at membership meetings.
- Sign warrants and forward to the Association Manager.
- Appoint lane representatives to service each bowling center in the association (committee).
- Conduct the orientation of all new Board members by doing the following:
 - Present them with a copy of the Association Procedure Manual.
 - Explain league deliveries regarding awards and supplies.
 - Explain reports due when serving as a committee chairperson.
 - Instruct them regarding their demeanor when representing the Association at any and all functions.
 - Answer any questions they may have.
- Familiarize her/himself with the Robert's Rules of Order Newly Revised, the Association By-Laws, and the Association's Procedure Manual.



B. Duties of the Association Vice President(s)

1st Vice President

- Presides at all meetings when the President is absent.
- Performs other duties as prescribed by the Board or requested by the President.
- Familiarize her/himself with the duties of the President.
- If needed, prepare a written report to present to the members at membership meetings.

2nd Vice President

- Presides at all meetings when the President and the 1st Vice President are absent.
- Performs other duties as prescribed by the Board or requested by the President
- Familiarize her/himself with the duties of the President.
- If needed, prepare a written report to present to the members at membership meetings.

C. Duties of the Association Manager

The Carson Country USBC Manager is a paid position when the budget of the Carson Country USBC is sufficient to justify same. Each year, the Board of Directors reviews the performance of the Association Manager. Should a vacancy occur in this position, the Association President will work with the Vice President(s) and the Board to fill the position in an orderly and efficient manner.

General

- Acts as the ex officio, non-voting secretary/treasurer of the Board.
- Assist the President in selecting the site and date of the Board and membership meetings.
- Send notification of all meetings; send Board meeting notices prior to the date and membership meeting notices days prior to the date.
- Work with the President to prepare the agenda for each meeting.
- Work with the President to prepare the Report of the Board to be read or distributed at membership meetings.
- Prepare a written report to present to the members at membership meetings.
- Update Association manuals as necessary.
- Coordinate the Annual Secretary/President's Workshop.
- Issue and process warrants.
- Set office hours and communicate them to the membership.
- Has voice only, does not count towards the quorum and cannot make or second motions at Board meetings, unless he/she is also a Director. He/she may be excused from Board meetings based on the issue/discussion at hand.



- Has voice and vote at membership meetings, if a current member of the association.
- Is selected/appointed by and accountable to the Board and USBC.
- Must be a minimum age of 18, unless state laws mandate a specific age, and be USBC bondable.
- Is not required to be a member of the association; however, it is suggested.
- Is not eligible to serve concurrently as an officer of the association.
- Is eligible to serve as a Director. (Not recommended due to possible conflicts of interest.)
- Is responsible to ensure that written minutes of each meeting are prepared and distributed where written minutes are required i.e. Board of Directors meeting and Annual Association Meeting.

Reporting

- 1) To USBC Headquarters as required.
- 2) To the Board/delegates/youth representatives/members at every meeting and as needed.
- 3) A financial report, in writing, at every Board/youth representative/membership meeting.
- 4) A written year-end financial report at a Board/youth representative/membership meeting.

Financial

Complying with the established bookkeeping procedures and accounting of assets and disbursements, as approved by the Board, which must include:

- 1) Receiving and issuing a receipt for all funds paid to the association i.e. a local association would send a receipt to league secretaries for receipt of dues.
- 2) Depositing association funds, in a financial institution which must be federally insured or its equivalent. Non-Board members handling/depositing association funds are not bonded through USBC.
- 3) Ensuring all withdrawals has two signatures.
- 4) Providing the President with all records for verifications.
- 5) Ensuring all required financial reports are filed i.e. (IRS, payroll taxes, state taxes, etc.).
- 6) Providing all documentation for the Association examination of the organization's financial documents.
- 7) Preparing a budget for Board approval, if required. (Note: The Finance Committee reviews and monitors the budget, if applicable.) He/she is accountable to maintain the operating costs within the approved budget. If additional funds are needed, he/she must make the request per the Board's approved policy.
- 8) Establishing a procedure for retention of records that must include the financial records to be approved by the Board.



- 9) Providing a report of financial transactions as requested by the Board or USBC Headquarters.
- 10) Paying all bills authorized by the Board.
- 11) Submitting scholarship funds to USBC Headquarters for administration by SMART within 30 days of the completion of the league/tournament/event, including academic or meritorious accomplishments.

Other

- 1) Handling association correspondence, including distributing information to and From USBC Headquarters to the respective Board, proprietors and members.
- 2) Ensuring Board members have a current copy of the association's bylaws.
- 3) Distributing meeting notifications, as designated in the bylaws.
- 4) Maintaining the association's operations manual, if applicable.
- 5) Receiving, compiling and filing committee reports.
- 6) Recording and maintaining meeting minutes.
- 7) Managing 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.
- 8) Distributing all prize funds in accordance with tournament rules following the close of the tournament except when USBC Headquarters has authorized delay in payment.
- 9) Maintaining a record of and submitting tournament scores to USBC Headquarters as specified.
- 10) Ordering association supplies and maintaining proper inventory levels on awards.
- 11) Maintaining a record of, verifying and submitting to USBC Headquarters the pin fall and number of games for all members who have participated in a league.
- 12) Providing each league secretary a list of all league members and their National ID numbers for submission of averages. (Local)
- 13) Providing membership records and submitting to USBC Headquarters when requested and in a format specified by USBC Headquarters.
- 14) Ensuring lane certification and dressing inspections are completed and submitted to USBC Headquarters in a timely manner.
- 15) Submitting the association's delegates/alternates credentials to USBC Headquarters and, in the case of the local associations, submitting delegates/youth delegates/alternates credentials to the state, within the specified formats and dates.
- 16) Processing membership and remitting USBC national and state dues to USBC Headquarters. (Local)
- 17) Performing an upload of WinLABS. (The first one must be completed after "starting new season" in WinLABS).
- 18) Transmitting all Board member information to USBC Headquarters following election and maintaining the accuracy of the information.
- 19) Ensuring member's awards are fulfilled.
- 20) Overseeing volunteer activities.



- 21) Performing other duties as prescribed by the Board, the *USBC Bylaws*, *USBC Association Policy Manual*, and the association's operations manual, as applicable.


D. Duties of the Sergeant-at-Arms

- Making sure that the physical layout of the meeting room(s) is comfortable.
- Counting votes during standing and/or hand votes.
- Distributing and collecting ballots (if there is no Tellers committee).
- Speaking up if meeting drifts off topic.
- Removing disruptive attendees from the meeting.
- Serve on committees as appointed.


VI. THE ROLE OF A CARSON COUNTRY USBC DIRECTOR

In addition to the duties listed in the Carson Country USBC bylaws, the entire Board of Directors is responsible for the following duties:

- Attend meetings and actively participate in association affairs.
- Work with each other for the progress and success of the association.
- Give assistance to the Association Manager, league officers and members when requested to do so.
- Serve on committees as appointed.
- Execute the "Commitment to Serve the Carson Country USBC" document as shown below.



Commitment to Serve the Carson Country USBC



I, _____, pledge my commitment to the Carson Country USBC to serve, along with other members of the Board, the bowlers of our association. I commit myself to the goals and purpose of our association. These goals will be our members' needs. I will seek our members' responses with regard to the successes of our programs and services. I commit myself to cooperate and willingly put forth the effort to establish and maintain good working relationships with other Board members. I commit myself to participate and help to resolve conflict that may arise among Board members. I commit myself to maintain a professional demeanor when serving as an officer or director of our association. I commit myself to fulfill the responsibilities of my position on the Board of directors to the best of my abilities. If I cannot meet my commitment, I will set a deadline for improvements. If I cannot meet that deadline, I will work to find a replacement person who is willing to meet these commitments.

Signature: _____

Name: _____

Title: _____

Date: _____



VII. MEETINGS

Association Annual Meeting

The Carson Country USBC bylaws, Article VII, Meetings, Section A., Annual Meeting, outlines the requirements for the Association's Annual Meeting.

Board of Directors Meetings

The Carson Country USBC Bylaws, Article VII, Meetings, Section B. Board Meeting, outlines the basics for the Carson Country USBC Board of Directors meetings. Following is a more detailed procedure for these meetings:

Board of Directors meetings will be held each month of the calendar year on the third Monday of each month. The meeting will begin at 6:00 p.m. The meeting site will be the upstairs conference room at Carson Lanes in Carson City, Nevada.

At each meeting, the Board of Directors agenda will include the next meeting date, time and place. Should any Director wish to make a change to said set meeting, they are required to bring that topic up under New Business.

The Association President reserves the right to cancel or reschedule a meeting if a quorum is unavailable. If a scheduled meeting falls on a nationally or state wide recognized holiday, that meeting shall roll to the following fourth Monday.

The Association President shall run the meeting in accordance with the published agenda and the most recent edition of Robert's Rules of Order.

It should also be made known that the Board of Directors of the Carson Country USBC takes its Board meetings very seriously and as such have appointed the Sergeant-At-Arms as their Parliamentarian for each meeting and when a Director is deemed to be out of order, by the Sergeant-At-Arms, they are strongly requested to make a one dollar (\$1) donation to the BVL jar. At the end of the meeting, all monies collected for BVL and turned over to the Association Manager for deposit into the Association's bank account. It is the responsibility of the Association President to assert if the Sergeant-At-Arms is out of order and request the same donation of the Sergeant-At-Arms.

Committee Meetings

Committee meetings are held at the discretion of the Committee chair(s). Each Committee Chair is required to invite both the Association Manager and the Association President to each committee meeting. It is up to the Association Manager and/or Association President if they desire or are able to attend.



VIII. COMMITTEES

The Carson Country USBC has the three standing committees as outlined in its Bylaws under Article VIII., Section A., Standing Committees. In addition, the Carson Country USBC has created various committees for a variety of purposes.

Each committee will have at least one designated chair. If two members wish to co-chair a committee, that is acceptable. The committee membership may be made up of members of the Board of Directors, members of the Carson Country USBC, or any combination thereof. Each Director is strongly encouraged to be a member of at least one committee and should a Director desire to serve on a particular committee that desire should be made known to the Association President well in advance of the new fiscal year.

Appointments to each committee will be made at the start of the fiscal year and it is the Association President's responsibility to make that presentation at the Board of Directors meeting each June.

Committee Responsibilities

Each Board of Director currently serving will have completed the Commitment to Serve the Association document. It is strongly encouraged that any member of any committee shall be asked to execute this document.

Each committee is responsible for the task assigned to them and the committee members shall be either appointed or recruited by the Association President and/or Committee Chairperson. It is the Committee Chairperson's responsibility to ensure that:

- Each committee member has a voice and that it is heard;
- Each committee meeting be held in a comfortable space/environment free of any distractions;
- Each committee meeting is a positive experience and that tough topics are treated with respect and dignity;
- Each committee meeting is closed with thanks to the committee members;
- Each committee member is known to that Chairperson as a volunteer and that they are doing whatever task and/or service to enhance the Carson Country USBC and not because they are required to do so;
- Each committee meeting is respectful, tasteful, sincere, and focused on the task at hand; and
- Each committee defines its own roles and responsibilities and submits same to the Board of Directors for approval at least once a year.

Committee Meetings

See **VII. Meetings** above.