

West Volusia USBC Bowling
Association, Inc.



ADMINISTRATIVE MANUAL
VERSION 6.4

POLICIES AND
PROCEDURES

AS OF AUGUST 1, 2024

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INTRODUCTION

The purpose of this manual is to document the policies and procedures of activities of the West Volusia USBC Bowling Association. Board members are expected to abide by what is written herein.

The initial manual was written by members of the West Volusia USBC Bowling Association Board of Directors. Amendments to this manual can be made by presenting a written document of the proposed change in a meeting of the Board of Directors of the West Volusia USBC Bowling Association. The document must contain the specific language to be used and must also state the reason for the proposed change. The Board may act to either accept or reject the change proposal by a majority vote. The Board may also accept the proposal with modifications to be made to the language.

SECTION I

ASSOCIATION STRUCTURE

At a general meeting on December 5, 2005, the members of the former West Volusia Bowling Association and the West Volusia Women's Bowling Association voted to establish the West Volusia USBC Bowling Association to include both men and women adult bowlers.

The Board of Directors voted to include Youth Bowlers.

The Association is organized as a non-profit 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).

The 501 (c) (3) status was received from the IRS.

A five (5) year renewable charter was approved by the United States Bowling Congress by the USBC; Charter #82123.

SECTION II

FISCAL

AUDIT POLICY/COMMITTEE

The Board of Directors shall appoint a committee or an accountant to audit the Association accounts each year. The Audit Committee or accountant shall submit a written report to the Board of Directors after each audit and submit a report in writing at the annual general membership meeting thereafter. The Committee should include a non-Board member.

PROCEDURES FOR LOCAL AUDIT COMMITTEE

General Procedures

1. Audits will be done for fiscal year quarters ending: October, January, April and July.
2. Set the date for the Committee audit with Committee members.
3. Notify the Association Manager and request the files for the audit period.
4. This audit should be made in a meeting with the Association Manager at the beginning of the audit. A copy of the financial report as of the beginning and end of the period to be audited should be secured in order to determine the accounts to be verified.
5. Review and evaluate the records of the Association Manager for each month of the quarter by comparing the reports and financial transactions with the monthly bank statement. Check the system of controls being used. For example:

- a. What books of accounts are being kept?
- b. What bank accounts are maintained and who is authorized to sign checks on these accounts?
- c. Are bank deposits made in a timely manner within at least seven (7) days?
- d. Are all warrants and deposit reports signed by the Association Manager and President or other authorized signer?
- e. Are financial reports and records being given to the President and Board of Directors as required?

Audit Procedure – Income Receipts

1. Verify the accuracy of the income journal/book against receipts.
2. Check the income shown on receipts or lists against the duplicate deposit slips, the income journal/book and the bank statements to assure they all match.
3. If the Association has an interest bearing account, determine whether all interest through the end of the audit period has been recorded.

Audit Procedure - Disbursements

1. The check register is to be verified for accuracy against warrants.
2. Entries in the check register are to be compared to the approved and documented warrants. The documents (bills, prize list, etc.) are to be examined to determine that the disbursements were for bona fide obligations of the Association and that they were properly made, that they were entered in the correct column and charged to the proper account.

Audit Procedure - Bank Reconciliation

1. Check the bank reconciliations that have been prepared by the Association Manager for accuracy against the bank statements.
2. Check any deposits in transit at the close of the audit period against the bank statement for the next month.

Audit Procedure – Assets

Assets represent physical property owned by the Association. The objective of the audit of current assets is to:

1. The Association will maintain a complete inventory list of all assets. The list should also include Board shirts and name tags that have been newly purchased or returned by members who have resigned. Inventory should include date of purchase and date of disposal if no longer owned, if known.

2. Check for the completeness and accuracy of the asset list.
3. Determine the existence and ownership of assets.
4. Determine the proper classification and valuation in the financial report.
5. Examine the receipts and bills of sale or other documents supporting any new purchase or sale of assets.

Audit Procedure – Liabilities

Liabilities represent money owed by the Association. Items such as, but not limited to, USBC and State dues collected but not yet forwarded to the appropriate offices or any bills received but not yet paid. The objective of the audit of current liabilities is to:

1. Determine if there are any bills that have not been listed.
2. Verify that the money is actually owed.
3. Determine that the liabilities are listed under the proper classification in the financial report.
4. Secure a detailed list of accounts payable and any other current liabilities from the Association Manager.
5. Total the list and compare the total with the financial report.
6. Trace payment of these payables to the disbursement record of the subsequent period. Review details of any items remaining unpaid to determine if they are proper.
7. Search for unrecorded liabilities.

Audit Report

After completing the audit procedures, the Audit Committee will prepare a report stating the scope of the audit and correctness of financial reports. If necessary include comment on exceptions and/or suggestions for improvement. (A sample form for the audit report is shown below).

Sample Report Form:

Audit Report

We, the undersigned, serving as auditing committee have reviewed the financial records of the West Volusia USBC Bowling Association for the period of _____ through_____.

This was done by comparing and checking the Association Manager’s records and verifying all bank statements.

To the best of our knowledge, these records are true and accurate.

Signed:_____

Dated:_____

FINANCIAL RECORDS, RECEIPTS, DEPOSITS AND DISBURSEMENTS

Information within this section defines the procedures that would be required for the documentation of the Association's financial transactions. The documentation is to be turned over to the audit committee when required.

FINANCIAL RECORDS

A folder or notebook is to be used to store all items pertaining to financial transactions. It should be organized by a monthly basis.

RECEIPTS

1. An itemized ledger of all funds received is to be maintained. It should show the date, source of funds, the amount of cash received, the amount of checks received and the total.
2. League Receipts:
 - a. Provide a written receipt of the amount received and return it to the league secretary along with the membership confirmation report.
 - b. A duplicate receipt is to be inserted into the financial records.
3. Outside Receipts:
 - a. Provide a written receipt of the amount received and return it to the sender.
 - b. A duplicate receipt is to be inserted into the financial records.
4. Internal Receipts (tournaments, fundraisers, etc.):
 - a. When funds are turned over for deposit, a document that identifies the source of the funds is to be provided.
 - b. A Board member must sign the document to certify the amount.
 - c. A written receipt of the amount received is to be provided for the financial records.

DEPOSITS

1. Deposits of funds received should be made within seven (7) days of their receipt.
2. When there are USBC membership dues pending transmittal, the transmittal should be done in tandem with the deposit.
3. A form that summarizes the deposit is to be completed to show the source of the funds received.
 - a. A copy of the deposit slip and bank receipt are to be attached to the form.
 - b. When the deposit is made in tandem with a transmittal of membership dues to USBC, a breakdown of each league that paid membership dues along with the types of dues is to be recorded. The USBC Transmittal Summary Report is to be attached to the form.

- c. The form is to be signed by the President and Association Manager.

DISBURSEMENTS

1. Disbursements can be made by either a check, a credit/debit card, or a bank debit.
2. A warrant form must be completed for all disbursements. A copy of the bill, if appropriate, is to be attached to the warrant.
3. When a disbursement does not have a bill, the reason must be fully explained on the warrant.

SIGNATURES – CHECKS AND WARRANTS

1. The President and Association Manager and at least one Vice President will be the authorized signatures for all warrants.
2. The bank accounts will have two to four authorized signatories. The President and Association Manager will be two of the signatories. The Board will determine the other officers who are to be authorized signatories. In no case shall there be any two signatories of a married couple.
3. All checks issued in the name of the Association will require two (2) authorized officers' signatures.

EXPENSES

The following expenses shall be considered for Board approval as needed or as determined by the Budget Committee.

Purchases for any items that exceed \$300.00 must be pre-approved by the Board.

State Association delegate expenses which may include banquet tickets for State delegates. If ticket is not used, cost must be reimbursed by the delegate to the Association.

National Association delegate expenses to be determined and approved by the Board depending on the funds available.

Workshop expenses to include registration fee for those attending and a per diem as determined by the Board.

MEMBERSHIP DUES

1. USBC members are required to pay dues to USBC and local associations. State associations that assess dues in combined amounts established by USBC are optional.
2. Also see USBC Bylaws Article IV.
3. **Annual Dues** for adult membership are:
 - a. Women USBC \$15.00, Local \$10.00

- b. Men USBC \$15.00, Local \$10.00
- c. Life Member USBC \$15.00
- d. Local Only Member Local \$10.00
- e. Seniors USBC \$15.00, Local \$6.00
- f. Seniors Local Only Local \$6.00
- g. Seniors are 50 years of age or older are entitled to the senior rate and must sanction in a Senior League.

4. **Annual Dues** for Youth membership are: \$4.00 and processed by the responsible center.

BONDING

USBC provides insurance coverage against misuse/mishandling of funds, burglary or holdup for up to \$10,000 for Association Board members and the Association Manager. Associations may request additional coverage regarding misuse/mishandling of funds. Coverage is extended to a non-board member appointed by the Association Manager as the tournament director of a required championship tournament. Funds from other tournaments conducted by a non-board member appointed by the Association Manager are not bonded until received by a member of the Board.

Coverage

Misuse of Funds: a shortage attributable to dishonesty by a league or Association officer.

Forcible Entry: funds taken through the forcible entry into the premises or locked receptacle where the funds are kept of an officer or his/her messenger. There must be visible evidence of forcible entry.

Violence or Threat: the taking of funds from an officer or his/her messenger by violence or the threat of violence.

Requirements for Bonding: Family members and Age: See USBC Bylaws and Association Policy Manual Chapter 4 – Section L

SECTION III

COMMITTEES

The Chairperson of each committee is appointed annually by the President.

Each Committee Chairperson is responsible to prepare a written report to be submitted to the Board and annual meetings

STANDING COMMITTEES

The Association shall have the following Standing Committees: Nominating, Finance and Youth.

Nominating Committee

The purpose of the Committee is to review candidates and prepares a slate for the adult board. The committee will prepare slates for the Youth Representatives/alternates based on the recommendation of the Youth Committee. The Committee publicizes criteria and procedures for elected positions.

1. The Committee is composed of at least three (3) members and hold USBC membership. They are appointed by the President, approved by the Board and serve until the end of the fiscal year.
2. A current Board member may serve on the Committee, provided he/she is not up for election.
3. At least one non-Board member must be appointed.
4. A Committee member seeking a Board position must resign from the Committee.

Duties:

1. Establish eligibility requirements and criteria for elected Board positions.
2. Ensure qualifications are submitted in a format specified by the Committee and present a slate of qualified candidates whose consent has been obtained for each position on the ballot.
3. Review and report to the Board any potential conflicts of interest within the slate of candidates.
4. Ensure reasonable representation based on age and diversity of the membership.
5. The Committee is not required to include every name received or considered on the slate.
6. After the Nominating Committee has given its report at the Annual Meeting and before voting takes place, the Committee Chairperson must call for further nominations from the floor. The nomination of eligible individuals whose consent may be made from the floor and a nominee must present a Board application for consideration. Anyone making a nomination from the floor should be prepared to present facts demonstrating the candidate's eligibility. Qualifications must be submitted to the Nominating Committee.
7. Plurality vote*. 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. Alternate delegates to the State and National Associations shall serve in the order of their election.

* A plurality vote is the largest number of votes cast for a given candidate. The candidate(s) receiving the most votes is/are elected.

Finance and Budget Committee

The purpose of the committee is to set the guidelines for the estimated income and expenses for the year, present it to the Board for approval and/or amendment and review the income and expenses periodically during the year to determine if adjustments are needed.

Duties:

1. Conduct a committee meeting before the second Board meeting of the new bowling year. All Committee members should attend as well as the President and Association Manager who are Ex-Officio members.
2. Gather information prior to the meeting which should include but is not limited to anticipated income, interest income and other sources of income. Determine possible increases in taxes, postage rates, etc.
3. Budget known expenses first using last year's expenses as a guide and then work from those, based on extra expenses that may/will be required for the new year. Always allow for some reserve if possible to cover unexpected expenses that may arise during the year.
4. Consider special requests (for equipment, promotions, etc.) after the main budget is completed. It should be determined whether or not the current income can absorb these extra items or whether some surplus funds must be allotted to cover the expense.
5. Determine any recommendations for the Board.
6. The Committee Chairperson will present the proposed budget for approval with possible amendment(s) by the Board. The budget should be discussed with any changes made by a majority vote of the Board. Committee recommendations (if any) are also acted upon at this time and when all changes have been made, the budget is approved as amended.
7. A budget progress report is in order at subsequent Board meetings to inform members how closely the budget is being adhered to; also to point out any new or unexpected items which were not covered in the original budget. Requests for any additional funding for the balance of the year can be considered at this time.
8. Special Committee meetings may be called by the Committee Chairperson in order to consider requests for funds that require immediate attention and were not in the original budget. These must be presented to the Board for action.

Youth Committee

The Youth Committee is elected by the Youth Representatives.

Duties:

1. Develop eligibility requirements for Board members representing the youth.
2. Elects at least 20% of the Board members from the Youth Committee.

3. Develop eligibility requirements for the Youth Committee subject to approval of the Board of Directors.
4. Monitor, promote, review and recommend youth programs conducted by the Association.

Also see – USBC Bylaws and Association Policy Manual – Chapter 6 – Section C.

OTHER COMMITTEES

Administrative and Legislative Committee

The purpose of the Administrative and Legislative Committee is to maintain the Association's Policy and Procedures. Also, coordinate any proposed amendments which involve changes, additions or deletions to the local bylaws that were adopted by the members of the Association at the time of organization. Once changes are adopted, the Chairperson is to oversee that the approved changes are made to the Association's Policy and Procedure Manual.

Local associations may adopt additional provisions applicable to their locale, provided they do not conflict with those adopted by the USBC delegates as mandatory.

Duties:

1. Compile a manual and submit to the Board for approval.
2. Review and update the manual annually with local changes and those directed by the USBC. Submit to the Board for approval.
3. Maintain all proposed amendments to the bylaws submitted in writing with a copy to the Association Manager by two (2) months prior to the annual meeting of the Association. The Legislative Committee may propose additional amendments as they deem necessary.
4. Maintain a file of all proposals received and correspondence which pertains to them. Chairperson calls a committee meeting and the members review the amendments. The Committee recommends the proposal for adoption or rejection.
5. The Chairperson presents each amendment together with the recommendation of the Committee to the Board of the Association. Members of the Board vote as to whether they recommend the amendment be adopted or rejected.
6. All proposed amendments must be submitted for final action to the members at the annual meeting. Those adopted are to be sent to USBC for review. They are recorded in a copy of the Association Bylaws maintained by the USBC.

Committee Considerations:

1. Does the rule conflict with USBC rules?
2. Does it conflict with Parliamentary procedure?
3. Is it applicable to all?

4. Can the rule be enforced? If in doubt consult USBC.
5. Study the effect of the proposal on the present rule and determine if it is an improvement. How will it affect other rules?
6. Be sure the reason given for or against is logical and conveys the true purpose of the Committee's action.
7. Do not allow the thinking of a few to sway unbiased good judgment.

Association Bowler Awards Committee

The purpose of the Association Bowler Awards Committee is to recommend the criteria and types of awards for recognition of bowler achievements.

Duties

1. Meet on an annual basis to review the existing awards program and determine whether there should be any changes or new awards.
2. Present the Board for their approval with the recommendations of the awards and criteria for the upcoming bowling year.
3. The Association Manager will order the awards.

Association Yearbook Committee

The purpose of the Association Yearbook Committee is to coordinate the production of the annual yearbook of bowler averages.

Duties

1. The Association Manager will provide the draft pages of the yearbook.
2. Review the pages for any errors or incorrect information.
3. Make copies of the finalized yearbook pages. There should be enough copies to cover each sanctioned league, each Board member, AMF Deltona Lanes and Sunshine Lanes and several extras.
4. The Committee will meet prior to the annual League Officer Workshop to assemble the yearbook into binders so they are available for that event.

BVL (Bowlers Victory Link) Committee/Tournament

The purpose of the BVL Committee is to coordinate the annual BVL fundraising drive for BVL and to tabulate the league scores for the BVL in-league tournament.

The Bowling Association shall hold a BVL Tournament annually during the week of National Veterans Day. The Tournament is open to both sanctioned and non-sanctioned leagues. The

following awards shall be awarded for male and female at each Center: High Series Handicap, High Series Scratch, High Game Handicap and High Game Scratch. Funds collected shall be forwarded to the Florida State USBC Association and designated to be donated to the Florida Rehabilitation Fund which will remain in the State of Florida. Handicap will be 90% of 220. League scores during the week of the tournament will be used to determine tournament winners.

Duties:

1. Obtain list and labels of sanctioned league secretaries from the Association Manager. Obtain list of non-sanctioned leagues from bowling centers. Provide the Association Manager with the list of non-sanctioned leagues so labels for them can be provided.
2. Purchase envelopes and any other supplies, if necessary. Two sizes of envelopes are required. One for sending out the materials and one for the leagues to use to return the scores and monies collected.
3. Prepare the BVL packets for league distribution. Prepare flyers and visit leagues to explain the BVL Tournament. Promotional materials are available from National BVL Headquarters. Advise Publicity Committee of tournament dates and other relevant information.
4. Obtain donated awards or purchase awards.
5. Collect all monies from leagues who participate. Submit monies to the Association Manager.
6. Collect scores from leagues, determine winners and post at the lanes and Association web site as soon as possible. Submit complete list to the Association Manager.
7. Present awards to winners on their league bowling night. Photographs should be taken of the presentations. Submit photos to the Association Manager.
8. Complete a written report for the Board which includes winners, amount collected, leagues participation and trophy donations, if applicable. A written report is also to be made for the annual open meeting.
9. Reimbursement will be made when receipts of any purchases are provided to the Association Manager.

Goodwill Committee

The purpose of the Goodwill Committee is to provide goodwill for Association members and families who are hospitalized or have passed away.

Duties:

1. The Association Manager or designee will be responsible to extend sympathy or get well cards/gifts on behalf of the Board.
2. Get well flowers and card will be sent to Board members only.

3. Upon the death of a current Board member, a sympathy card and flowers will be sent to his/her immediate family, or a cash memorial will be sent to an organization. Past Board members' family shall receive a sympathy card.
4. Other goodwill will be determined at the discretion of the Association Manager and/or the President and may be extended with Board approval.

Lane Certification and Inspection Committee

The purpose of the Lane Certification and Inspection Committee is to coordinate the annual lane inspections with the bowling centers. This committee is now inactive due to inspections being handled by USBC headquarters.

The Association Manager is responsible for ensuring all inspections are complete.

Duties:

1. All inspections are to be completed according to USBC requirements.
2. Secure volunteers to assist with local lane and dressing inspections.
3. Monitor volunteer's performance.
4. Submit report to USBC for approval.
5. Follow up on any non-compliance issues determined during inspections or as received from USBC.
6. Prepare billing for bowling centers upon completion of inspections.
7. Refer to USBC Bowling Center Inspections Manual for details of completing the inspections.

Publicity Committee

The purpose of the Publicity Committee or person is to promote the sport of bowling and the activities of the Bowling Association in the community.

Duties:

1. Obtain information from the Association Manager and/or President regarding all meetings, etc. for release to the newspapers or other media to promote the Association.
2. Obtain tournament information and results for publication.
3. Obtain league results including high scores, high series and outstanding performance.
4. Provide contact information to the league secretaries and bowling centers so information can be received. Include purpose and information that you are interested in having publicized.

Special Recognition Awards Committee

The purpose of the Special Recognition Awards Committee is to manage the process for the special local awards that are available based on nominations received for members of the West Volusia USBC. Nominations can be received at any time of the year. These awards are outlined under “Section IV – Miscellaneous – Awards”.

Duties

1. Ensure nomination letters are distributed to all league secretaries.
2. Review the nominations received with the committee members and vote for recipients.
3. Present recommendations to Board of Directors for approval.
4. Procure awards and jackets.
5. Present awards as appropriate.

Tournament Committee

The Association Manager will be the Chairperson and Tournament Director. The Association Manager may appoint an Assistant Tournament Director.

Duties

1. Sending letters to the bowling lanes to request dates, cost, etc. for tournaments. Schedule a meeting at the lanes to review the information received
2. Review and rewrite rules of the tournament as needed, obtain Board approval and send revision to USBC.
3. Certify the sanctioned tournaments with USBC.
4. Print and distribute entry forms to bowling centers and leagues.
5. Post a proposed prize fund before the tournament. For any “walk-in” tournaments, post an estimated prize fund before the tournament.
6. Process entries and schedule bowlers.
7. Be present at the tournament for all bowling events.
8. Post winners within two (2) weeks of the close of the tournament.
9. Determine if any bowlers have tournament winnings of at least \$600.00. This includes prize money and side action (e.g., brackets). These bowlers are to be notified that their winnings require an IRS Form 1099 to be issued to them. Request the bowler Social Security Number and withhold the prize check until it is received. At the end of the calendar year, send IRS Form 1099 to the bowler and to the IRS.

10. Mail checks to tournament winners within thirty (30) days of the close of the tournament.
Note: When a tournament awards youth scholarship prize money, no check shall be sent to the bowler. Instead, the prize recipients and payment must be submitted to SMART.
11. Complete a final report. The final report for sanctioned tournaments is to be reported to USBC.

If a sanctioned tournament is under the direction of a duly appointed director, all the above information must be provided to the Association Manager according to the above listed time frames.

Uniform Committee

The purpose of The Uniform Committee is to coordinate association uniforms.

Duties

5. Maintain the inventory of shirts and name tags.
6. Order tags and shirts as needed.
7. Coordinate the embroidery of shirts.
8. Retrieve the tag and shirt from a resigning or terminated board member.

Ways and Means Committee

The purpose of this Committee is to raise additional funds for special projects and other expenses incurred by the Association.

Duties

6. Maintain inventory and supply of items for fund raising activities.
7. Purchase items for sale:
 - a. Purchases less than \$100.00 can be made without approval.
 - b. Purchases of \$100.00 to \$300.00 must receive approval by the President or Association Manager.
 - c. Purchases that exceed \$300.00 must receive Board approval.
8. Set up and staff tables at tournaments and other sponsored events with the assistance of other Board members.
9. Maintain accurate records throughout the year.
10. Give funds raised to Association Manager for deposit.

Youth Scholarship Committee

The purpose of the Youth Scholarship Committee is to determine the recipient(s) of scholarship funds from applications received. Also, determine substantive changes to the application form and submission procedures. This committee is now inactive due to Board decision to no longer offer scholarships. Instead, scholarship money is awarded to youth in the Youth City Tournament.

Duties

1. Scholarship applications have a deadline submission date of April 30.
2. Meet to discuss each applicant and determine the recipient(s) of the scholarship funds.
3. Provide the Association Manager with the name of any recipient(s) so their scholarship information can be entered into SMART.
4. Coordinate with the Association Manager to send the payment to SMART.

SECTION IV

MISCELLANEOUS

AWARDS

Annual Local Association Awards Event (or Annual Open Meeting)

1. The purpose of the event is to present bowler awards that have been earned during the bowling year. These include Special Recognition Awards that are outlined under “Section IV – Miscellaneous – Awards”, tournament winner jackets/polo shirts, First West Volusia USBC 800 Series jackets and High Score Awards.
2. The Ways and Means Committee will coordinate the event, which is normally held at the end of the fall/winter bowling season.
3. The Board will determine the event date.
4. Meet well in advance of the event date to select the awards event site.
5. Obtain donated door prizes, if desired.
6. Request help as needed from other Board members.
7. Request approval from President or Association Manager to purchase any supplies or other items for the event.
8. Provide Publicity Chairperson with information to promote the event.
9. Develop information sheet and/or posters for AMF Deltona Lanes and Sunshine Lanes.
10. Ensure final arrangements are in place with event facility by the specific date determined.

11. Awards not claimed at the event would be presented in the bowlers' leagues.

Tournament Awards

1. A jacket or polo shirt or some other commemorative item shall be awarded for tournament winners, unless a specific tournament opts to not do so.
2. Tournament rules must specify the kind of award that will be provided to the winner(s).
3. Winners of multiple tournaments and/or multiple events within a tournament shall be given the choice of either:
 - a. A single award item with all the names of each tournament or event inscribed
 - b. An award item for each
4. Tournament winners shall be given a choice of the color of a jacket or polo shirt.
5. Tournament winners have the right to refuse an award and may request that the cost be donated to the Youth Bowling Program.
6. The tournament awards are to be ordered by the Association Manager or designee.
7. Women shall be awarded a lapel pin to commemorate tournament scores bowled as follows, and are subject to one type of award pin per bowling year.
 - a. Game scores of 200, 225, 250
 - b. Series scores of 500, 600, 700
 - c. Clean game

Special Bowler Awards

1. West Volusia USBC members who score their first 800 series in the West Volusia USBC Association shall receive an 800 series jacket.
2. West Volusia USBC members who score their first 11-strikes-in-a-row game within their lifetime shall receive an 11-in-a-row award.
3. The awards are to be ordered by the Association Manager.

Special Recognition Bowler Awards

1. Letters will be sent to each sanctioned league to request nominations for the special recognition awards.
2. The nominations are to be submitted to the Association Manager with a deadline

3. The Association Manager shall turn over all nominations to the Special Recognition Awards Committee Chairperson.
4. The Special Recognition Awards Committee is to meet to determine the qualifications of nominees and decide on the recipient(s) for each award category, except the Lifetime Achievement Award. More than one person can be selected for an award in each category.
5. The Special Recognition Awards Committee will recommend the recipient(s) for the Lifetime Achievement Award and will submit to the Board of Directors for final decision at the April Board meeting.
6. The Special Recognition Awards Committee shall decide the award item for the recipients, with a cost not to exceed an amount set by the Board.
7. The Special Recognition Awards Committee is to order the awards

There are five categories of special recognition awards for West Volusia USBC members as follows:

1. Elsie Wells Good Sportsmanship Award:
To honor a female member of the West Volusia USBC Bowling Association who has promoted the sport of bowling by her actions and not necessarily by her bowling ability.
2. Larry Clifford Good Sportsmanship Award:
To honor a male member of the West Volusia USBC Bowling Association who has promoted the sport of bowling by her actions and not necessarily by her bowling ability.
3. Women's Hall of Fame Award:
For Bowling Achievement: A female member of the West Volusia USBC Bowling Association who has shown outstanding achievement in the field of bowling for at least 10 years.

For Meritorious Service: A female member of the West Volusia USBC Bowling Association who has gone above and beyond the call to promote bowling for at least 10 years.
4. Men's Hall of Fame Award:
For Bowling Achievement: A male member of the West Volusia USBC Bowling Association who has shown outstanding achievement in the field of bowling for at least 10 years.

For Meritorious Service: A male member of the West Volusia USBC Bowling Association who has gone above and beyond the call to promote bowling for at least 10 years.
5. Lifetime Achievement Award:
To honor a male or female member of the West Volusia USBC Bowling Association who has

provided a long-term commitment of service to the sport of bowling and making contributions that benefit the membership of the Association for at least 20 years.

Scholarship Awards

1. The association has a SMART account with USBC that is used to submit youth scholarship money recipients. Payment of all scholarship money is made to SMART.
2. All scholarship funds will be deposited into the youth's SMART account.
3. Tournaments:
 - a. Prize money in youth tournaments must be in scholarships.
 - b. Prize money recipients and payment must be submitted to SMART within thirty (30) days of the close of the tournament.
4. Youth Scholarship Program:
 - a. Youth scholarship applications are to be submitted from interested youths by April 30 of each year.
 - b. The Youth Scholarship Committee will review the applications that are received and render a decision for approval(s).
 - c. The amount of scholarship to be awarded for a recipient will be an amount that has been previously approved by the Board.

BOARD OF DIRECTORS

Duties Of Association Board Members

The President, Vice President(s), and Sergeant-At-Arms constitute the current officers of this association. It is the responsibility of these individuals to understand the expectations that come with serving as an officer, as well as the duties the individual will be expected to carry out.

This Association has elected a President, two Vice-Presidents and a Sergeant-At-Arms since it was instituted in 2005.

Assignment of the following duties and responsibilities for these positions are in accordance with USBC written guidance. These can be revised with Board approval and policy revision.

President

A President should be a leader in the Association. All of his/her responsibilities are centered on the principles of overseeing association activities and provide guidance in helping the Association meet its goals. By virtue of the position, the President does not have any additional authority, except in those situations outlined in the *USBC Bylaws* and *USBC Policy Manual*.

The President shall serve as the spokesperson for the Association. He/she may be sought for information on any matters relating to the Association, or even bowling in general. The President may delegate speaking responsibilities on behalf of the Association to another individual with more experience in public relations.

The President shall verify the Association financial accounts. A quarterly verification of Association financial accounts is among the most important financial safeguards. This Association has a Financial Committee which provides the audit, examination and verification to ensure all Association funds are accounted for, financial standing is accurate and up-to-date. This includes all accounts reconciled; itemized deposits and expenditures are compared to a list of receipts/expenditures; checkbook/cancelled check entries. All verifications are presented to the President and Board verifying their findings for the designated quarterly time frames.

Vice Presidents

The First Vice President would take over the responsibilities of the President due to his/her absence. The First Vice President's primary responsibilities include presiding at all meetings when the President is absent and performing other duties as prescribed by the Board or requested by the President. It is advisable for the First Vice President to have a copy of the upcoming meeting agenda and an understanding of parliamentary procedures and be familiar with association governing bylaws.

This Association has determined that more than one Vice President is in order. This must be outlined in the association bylaws. The Second Vice President will fulfill the above duties of the absent President and First Vice president should the situation warrant.

Association Manager

The Association Manager is a hired and salaried position on the Board of Directors. The duties of the Association Manager are defined below. The Association Manager may not actually perform some of these duties, but must be sure that they are done.

WinLABS (Local Association Bowling Software for Windows) is provided by USBC for association processing.

Duties of the Association Manager

1. Process League Sanctions:
 - a. Enter the league information and all bowler sanction cards into WinLABS.
 - b. Record the monies received into both the WinLABS league register and the financial accounting system.
 - c. Print the league certificate (initial sanction only), league roster and local membership cards (if any) from WinLABS. Provide a receipt for the monies received. Send to the league secretary.
 - d. Repeat the above steps as additional membership cards are received for a league

throughout the season.

- e. A transmittal from WinLABS to USBC must be done at a minimum of every 20 days.

2. Process Bowler Awards:

a. For high score award applications received:

- i. Check whether the bowler has completed all of the information, that the league or tournament secretary and bowler have signed the form. Return the form to the secretary if the application is incomplete. Note: Signatures are not really necessary if the bowler has previously earned the same high score award.
- ii. Check WinLABS or the USBC member web site whether the bowler has ever previously earned the same high score award.
- iii. Enter the award information into WinLABS. If the bowler has ever previously earned the same high score award, enter the choice of award as “Multiple”.

b. For other award applications received:

- i. Check WinLABS whether the bowler has previously earned the same award in the time requirements for the award. Check also that the award meets the criteria. Reject the award application if either is the case.
- ii. Enter the valid award information into WinLABS.
- iii. Print the Inventory Pick Ticket labels from WinLABS for the awards that have been successfully processed.
- iv. For scorebar awards, if it is the bowler’s first one, attach the scorebar to the mounting pin. If it is not the first one, attach instructions on how to add to the chain.
- v. Order patch and towel awards from our supplier.
- vi. Affix the labels to an envelope for each bowler and insert the award(s).
- vii. Return the award envelopes and notations of rejections to the league secretary.

3. Handle Financial Matters:

- a. Maintain a financial accounting of all income and expense transactions for all banking accounts.
- b. Reconcile the bank statements with accounting records.

- c. Make bank deposits of monies that are received.
 - d. Make payments for invoices that are received.
 - e. Turn over all financial records quarterly to the Audit Committee.
4. Request for Bowler Averages:
- a. Request bowler averages from each league secretary twice (December and April) for fall/winter leagues and once (July) for summer leagues. The December request is for mid-year averages. The April and July requests are for final averages.
 - b. Print the Average Request Form from WinLABS and send to the league secretary. Request that the form be completed and returned in a timely manner. Before printing the April request form, be sure to delete the mid-year averages that had been entered.
 - c. Many league secretaries will not return the form. For these, contact the bowling center to request a printout of averages as of the time frame needed.
 - d. When the average list is received, enter the information into WinLABS. After all of the final averages for fall/winter leagues are entered, print the averages from WinLABS for the annual yearbook.
 - e. After all of the final averages for summer leagues are entered, print a combined fall/winter and summer average list from WinLABS for our internal use in tournaments.
5. Coordinate Lane Certification and Lane Dressing Inspections:
- a. Note: This activity has been discontinued due to inspections being handled by USBC headquarters.
 - b. Lane certification inspections are required once each year.
 - c. Contact each bowling center by August 1 to schedule the annual lane certification inspection. Inspections should be completed by August 31.
 - d. Request for the Lane Inspection Committee members be available on the scheduled dates to perform the inspections.
 - e. If the lane certification inspection determines any item that is not within USBC specifications, advise the bowling center in writing and request resolution. A follow-up inspection will be required to ascertain the repair was made.
 - f. Complete the USBC Lane Certification forms from the measurements taken at the lane certification inspection. The forms can be retrieved from the USBC Association Resource Center web site. Provide the bowling center with a copy. USBC may require

the forms be submitted to them. Mail/email them to USBC in this case. Otherwise, submit the information to USBC on the USBC Center Certification web site.

- g. Lane dressing inspections are required at least once each year. The inspections are to be made on freshly dressed lanes, with no bowling having occurred. The inspections are to be unannounced to the bowling center. Lane tapes are to be taken on two random lanes, at a point that is 3 feet inside the end of the lane dressing application.
- h. Print the lane inspection graphs after the lane tapes are run through the tape reader and computer program. Complete the USBC Lane Dressing Inspection Report. The form can be retrieved from the USBC Association Resource Center web site. Provide the bowling center with a copy of the report and graphs. Mail/email the report and graphs to USBC.

6. Coordinate Tournaments:

- a. Establish the tournament schedule in March for the next bowling year. The Board must approve the schedule. Normally, tournaments are rotated between the bowling centers each year. Send a form with the requested tournament dates to each bowling center for booking. Upon receipt of confirmation of bookings, send a letter to request the lineage rate for each tournament. Send a follow-up letter to the bowling centers to confirm the bookings and lineage rates.
- b. Distribute copies of the Board-approved tournament entry forms to each bowling center.
- c. Promote the tournament and send email notification to bowlers to announce the tournament.
- d. Enter tournament entries that are received into WinLABS. When the entry is received prior to the tournament date, print the confirmation of entry and send to the contact person on the entry.
- e. On the day before the tournament, assign lanes, print the recap sheets and check-in list for entries received. Provide the bowling center with the list of names and lane assignments.
- f. On the day of the tournament, enter the walk-in entries received into WinLABS. Print the recap sheets for the entries and provide an updated list of names and lane assignments to the bowling center.
- g. Certify each tournament on the USBC Tournament Certification web site at least two weeks prior to the tournament date.
- h. When a tournament is concluded, print prize checks from WinLABS for those who have earned prize money. Enter the tournament report on the USBC Tournament Certification web site and mail/email the final prize report from WinLABS to USBC. Post the tournament results on the Association web site.

7. Coordinate Board Meetings:
 - a. Arrange for a meeting room.
 - b. Prepare the documents (minutes, agenda, financials, proposals, etc.) to be presented at the meeting.
 - c. Send email notification at least 7 days in advance to Board members to announce the meeting date, time and location.
8. Coordinate the Annual Open Meeting:
 - a. Arrange for a meeting room.
 - b. Collect the annual officer, committee and activity reports from Board members in advance of the meeting date. Prepare a single document of all the reports.
 - c. Prepare the documents (minutes, agenda, financials, reports, information, etc.) to be presented at the meeting.
 - d. Prepare flyers to be placed in the bowling centers to announce the meeting.
 - e. Send email notification to bowlers to announce the meeting.
9. Coordinate the Awards Event:
 - a. Arrange for a location of the event.
 - b. Prepare the program leaflet for the event.
 - c. Order the 11-in-a-row award crystals for the bowlers who have bowled their first lifetime 11-in-a-row game during the past bowling season.
 - d. Order the tournament champion awards (jackets, shirts, etc.) and First 800 Series award jackets.
 - e. Send letters to each of the first-place winners of the year's tournaments, the First 800 Series recipients and the First 11-in-a-row recipients to invite them to the event.
10. Coordinate the Annual League Officer Workshop:
 - a. Arrange for a meeting room.
 - b. Send letters to league officers from the previous fall/winter season to invite them to the event.

- c. Pre-print the bowler membership application cards from WinLABS for each league from the previous fall/winter season.
- d. Prepare the league sanction packages for each previous fall/winter league.
- e. Distribute league sanction packages to the league officers in attendance at the meeting. Arrange to deliver their sanction packages for those leagues that are not represented,

11. File State and Federal Forms:

- a. File the Corporate Report with the State of Florida on an annual basis. The form is submitted through the State of Florida web site and the submission of the form is to be made between January 1 and April 30. A payment of the corporate renewal fees is to be made when submitting the form. The State of Florida should send an email to the contact person on record to provide information to initiate the submission.
- b. File Form IRS 941 with the Internal Revenue Service on a quarterly basis. The form is a PDF can be retrieved from the Internet, through Google. The form must be mailed and must be submitted prior to January 15, April 15, July 15 and October 15. The form is for reporting FICA and Federal Withholding tax from the previous quarter's paycheck. A payment must be included with the form if there are FICA and/or Federal Withholding tax from the paycheck. If no paycheck was issued in the previous quarter, the form would be filed with zeros in the amount fields.
- c. File Form IRS 990N with the Internal Revenue Service on an annual basis after the close of our fiscal year. The form is submitted through the Internal Revenue Service web site and the submission of the form is to be made between August 1 and December 15.
- d. File Forms SSA W-2 and SSA W-3 with the Social Security Administration on an annual basis. The forms must be mailed and the submission of the forms is to be made between January 1 and January 31. The forms are for reporting gross salary, FICA tax and Federal Withholding tax.
- e. File Forms IRS 1099 and IRS 1096 with the Internal Revenue Service on an annual basis. The forms must be mailed and the submission of the forms is to be made between January 1 and January 31. The forms are for reporting winnings of \$600.00 or more of any bowlers from any of our tournaments. All winnings (prize money, side action) must be included. In addition, Form IRS 1099 must be sent to the bowler within the same time frame.

12. Miscellaneous:

- a. Maintain a historical book of various Association documents.
- b. Maintain a file of the paperwork received from each league for each season.

- c. Maintain the Policy and Procedure Manual and provide Board members with the updated version. The manual is to be posted on the Association web site.
- d. Maintain the Association Manager Manual of Procedures.
- e. Download the USBC Merged Local Association By-Laws from the USBC web site on August 1 of each year. Enter the information that is pertinent to our Association and provide Board members with the updated version. The manual is to be posted on the Association web site.
- f. Order league sanctioning supplies from the USBC web site in May or June of each year. USBC will send an email when the web site for ordering supplies is available.
- g. Communicate with USBC for rules clarifications and opinions.
- h. Order standard bowler awards once per year and when inventory nears depletion.
- i. Prepare the Special Recognition Awards letters and attachments for sending to leagues to request for nominations.
- j. Maintain the Association's web site with pertinent information.
- k. Send periodic emails to bowlers to deliver pertinent information.
- l. For the summer league session:
 - i. Pre-print the bowler membership application cards from WinLABS for each league from the previous summer season.
 - ii. Prepare the league sanction packages for each previous summer league.
 - iii. Arrange to deliver the league sanction packages.

13. The Association Manager Manual of Procedures contains detailed descriptions of the Association Manager duties.

Sergeant-At-Arms

This Association continued the election of a Sergeant-At-Arms upon its established West Volusia USBC Association on August 1, 2005. The duties and responsibilities for this position are as follows:

- 1. Count votes during standing and/or hand votes.
- 2. Distribute and collect ballots (if there is no teller's committee) during voting times.

3. Maintain order if a meeting drifts off topics discussed and/or interruptions by additional members without being recognized by the President to maintain a proper and orderly atmosphere.
4. Curtail private conversations during meetings to enhance the chosen person making their inputs audible and clear, without distractions.
5. Perform other duties as prescribed by the President or requested by the Board.

Directors

It is extremely important that all Board members at all times practice the Duties of Care and Duties of Loyalty during their elected terms of office.

1. **Duty of Care:** Calls upon a Director to act in a reasonable and informed manner when participating in the Board' decisions. Requires a Director is informed, and discharge his/her duties in good faith.

Attending regular and committee meetings of the Board of Directors, as scheduled, is a basic requirement of Director service. A majority of Board must be present to allow voting on any matter brought to the attention of the Board. Frequency of non-attendance will be addressed by the President. If unable to attend a meeting, the President or Manager must be notified beforehand. The dress code, as prescribed by the Association, will be adhered to.

Maintain Director individual notebook binders for up-to-date information and reading of past Association matters.

Each Director shares in the responsibility of the Board to act in the best interests of the Association by his/her independent and informed judgment on all decisions.

2. **Duty of Loyalty:** Requires Directors to exercises their powers in good faith and best interests of the Association.

Each Director is a vital part of this Association and their involvement in meetings, local tournaments (working or participants) is vital to the success of the Association and makes the workload easier for the Board as a whole.

A Director should not discuss information discussed at meetings to the general public thereby avoiding any miscommunication and/or further misinterpretation.

Eligibility for Board Position

1. Anyone seeking a position on the Board of Directors must be sanctioned through the West Volusia USBC Bowling Association.
2. Applicants for a Board Position:
 - a. Existing Board members up for re-election must submit a Board Application to the

Association Manager at least 30 days prior to the Annual Open Meeting.

- b. Any new person interested in being voted to a Board position at the Annual Open Meeting may submit a Board Application to the Association Manger at least 30 days prior to the Annual Open Meeting.
 - c. Applications received will be forwarded to the Nominating Committee for consideration to be included in the Annual Open Meeting election slate.
 - d. At the Annual Open Meeting, nominations for a Board position can be made from the floor. Anyone nominated from the floor must submit a Board Application for the position at the time of their nomination. The applicant will be added to the election slate.
 - e. For time periods other than for the Annual Open Meeting, new applicants must submit an Associate Director Application to the Association Manager. The applicant will be invited to the next Board of Director meeting. Associate Directors may participate in discussions, but cannot make motions nor vote.
3. The positions of President, Vice President and Sergeant-at-arms require at least one year of service as a Director on the Board.
 4. Associate Directors must serve at least three months before becoming eligible to be appointed or elected to a Director position.
 5. All Board members must maintain yearly sanctioning through the West Volusia USBC Bowling Association.
 6. The Merged USBC Association Bylaws define the terms of office under Article V, Section D and Article VI, Section C.
 7. The Merged USBC Association Bylaws define retention guidelines under Article V, Sections E.

Elections

1. Articles V and VI of the Merged Association USBC Bylaws define the procedures and terms of office for the election of Board members.
2. The election process for this association will use a three-year stagger system as follows

Year 1	Year 2	Year 3
President	First Vice President	Second Vice President
Sergeant-At-Arms	Director #3	Director #5
Director #1	Director #4	Director #6
Director #2	Director #9	Director #11

Director #7	Director #10	Director #12
Director #8	Director #14	Youth Director #15
Director #16	Youth Director #17	

Eligibility for Life Membership

A West Volusia USBC Association Board Member may be a Life Member and be exempt from paying the local sanction fees if the following requirements are met:

1. Board member must be a current member in good standing with USBC and WVUSBC.
2. Board member has served in this Association for at least 20 years.
3. Board member must be recommended by nomination via letter to the current Association President.
4. The President will present the recommendation to this Association Board for a vote.
5. The Association Board must approve this Life Membership status by two-thirds vote to be honored.
6. Any person not receiving a two-thirds vote of approval will be eligible to be recommended again when a new submission is received.

Recording Secretary

Unless he/she is a Board member, the Recording Secretary is an appointed position and not be considered a member of the Board of Directors and has the privilege of voice only,

Duties

1. The Recording Secretary or Association Manager shall send notice to Board members and any Associate members at least seven (7) days prior to the meeting.
2. He/she shall transcribe minutes from the Annual Association membership meeting, Board meetings and any other meetings when called.
3. The Recording Secretary shall be paid \$.15 per member payable July 31 each year.

Lane Representative

The President shall appoint a Board member for each center - AMF Deltona Lanes and Sunshine Lanes.

Duties

1. Lane representatives act as liaison between the Board and center management.
2. Representatives are responsible to schedule meetings at the centers, i.e. Board meetings, Annual meeting, etc.

3. Provide information to and answer questions from league bowlers.
4. Update and maintain calendar board at the center if applicable.
5. Maintain pictures of the Board of Directors if they are displayed at the center.
6. Maintain written information regarding Board activities for league bowlers, i.e., tournament entry forms, meeting notices, Board applications, etc.

Uniform, Name Pins, Emblems

Uniforms for Board members shall be the shirt as determined by the Board. Black slacks or black dress shorts are to be worn. Women may wear black skirts or black skorts.

Uniforms shall be worn at all Board meetings and all events sponsored by the Board such as tournaments, etc. (Re: Tournaments – if you are bowling in a sponsored tournament, you may change your uniform after official presentations are completed.)

Name Pins purchased by the Bowling Association shall be worn by members of the Board of Directors.

Name pins are required at all Board meetings and Board sponsored events.

When leaving office, the shirt and name pin are to be returned to the Association.

Attendance

Board members are expected to attend all Board and committee meetings on a regular basis. If a Board member has two (2) unexcused absences between August 1 and July 31 of a current year, he/she will be notified to provide their intention of remaining on the Board. A third unexcused absence will subject the Board member for removal.

Excused absences will be at the discretion of the Board. A board member with three excused absences will be asked to state his/her intentions to the board.

Board members are expected to work at least one (1) squad of each Women's and Open City Championship Tournaments and at least one other tournament held by this Association annually.

Registered Volunteer Requirement

1. USBC has mandated that all Board members in all local associations are required to be certified through the Registered Volunteer Program (RVP). The purpose is to ensure youth are protected.
2. On-line training is required with SafeSport. The training entails watching videos and text, then taking and passing a series of tests on the subject matter.
3. Refresher SafeSport training will occur on an annual basis.

4. After successful completion of the SafeSport training, a background screening is required through the National Center for Safety Initiatives (NCSI). A payment of \$30.00 must be made at the time of the application to NCSI. The Association will reimburse the Board member upon presentation of a receipt from the payment.
5. USBC policy requires that all Board members from 2018-2019 and after must complete the RVP requirement by August 1, 2019.
6. USBC policy will require any new Board member after August 1, 2019 to undertake the RVP requirement within 45 days.
7. The RVP certification is valid for a two year period after which a re-application to NCSI must be made.

Revised and Approved by Board of Directors: June 13, 2015

Revised and Approved by Board of Directors: April 23, 2016

Revised and Approved by Board of Directors: April 22, 2017

Revised and Approved by Board of Directors: August 19, 2017

Revised and Approved by Board of Directors: April 22, 2018

Revised and Approved by Board of Directors: April 20, 2019

Revised and Approved by Board of Directors: February 19, 2022

Revised to update the incorrect Board elections, no Board approval needed: July 8, 2023

Revised and Approved by Board of Directors: September 9, 2023

SECTION V

Document Revision History

Document Revision History Chart			
Date	Version	Author	Revision Description
6/13/15	V1.0	West Volusia USBC Board of Directors	Document as received from prior versions and amended by WVUSBC Board of directors.
4/23/16	V2.0	Harold Harper	Modify Section III, Committees, Nominating Committee to redefine the Committee.
4/23/16	V2.0	Harold Harper	Modify Section III, Committees, Goodwill to read “Association Manager or designee”.
4/23/16	V2.0	Harold Harper	Modify Section IV, Miscellaneous, Recording Secretary to read “Recording Secretary or Association Manager” and to change meeting notification from at least 15 days to at least 7 days.
4/23/16	V2.0	Harold Harper	Modify Section II, Membership Dues to delete the statement that read “USBC Bylaws, Article IV states that local dues cannot exceed \$10.00.
4/23/16	V2.0	Harold Harper	Add “Eligibility for Board Position” to Section IV, Miscellaneous.
4/23/16	V2.0	Harold Harper	Add “Eligibility for Life Membership” to Section IV, Miscellaneous.
4/23/16	V2.0	Harold Harper	Add “Tournament Awards” to Section IV, Miscellaneous.
4/22/17	V3.0	Harold Harper	Reword and enhance Section II, Fiscal, Audit Policy/Committee.
4/22/17	V3.0	Harold Harper	Reword Section II, Fiscal, Signatures – Checks and Warrants.

Document Revision History Chart			
Date	Version	Author	Revision Description
4/22/17	V3.0	Harold Harper	Modify Section II, Fiscal to add section for “Financial Records, Receipts, Deposits and Disbursements”.
4/22/17	V3.0	Harold Harper	Modify Section II, Membership Dues to revise USBC dues amount to \$13.00 and to define Life Member and Local Member dues amounts.
4/22/17	V3.0	Harold Harper	Modify Section IV, Miscellaneous, Tournament Awards to revise item regarding multiple tournament winners.
4/22/17	V3.0	Harold Harper	Modify Section IV, Miscellaneous, to add sections for “Special Bowler Awards” and “Special Recognition Bowler Awards”.
4/22/17	V3.0	Harold Harper	Modify Section IV, Miscellaneous, Uniform, Name Pins, Emblems to remove the \$1.00 fine for non-compliance to uniform.
8/19/17	V4.0	Harold Harper	Modify Section IV, Miscellaneous, Eligibility for Board Position to better define the procedure that should be used for applicants for a Board position.
8/19/17	V4.0	Harold Harper	Modify Section IV to add a section for Elections to identify the stagger system being used for board member elections.
8/19/17	V4.0	Harold Harper	Modify Section IV to add a section for Duties of Association Board Members.
2/15/18	V4.0	Harold Harper	Modify Section III to standardize the language and structure of committee definitions.
4/22/18	V5.0	Harold Harper	Modify Section III, Committees, Tournament Committee to update the procedures to include IRS regulations and youth scholarship tournaments.

Document Revision History Chart			
Date	Version	Author	Revision Description
4/22/18	V5.0	Harold Harper	Add “Scholarship Awards” to Section IV, Miscellaneous.
4/22/18	V5.0	Harold Harper	Relocate “Annual Local Association Awards Committee” from Section III, Committees to Section IV, Awards. Change its title to “Annual Local Association Awards Event”.
4/22/18	V5.0	Harold Harper	Modify Section III, Committees to add “Annual Local Association Awards Committee”.
4/22/18	V5.0	Harold Harper	Modify Section III, Committees to add “Uniform Committee”.
4/22/18	V5.0	Harold Harper	Modify Section III, Committees to add “Association Bowler Awards Committee”.
4/22/18	V5.0	Harold Harper	Modify Section III, Committees to add “Youth Scholarship Committee”.
4/22/18	V5.0	Harold Harper	Modify Section III, Committees to add “Association Yearbook Committee”.
4/22/18	V5.0	Harold Harper	Add “Duties of the Association Manager” to Section IV, Miscellaneous, Board of Directors.
4/20/19	V6.0	Harold Harper	Add “Registered Volunteer Requirement” to Section IV, Miscellaneous, Board of Directors
8/1/2021	V6.0	Harold Harper	Modify Section IV, Miscellaneous, Board of Directors for “Registered Volunteer Requirement” to change NCSI fee from \$25.00 to \$30.00. (Administratively)
2/20/22	V6.1	Harold Harper	Modify Section III, Committees, BVL Committee to fully describe the duties and procedures of the committee.

Document Revision History Chart			
Date	Version	Author	Revision Description
7/8/23	V6.2	Harold Harper	Modified Section IV, Miscellaneous, Board of Directors, Elections to update the stagger election process due to reduction of Board from 16 Directors to 14 Directors.
9/18/23	V6.3	Harold Harper	Modified Section III, Committees, BVL to change word “trophy” to “award”. Modified Section IV, Miscellaneous, Board of Directors, Uniforms to update the dress code for black slacks, black dress shorts, black skirts, or black skorts. Modified Section IV, Miscellaneous, Board of Directors, Elections to change election schedule to correct sequence.
8/1/24	V6.4	Harold Harper	Modify Section II, Membership Dues to revise USBC dues amount to \$15.00, local dues to \$10.00 for non-seniors, \$6.00 for seniors and to define Life Member and Local Member dues amounts. Identified seniors as 50 years of age and over. Modified Section III, Committees and Section IV, Board of Directors, Duties of Association Manager, to identify Lane Inspection and Youth Scholarship Committees being inactive. Also renamed “Association Local Awards Committee” to “Special Recognition Awards Committee” and modified description and duties of the committee. Modified Section IV, Awards, Annual Awards Event to identify award presentations in leagues. Modified Section IV, Awards, Special Recognition Awards for the description of the processes.