

Maine State USBC

Administrative Manual

ORGANIZATION OVERVIEW.....	1
MAINE STATE BOARD OF DIRECTORS.....	2-3
CALENDAR OF EVENTS.....	4
ORDER OF BUSINESS.....	5
MINUTES.....	6
Chapter 1: Executive Committee.....	7
Chapter 2: Association Manager.....	8
Chapter 3: Maine State Bylaws.....	9
Chapter 4: Standing Committees.....	10
Nominating.....	11
Budget & Finance.....	12
Youth.....	13
Tournament.....	14
Hall of Fame.....	15-16
Awards.....	17
Chapter 5: Auditing.....	18-19
Procedures & Format	
Chapter 6: Bonding of Association.....	20
Chapter 7: Delegates.....	21
Annual State Meeting	
USBC Annual Meeting	
Chapter 8: Charitable Donations.....	22
Chapter 9: Ways and Means.....	23

Chapter 10: Attendance, Absenteeism.....	24
Guidelines	
Chapter 11: Retention of Records.....	25
Chapter 12: Association Expenses.....	26

APPENDICES

Appendix A: Audit Report Sample	
Appendix B: Bylaws	
Appendix C: Hall of Fame Application	
Appendix D: Hall of Fame – Hall of Records	
Appendix E: Officer-Director Application	
Appendix F:	
Appendix G:	
Appendix H:	
Archives:	

Administrative Manual Overview

The Maine State USBC 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 Sergeant at Arms) and Directors (2 Adult Directors & 1 youth representative) from each of the Local Associations. 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 a 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.



MSUSBC Officers

President	Vice President
Debra J. Edgecomb 89 Bailey Avenue Lewiston, ME 04240 (207) 782-6492 jge60@hotmail.com ID# 3626-19 Term Expires: 7/31/22	John E. Archer 58 Locke Pond Road Chesterville, ME 04938 (207) 778-9228 jeacher33@gmail.com ID# 981-82 Term Expires: 7/31/21
Sergeant-At-Arms	Youth Chair
Roseline M. Nuttall 10B St., Birch Hill Estates Bangor, ME 04401 (207)942-1620 twelveroses@hotmail.com ID# 3622-1962 Term Expires: 7/31/22	Term Expires: 7/31/21 Donna Smith 457 Newburgh Rd Hermon, ME 4401 dsmith62180@yahoo.com ID# 3622-1732 Term Expires 07/31-2021
Association Manager	Assistant Association Manager
Mark P. Fortier PO Box 1182 Lewiston, ME 04243 (207)232-8491 mainestateusbc@gmail.com ID# 982-820	

Bangor Savings Bank
Authorized Signatures
Debra Edgecomb
John Archer
Mark Fortier

MSUSBC Directors

<i>Central Maine USBC Adult</i>		<i>Central Maine USBC Youth</i>
Cathy Neumann 72 Six Rod Rd Fairfield, ME 04937 (207)453-7443 kaidena.l.neumann@maine.gov ID# 3627-453 Term Expires: 7/31/22	Laurie Pelletier 4 Fortin Rd Vassalboro, ME 04989 (207) 873-5326 miklau@roadrunner.com ID# 3627-247 Term Expires: 7/31/21	Alan R. Hilton 1 E Sandy River Rd. Mercer, ME 04957 (207) 587-2251 arhil@tdstelme.net ID# 979-6 Term Expires: 7/31/22

<i>Eastern Maine USBC Adult</i>		<i>Eastern Maine USBC Youth</i>
Bethanie Archer 99 Glenwood Dr. Apt. 4 Bangor, ME 04401 (207)217-8458 bethanie.archer@gmail.com ID# 5946-256 Term Expires: 7/31/22	Vacant Term Expires: 7/31/21	Vacant Term Expires: 7/31/21
<i>Franklin County USBC Adult</i>		<i>Franklin County USBC Youth</i>
Ruth E. Archer 58 Locke Pond Road Chesterville, ME 04938 (207) 778-9228 jearcher33@gmail.com ID# 3628-95 Term Expires: 7/31/22	Doug Archer 16 Wire Bridge Rd New Portland, ME 04961 (207)628-2291 pcdoctor05@tds.net ID# 981-440 Term Expires: 7/31/21	Patti Toothaker 112 Thompson Walton Ct Farmington, ME 04938 (207)578-8953 pthoothaker@yahoo.com ID# 8485-1032 Term Expires: 7/31/22
<i>Lewiston-Auburn USBC Adult</i>		<i>Lewiston Auburn USBC Youth</i>
Vacant Term Expires: 7/31/22	Tony Burgess 60 Summer St, 1st Floor Auburn, ME 04210 (207)754-7020 ellaxdad@aim.com ID# 8332-2137 Term Expires: 7/31/21	Vacant Term Expires: 7/31/22
<i>MidCoast USBC Adult</i>		<i>Mid Coast USBC Youth</i>
Vacant Term Expires: 7/31/21	Peter Grant 101 Washington Rd Waldoboro, ME 045272 (207)832-5707 rskp@myfairpoint.net ID# 9026-942 Term Expires: 7/31/21	Vacant Term Expires: 7/31/20
<i>Southern Maine USBC Adult</i>		<i>Southern Maine USBC Youth</i>
Barbara Lavigne 292 Poor Farm Rd Lyman, ME 04002 (207)590-2660 amsmusbc@gmail.com ID# 9289-2497 Term Expires: 7/31/22	Carol Piotti PO Box 1130 Raymond, ME 04071 (207)939-7981 carol.piotti@gmail.com ID# 3624-491 Term Expires: 7/31/21	Jeff Cole 36 Roosevelt Trail Windham, ME 04062 (207)415-1109 mmarker@hotmail.com ID# 985-248 Term Expires: 7/31/22

Calendar of Events

Refer to Website: www.msusbc-maine.com

Order of Business Meetings

A. Procedure

1. Membership

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

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

2. Board of Directors

a. 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

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

Chapter 1.

Executive Committee

Composition:

The Executive Committee of the Maine State USBC shall include the Officers of the Association: President, Vice President, Sergeant-at-Arms, Association Manager and the Assistant Association Manager.

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 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 all four members 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 Maine State USBC and its' members.

Chapter 2.

Association Manager

Duties and Responsibilities:

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

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

Chapter 3.

**United States Bowling Congress (USBC)
Merged State USBC Association Bylaws**

Refer to Appendix B

Chapter 4.

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 Maine State USBC Bylaws, Article VIII, Committees, Section A. and Section B.

Section A. Standing Committees

1. Finance Committee
2. Youth Committee

Section B. Other Committees

1. Nominating Committee
2. Tournament Committee
3. Hall of Fame Committee
4. Awards Committee

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 sending a letter to all Local Association Managers. A letter sent in November would give the Local Association Managers time to talk to the members.
- 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 in question should be asked if he/she is willing to be considered for nomination and to seek election if he/she is nominated.
- E. The Nominating Committee shall meet by: _____ to determine the eligibility of the candidates and prepare a slate. The Nominating Committee will submit their reports to the President and State Association Manager by: _____.
- 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.
- 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

Nominating Committee

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 Board of Directors.

Budget & Finance Committee

Policy to be written by the Budget & Finance Committee

Youth Committee

Policy to be written by the Youth Committee

Tournament Committee

Policy to be written by the Tournament Committee

Maine State USBC Hall of Fame

1. The name of this Committee shall be the Maine State USBC Hall of Fame Committee.
2. The purpose of the Maine State 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 Maine State USBC Association.
3. The Maine State 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 Maine State USBC Association who shall be the Committee's Chairperson, but will have no vote;
 - (b) One (1) Maine State USBC (or its predecessors) Hall of Fame member from each local USBC Association within the area served by the Maine State USBC Association; and
 - (c) The Maine State USBC Association President and the Association Manager, who shall be ex-officio members of the Committee.

A quorum at all meetings of the Maine State USBC Hall of Fame shall be a majority of the Committee members present.

4. Maintaining the Maine State USBC Hall of Fame shall be an official function of the Maine State USBC Association and as such, the expense of operating the Hall of Fame shall be borne by the Maine State USBC Association. Membership in the Hall of Fame shall be determined by annual election.
5. Candidate Qualifications:

Meritorious Service

- (a) A candidate must have distinguished him/herself through outstanding service and/or served as an officer, director and/or delegate to State Meeting of the Maine State USBC (or its predecessors) for a minimum of ten (10) years.

Superior Performance

- (a) A candidate must have bowled a minimum of ten (10) Maine State USBC Association Tournaments (or its predecessors);
- (b) A candidate must have earned state recognition for his/her bowling ability, and must hold a Maine State USBC (or its predecessors) state title (All Events, Singles, Doubles or Team) or be a yearly award recipient (High Average, Series or Game).
- (c) A candidate must have an outstanding record in bowling and evidenced good sportsmanship.

6. Nominations

- (a) Any member of the Maine State USBC may submit nominations, along with the nominee's qualifications and achievements, to the Maine State USBC Hall of Fame chairperson, for referral to the Hall of Fame Committee on or before December 1 of the current bowling year. Such nominations must be submitted on the official Maine State USBC Application form to be considered.
- (b) Following the closing date, the nominations received by the Maine State USBC Hall of Fame chairperson, for any year shall be forwarded to the Hall of Fame Committee in a timely fashion.
- (c) Nominees to the Maine State USBC Hall of Fame shall be selected from living members or may be made posthumously.

7. 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 Maine State USBC Board of Directors from the names presented by the Hall of Fame Committee.
- (c) The nominees presented to the Maine State USBC Board of Directors shall require a two-thirds vote to induct a member into the Maine State USBC Hall of Fame.

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

9. The Maine State USBC shall maintain a plaque, which must be engraved each year with the names of the new Hall of Fame members and the date of election. The MSUSBC Hall of Fame chairperson will assure the plaque is complete. The master plaque shall be prominently displayed at the state tournament sites during state tournament.

10. An individual plaque shall be presented to the person(s) inducted into the Maine State 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.

11. The Association Board of Directors may amend these procedures by a two-thirds vote.

Approved: January 17, 2010

Awards Committee

Policy to be written by Awards Committee

Chapter 5.

Audit Committee

A. Procedures

The Audit Committee is appointed, by the President, to audit all Association financial records. An audit is to be made once yearly by the Audit Committee: date to be set by the Chairperson. The financial records, of the previous season, shall be audited by August 1st.

B. Format

1. Books

- a. Accounts payable
- b. Accounts receivable
- c. Ledger – income, expense, bank balance
- d. Checking account (interest bearing)
 - i. President, Vice President, and Association Manager are authorized to sign checks. Two signatures required.

2. Disbursements

- a. All disbursements are made according to proper approval.

3. Receipts

- a. All receipts are made according to proper approval.
- b. All receipts are to be deposited within seven (7) days of receipt.

4. Meetings

- a. A review and evaluation shall be made by the Committee during 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, shall be secured to determine the accounts to be verified.
- b. The Auditing Committee shall meet, no later than the third week of July, to insure that the Association Manager has completed the Financial Report for the period, which is to be audited.

5. Ledger

- a. Cash receipts
 - i. The footings (totals) and cross footings of cash receipts in ledger shall be verified for accuracy.
 - ii. Entries from the cash receipts book shall be verified for accuracy in posting to the ledger. Check both the posted amounts and footings, to insure that they are posted to the correct account.
 - iii. Cash receipts shall be verified against deposit slips, cash receipt book and bank statement.
 - iv. Verify that all interest earned for the audit period has been recorded.
- b. Cash disbursements
 - i. The footings from the cash disbursements shall be verified for accuracy.
 - ii. Entries from the cash disbursement book shall be verified for accuracy in posting, to include both the posted amounts and the footings.
 - iii. Entries in the checkbook shall be compared to the ledger and bank statement.

- iv. Cash disbursements are verified to insure the accuracy of items entered into the correct ledger column.

6. Bank Reconciliation

- a. Verification of accuracy in the bank reconciliation, which has been prepared by the Association Manager.
- b. Verification of 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 to the 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. State dues not yet deposited. Check bills received but not yet paid for.
- b. Determine that the liabilities are listed under the proper classification in the financial report.
- c. Trace payments, of the payables, to the disbursement record of the subsequent period.
- d. Review details of any items remaining unpaid, to determine if they are proper.
- e. Search for unrecorded liabilities.

C. AUDIT REPORT (sample report Appendix A)

Upon completion of the audit procedure, the Audit Committee shall prepare a report stating the scope of their audit.

D. AUDITING COMMITTEE RECOMMENDATIONS

An opinion shall be given, concerning the accuracy of the financial report and provide comments on any major exceptions and/or suggestions for improvement in procedures, controls, etc. The Audit Committee shall submit a written report to the Board of Directors for review and provide a copy of the financial statement for distribution at the Annual Membership Meeting.

Chapter 6.

Bonding of the Association

(See USBC Bylaws)

Chapter 7.

Delegates

Refer to: MSUSBC Bylaws
Article

Annual State Meeting

USBC Annual Meeting

Chapter 8

Charitable Donations

Info to be updated: work in progress

Chapter 9.

Ways and Means

Policy to be written

Calendar raffle

Bowling Ball Raffles – State Tournaments

State pins

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 Maine State 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.

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.

Association Expenses

A. Operating Expenses

1. Purchasing

2. Meeting Expenses
 - a. Annual Meeting
 - b. Board Meetings

3. Salaries

Maine State USBC

Audit Committee Report

We, the undersigned serving as Auditing Committee, have reviewed the financial records of the Maine State 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:

Appendix A.

United States Bowling Congress (USBC) Merged State USBC Association Bylaws

Introduction

The following document is the mandatory form of bylaws to be adopted by each merged state association and used in conjunction with the *USBC Association Policy Manual*. Complete all blanks where indicated.

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.

Notes and footnotes appear only to provide clarification and examples. Parenthetical statements are for information only.

Article I Name

The name of the organization is the **Maine State USBC** Association, chartered by the United States Bowling Congress.

Article II Nonprofit Corporation and Charter

Section A. Nonprofit Corporation

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

Section B. Charter

The association shall be chartered by USBC and is 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 stated requirements as set forth in the USBC Bylaws and *USBC Association Policy Manual*.
5. Not use any part of the net earnings of the organization for the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.
6. Not have a substantial part of the activities of the organization for carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

7. Not carry on any other purposes not permitted to be carried on by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section C. Charter Dissolution

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

If the named recipients are unwilling to accept the assets, are no longer qualified as 501(c)(3) organizations, or are no longer in existence, then the assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

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

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

Article III Purpose

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

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

Article IV Membership and Dues

Adults who have obtained USBC and local association membership, in accordance with USBC and local association bylaws, become members of this association through the payment of applicable annual state dues, if any.

The Delegates representing adult members and all Officers and Directors, by a two-thirds vote, determine and adopt adult dues, if any.

The annual state adult dues are \$1.00 (Cannot exceed \$5.)

The Board may waive all or part of adult state dues for:

1. Adult members of other USBC associations having a 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.

Membership is not transferable.

Article V Board of Directors - Management

Section A. Board Composition, Authority and Duties

The management and governance of the association is vested in the Board of Directors that includes the Officer and Director positions. The Delegates representing adult members, Youth Delegates, and Board determine the number of positions on the Board and their term. **The total number of Board members is 22, with 18 total number of Directors.** At least 20% of the total number of Board members (Youth Directors) will be elected by:

1. Youth Delegates.
2. Officers and Directors who hold USBC Youth membership.
3. Youth Directors.

The number of Youth Directors is 7.

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

1. Enforce the bylaws.
2. Comply with the *USBC Association Policy Manual*.
3. Conduct championship level competition for:
 - a. **Adults.** Its membership constituency (men and women) and complying with state and local laws in their area.
 - b. **Youth.** All USBC Youth Members.
4. Implement USBC programs as requested.
5. Select/appoint the Association Manager.
6. Approve use of membership records.

Section B. Eligibility

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

1. **Adult.** A USBC member in good standing at the time of election and throughout their term.
Youth. USBC Youth members bowling in USBC Leagues within the association's jurisdiction
2. Elected or appointed without regard to race, color, religion, sex, sexual orientation, disability, and national origin, age, other than the minimum age of 14, unless state laws mandate a specific age, and be reasonably representative of the members.
 - a. Any member of the Board authorized to sign contracts or acting as a signatory on association accounts must be a minimum age of 18.
 - b. At least 20% of the Board must represent youth and be elected by:
 - 1) Youth Delegates.
 - 2) Officers and Directors who hold USBC Youth membership.
 - 3) Youth Directors.
 - c. A maximum of three 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 25% 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, are to be approved by the Delegates representing adults, Youth Delegates, and Board.

Section C. Election of Directors

Directors are elected by a majority vote¹, unless plurality vote² is adopted, by the Delegates representing adults, Youth Delegates and the Board. **Directors are elected by majority vote** from:

1. A slate.
2. Nominations from the floor.

At least 20% of the total number of Board members must be Youth Directors.

Directors whose positions are subject to election by the Delegates representing adults are elected by:

1. Delegates.
2. Officers and Directors.

Youth Directors are elected by:

1. Youth Delegates.
2. Officers and Directors who hold USBC Youth membership.
3. Youth Directors.

Qualifications must be submitted, in writing, at least 24 hours prior to the opening of the annual meeting.

Voting will be by ballot if there is more than one nominee for each position.

Section D. Term

The term for Directors is 2 years. The number of years in a term, the number of terms allowed and a stagger system are determined by the Board, Delegates representing adult members, and Youth Delegates.

Stagger System – 2 years
President, Sgt. at Arms, ½ of the Directors, even years
Vice President, ½ of the directors, odd years
2 adult directors from each local association, 1 even and 1 odd year
1 youth director from each local association, ½ of the total even years,
the other half odd years

Section E. Resignation, Removal, and Vacancies

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.

² A plurality vote is the largest number of votes cast for a given candidate. The candidate(s) receiving the most votes is(are) elected.

1. **Resignation.** A Board member may resign from the Board by providing written notice of resignation to the President or, in the case of the President, to the Board.
2. **Removal for Ineligibility.** A Board member who is no longer eligible to serve on the Board may be removed by a two-thirds vote of the Board when a quorum is present.
3. **Removal for Cause.** When a Board member is accused, in writing, of failure to properly perform the duties of their office or otherwise engaging in improper or unfair activities or conduct, the Board may conduct a meeting following the Removal Procedures in the Suspension and Reinstatement Chapter of the *USBC Association Policy Manual*. An appeal may be filed with USBC Headquarters within 15 days of the removal. Two-thirds written consent of the full Board is required to seek re-election and/or re-appointment to the Board.
4. **Vacancies.** Vacancies are filled by the President, subject to approval by the Board.

<p>Note: When filling Youth Director vacancies please consult with the Youth Committee for their recommendations.</p>

Article VI Officers

Section A. President and Vice President

The Officers of this association shall include a President and Vice President. *(The association determines if more than one Vice President or a Sergeant-at-Arms is necessary and defines their duties and responsibilities to be placed in the association's operations manual.)*

Section B. Election

The Delegates representing adult members, Youth Delegates, and Board determine the election process.

1. **Officers are elected by a majority vote¹ of the Delegates representing adult members, Youth Delegates and Board, present and voting from:**
 - a. **A slate.**
 - b. **Nominations from the floor.**

Qualifications must be submitted, in writing, at least 24 hours prior to the annual meeting.

Voting will be by ballot if there is more than one nominee for each position.

Section C. Term

The term for elected Officers is 2 years, with no term limit. The Delegates representing adult members, Youth Delegates, and Board determine the number of years in a term, the number of terms allowed and a stagger system.

Section D. Authority and Duties

1. **President**
 - a. Presides at all meetings.
 - b. Acts as spokesperson for the association.
 - c. Serves as the liaison to the state proprietors association, if applicable.
 - d. Appoints committees, with Board approval.

Note: Committees should be composed of both board members and non-board members.

2. Vice President

- a. Presides at all meetings when the President is absent.
- b. Performs other duties as prescribed by the Board or requested by the President.

3. Association Manager

- a. Selected/appointed by and accountable to the Board.
- b. Acts as the ex officio non-voting Secretary/Treasurer of the Board or such other officer designation as required by law and determined by the Board.
- c. Responsible for other duties as prescribed by the Board and in the *USBC Association Policy Manual*.

4. Sergeant-At-Arms

Perform duties as required by the board

**Article VII
Meetings**

Section A. Annual Meeting

An Annual Meeting of the Delegates representing adult members, Youth Delegates and Board shall be held at a time and place approved by the Board. *(See Article IX, Section C, for the time frame for election of Delegates and Alternates to the USBC Annual Meeting.)*

Attendance is open to all adult members and USBC Youth members bowling in USBC Leagues within the association's jurisdiction. Voting Officers, Directors, Delegates/Alternates representing adult membership and Youth Delegates/Alternates must be at least 14 years of age, unless state laws mandate a specific age.

1. The association invites all associations within its jurisdiction, as follows:

- a. Associations serving men, women and youth are entitled to Delegates representing adult members and Youth Delegates.
Delegates/Alternates. Only adult membership will be used to determine the number of adult Delegates/Alternates to which an association is entitled.
Youth Delegates/Alternates. Only USBC Youth membership, consisting of those bowling in USBC Leagues within the association's jurisdiction, will be used to determine the number of Youth Delegates/Alternates an association is entitled.
- b. Associations serving men and women only (BA):
Delegates/Alternates. Association membership will be used to determine the number of Delegates/Alternates to which an association is entitled.
- c. Associations serving women only (WBA):
Delegates/Alternates. Association membership will be used to determine the number of Delegates/Alternates to which an association is entitled.
- d. Associations serving youth only (Youth Association):
Youth Delegates/Alternates. Association membership based on USBC Youth members bowling in USBC Leagues within the association's jurisdiction will be used to determine the number of Youth Delegates/Alternates to which an association is entitled. Youth Delegates/Alternates are defined as members, at least 14 years of age at the time of election, unless state laws mandate a specific age.

The number of Delegates/Alternates representing adult members and Youth Delegates/Alternates an association is entitled is determined by Delegates representing adult members, Youth Delegates and Board and is:

Local membership 0-1,000 = 4 adults, 1 youth

Local membership 1,001-1,500 = 5 adults, 2 youths

Local membership 1,501– up = 6 adults, 3 youths

A local association is not eligible to send Delegates representing adult members and/or Youth Delegates 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.

2. **Credentials.** Credentials are forwarded to the state association **at least 30 days prior** to the opening of the annual meeting.
3. **Voice and Vote**
Voting Officers and Directors, Delegates representing adult members and Youth Delegates, at least 14 years of age, unless state laws mandate a specific age, have voice and vote. Other adult members and USBC Youth members bowling in USBC Leagues within the association's jurisdiction may attend with voice only. Absentee and proxy voting are not permitted.
4. **Responsibilities**
 - a. All Delegates representing adult members, Youth Delegates, and Board shall elect two Delegates and two Alternates for the USBC Annual Meeting.
 - b. Delegates representing adult members and all Officers and Directors shall:
 - 1) Adopt bylaws, with the exception of youth dues.
 - 2) Adopt state adult dues, up to the established maximum.
 - 3) Elect up to 80% of the total number of members of the Board.
 - c. Youth Delegates and those Officers and Directors who hold USBC Youth membership, and Youth Directors shall:
 - 1) Adopt bylaws with the exception of adult and youth dues.
 - 2) Elect at least 20% of the total number of members of the Board.
5. **Meeting Notice**
Written notice of the meeting shall be forwarded to the Board, Delegates representing adult members and Youth Delegates, at least 15 days prior to the annual meeting.
6. **Special Meetings**
Special Delegate meetings may be called by the President or upon written request of at least three Board members or at least twenty-five Delegates.
7. **Quorum**
 - a. **25 Delegates representing adult members constitute a quorum.** The Delegates representing adult members, Youth Delegates, and Board determine the number.
 - b. **4 Youth Delegates constitute a quorum for youth related elections and activities.** The Delegates representing adult members, Youth Delegates, and Board determine the number.
8. **Action**
A majority vote¹ of the Delegates representing adult members, Youth Delegates, and Board 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 requires a majority vote¹. Election of Directors requires a majority vote¹, unless plurality vote² has been adopted in accordance with these bylaws. Election of Delegates/Alternates requires a plurality vote². Absentee and proxy voting and other types of voting agreements are not permitted.

Section B. Board Meeting

The Board shall meet, at a minimum, as often as required by state law. Special meetings may be held upon the request of any Board member if a majority of the Board approves.

1. **Notice.** Written notice for all regular and special meetings shall be forwarded to the Board at least 15 days prior to the meeting.
2. **Quorum. 11 Board members constitute a quorum.** The Delegates representing adult members, Youth Delegates, and Board determine the number.
3. **Action.** A majority vote¹ of the 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.
4. **Action(s) Without a Meeting.** Actions that are deemed necessary to conduct business/operations of the association may be taken outside of a Board meeting by use of mail, email or teleconferencing. This type of action must be permissible by state law and approved by the Delegates representing adult members, Youth Delegates, and Board.
 - a. The procedures found in the *USBC Association Policy Manual*, Chapter Eight, Section D, Item 4 must be followed.
 - b. **The association does not) allow the Board to vote via mail, email, or teleconference.**

Section C. Parliamentary Procedure

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

Article VIII Committees

Section A. Standing Committees

The association shall have the following Standing Committees: Finance and Youth.

1. **Finance Committee.** The committee is responsible for reviewing and monitoring the association's financial matters.
2. **Youth Committee.** The Youth Committee is responsible for monitoring, promoting, reviewing and recommending youth programs conducted by the association.

Section B. Other Committees

The president may establish other committees, with Board approval.

Article IX Delegates and Alternates to USBC Annual Meeting

Section A. USBC Annual Meeting

Two Delegates and two Alternates are elected by plurality vote² of those Delegates representing adult members, Youth Delegates, and Board. (*See Article VI, Section A, of the national bylaws for representation.*)

Section B. Eligibility

Delegates and Alternates must be:

1. Elected by the Board and Delegates.

2. At least 18 years of age.
3. **Adult.** A USBC member in good standing of the association at the time of election and throughout their term.
Youth. USBC Youth member bowling in USBC Leagues within the association's jurisdiction.

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.

Note: If the association's charter has been revoked they are ineligible to send Delegates to the USBC Annual Meeting.

Section C. Election

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

1. A slate.
 2. Nominations from the floor.
- Qualifications must be submitted, in writing, at least 24 hours prior to the opening of the annual meeting.
3. Plurality vote². 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.
 4. Alternates shall serve in order of their election.

The election is to be held in compliance with the USBC Annual Meeting requirements.

Section D. Vacancies

Vacancies in Delegate positions are filled for the unexpired portion of each term by the Alternates, in the order in which they were elected. If a vacancy still exists, the President fills the vacant position(s) by appointment.

The appointee must also 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 association bylaws may be amended at any Delegate/Youth Delegate meeting by a two-thirds vote of the Delegates representing adult members, Youth Delegates, and Board, present and voting. The amendment must be:

1. Submitted in writing to the Association Manager or President.
2. **Submitted at least 60 days prior to the meeting when the association is considering the proposal.** The date or number of days is to be set by the Delegates representing adult members, Youth Delegates and Board. *(See Section B, for Change in Dues.)*
3. **Forwarded by the state association at least 45 days before the meeting to:**
 - a. Local Association Managers.
 - b. Board.
 - c. Delegates representing adult members and Youth Delegates eligible to vote.

Section B. Change in Adult Dues

Forward a notice to each Delegate representing adult members and Board member at least 15 days prior to the meeting at which the proposed change is considered. The notice must:

1. Be in writing.
2. Specify the amount of the change.
3. Specify the reason for the change.

Notification of any adopted change in adult dues and the reason for the change will be forwarded in writing to each local association.

Section C. Effective Date

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

Article XI Fiscal Year

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

Article XII Indemnification

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

11) List other State, Local or National Tournaments where the nominee holds titles. Include the name and location of tournament.

12) State why you think this individual should be considered as a nominee for the Maine State USBC Hall of Fame and how his/her accomplishments have benefited bowling in general.

Submitted by:

Name (Please Print) _____

Address

City, State and Zip Code

Phone

****** USE ADDITIONAL PAPER IF MORE SPACE IS NEEDED ******

Mail to:

Hall of Fame

MSTPBA ~ Maine State Ten Pin Bowling Association ~ 1980 – 2006

MWBA ~ Maine Women’s Bowling Association ~ 1994 – 2006

MSUSBC ~ Maine State United Stated Bowling Congress ~ 2007 -

HONOREE	YEAR INDUCTED	LOCAL ASSOCIATION	DECEASED
Fred D. Gordon	1980	GPBA	
William P. Hussey	1980	KVBA	1994
John J. Muslawski	1980	KVBA	1997
Francis C. Schneider	1980	KVBA	1991
Dorsey L. Rouse	1981	LABA	1997
George P. Milner, Jr.	1982	NEMTPBA	2009
William A. Smith III	1982	LABA	1998
John A. Ayotte	1983	LABA	
Clair N. Overlock	1983	NEMTPBA	
Francis S. Morris	1984	BABA	1994
John L. Smith	1984	LBA	
Robert L. Albert	1985	LBA	2007
Fred W. Longley	1985	BABA	1989
James T. Bair	1986	NEMTPBA	
Joseph C. Mizda	1986	NEMTPBA	
Robert W. Denner	1987	NEMTPBA	
Bruce Pinette	1987	LABA	
Reginald E. Garrison	1989	BABA	1993
Arlo N. White	1990	FCBA	

HONOREE	YEAR INDUCTED	LOCAL ASSOCIATION	DECEASED
Richard H. Douglas	1991	BABA	
William C. Beil	1992	LBA	
Joseph F. Orr	1993	BABA	2006
John L. Fredericks	1994	KVBA	2005
Jackie Branch	1994	GBWBA	
Marion Simons	1994	BBWBA	2006
Don A. Clayton	1995	NEMTPBA	
Frank H. Remington	1995	BABA	
Dana A. Bullen	1996	FCBA	
Anna Stanley Willis	1996	AWBA	
Sterling N. Bodlovick	1997	GPBA	
Timothy J. Curran	1997	BABA	
Carolyn Doyle	1997	GPWBA	
Tobie A. Kay	1998	BABA	
Vincent R. Wills	1998	LABA	
Luella Snow	1998	BBWBA	
Normand B. LaFontaine	1999	LABA	
William R. Meehan	1999	KVBA	
John D. Cooke	2000	BABA	
Relland L. O'Donal	2000	FCBA	
Nancy Presby	2000	GPWBA	
Roland C. Grondin	2001	LABA	
Alton G. Murchison	2001	NEMTPBA	2008
David W. Valek	2002	BABA	2010

HONOREE	YEAR INDUCTED	LOCAL ASSOCIATION	DECEASED
Linwood L. Young	2003	LBA	
Rodney Cameron	2004	LABA	
Chris E. Dunifer	2004	NEMTPBA	
Andrew F. Woodward	2005	KVBA	
Michael P. Collins	2006	FCBA	
Joseph E. Ramsdell, Jr.	2006	KVBA	
Eleanor B. Douglas	2007	LAUSBC	
Stanley Slowinski	2007	SMUSBC	
Bradford Bailey	2008	EMUSBC	
Mary E. Pennachi	2008	CMUSBC	
Gloria T. Yawn	2009	EMUSBC	
Robert Tremaine	2009	LAUSBC	
Noreen Holt	2010	LAUSBC	
Roger Blackmer	2010	EMUSBC	
Alan R. Hilton	2011	CMUSBC	
Sandra M. LaChance	2011	MRUSBC	
James E. Goulding III	2012	LAUSBC	
Elizabeth E. Murphy	2012	LAUSBC	
Shirley E. Gordon	2013	SMUSBC	
Scott D. Moore	2013	LAUSBC	
James E. Goulding Jr	2014	LAUSBC	
Ed Cotter	2017	EMUSBC	
Ron Looman	2017	CMUSBC	
John Archer	2018	FCUSBC	

HONOREE	YEAR INDUCTED	LOCAL ASSOCIATION	DECEASED
Roger Brownell	2019	EMUSBC	

Local Association Reference Table

CMUSBC	Central Maine United States Bowling Congress	
	KVBA	Kennebec Valley Bowling Association
	AWBA	Augusta Women's Bowling Association
EMUSBC	Eastern Maine United States Bowling Congress	
	NEMTPBA	Northeastern Maine Ten Pin Bowling Association
	BBWBA	Bangor-Brewer Women's Bowling Association
FCUSBC	Franklin County United States Bowling Congress	
	FBCA	Franklin County Bowling Association
	FCWBA	Franklin County Women's Bowling Association
LAUSBC	Lewiston-Auburn United States Bowling Congress	
	LABA	Lewiston-Auburn Bowling Association
	TCWBA	Twin City Women's Bowling Association
MRUSBC	Midcoast Region United States Bowling Congress	
	BABA	Brunswick Area Bowling Association
	GBWBA	Greater Brunswick Women's Bowling Association
SMUSBC	Southern Maine United States Bowling Congress	
	GPBA	Greater Portland Bowling Association
	GPWBA	Greater Portland Women's Bowling Association

Last Update 05/20/12

I hereby permit my name to be placed in Nomination for the Position on the Board of Directors of MSUSBC and I agree to serve if elected.

Signature of Nominee

Please attach your Personal Bowling Resume or complete the form on page 2 of this application.

**Maine State United States Bowling Congress
Application for a Position on the Board of Directors**

Provide a brief description summarizing your interest, distinguished skills and talents. (Required)

League	Office	Past	Present	# of Years
Local Association	Office	Past	Present	# of Years
State Association	Office	Past	Present	# of Years

<i>YABA/AJBC</i>	<i>Office</i>	<i>Past</i>	<i>Present</i>	<i># of Years</i>

This page may be photocopied if more space is required for completion.