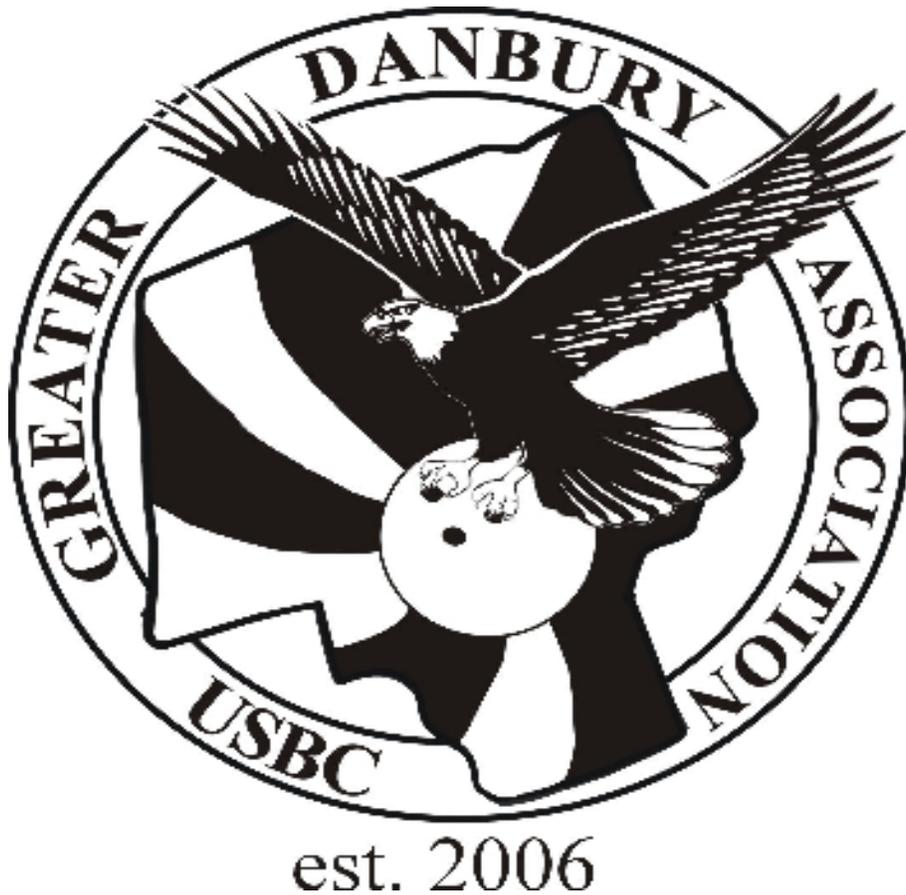


Greater Danbury USBC Association



Bylaws and Operations Manual

December 2009

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Greater Danbury USBC Association Bylaws and Operations Manual

Document Control Information

| Update # | Date | Nature of Change | Author of Changes/Updates |
|----------|------------|--|--------------------------------------|
| 1 | 04/23/2005 | Initial DRAFT of the Greater Danbury USB Policy & Procedure Manual...bas | GD USBC Transition Committee |
| 2 | 12/05/2005 | Updates to the Policy Manual...bas | GD USBC Transition Committee |
| 3 | 12/23/2005 | Association Manager Hiring Guide lines...bas | GD USBC Association Manager Sub Team |
| 4 | 02/01/2006 | Voting on Adult Officers and Directors...bas | GD USBC Transition Committee |
| 5 | 04/15/2009 | Reformatting to USBC structure | GD USBC Charter Committee |
| 6 | 08/01/2009 | Updates to the Policy Manual...RJB | GD USBC Policy & Rules Committee |
| 7 | 09/13/2009 | Merge Bylaw and Procedure Manuals... bas | GD UBC Policy & Rules Committee |
| 8 | 10/13/2009 | Added Appendix... bas | GD UBC Policy & Rules Committee |

Preface

The Charter and Rules Committee has gone over the present edition of the Greater Danbury Policy and Procedure Manual and edited it for corrections and additions that meet the rules governed by the USBC.

This manual will be an accurate means of checking procedures and policies adopted by the GDUSBC executive board.

Each Officer and Director will insert changes that are adapted at the Greater Danbury USBC Board meetings and keep his/her book updated.

Charter and Rules Committee:

Beverly Scantling (Chairperson)
Chris Aleksandrowicz (ex-Officio)
Bob Bilotti
Ann G Bilotti

Greater Danbury USBC Association Bylaws

Introduction

The following document is the mandatory form of bylaws to be adopted by each local 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 **Greater Danbury 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 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 bylaws.
4. Adhere to Performance Standards and stated requirements as set forth in the USBC Association Policy Manual.
5. Apply for renewal of its charter every five years. (See Chapter One, USBC Association Policy Manual, for renewal, revocation and appeal procedures.)

Article III - Purpose

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

1. Providing equal opportunity for all in the sport of bowling without regard to race, religion, age, gender, disability, or national origin.
2. Promoting the game of American Tenpins.
3. Conducting and supporting bowling competition.
4. Engaging 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

Membership is composed of individuals who pay dues to the association and is in effect from August 1 through July 31.

An individual joining a summer league after March 15 shall pay the dues that are known to be, or become, effective for the next current season. On payment of the dues, the individual shall become a member for the balance of the current season and the next season.

Each individual shall pay national, state (where applicable) and local dues, except as provided in Rule 100e, Traveling League and 100l, Mail-o-Graphic League.

The adult members, officers and directors, by two-thirds vote, determine and adopt local adult dues, if any. The annual adult membership dues are as follows:

| | |
|-------|------------------------------|
| Local | \$9.00 (Cannot exceed \$10) |
| State | \$1.00 (Cannot exceed \$1) |
| USBC | \$10.00 (Cannot exceed \$10) |
| TOTAL | \$20.00 |

The annual youth standard membership dues are as follows:

| | |
|----------------------|---------|
| Local processing fee | \$2.00 |
| State | \$0.50 |
| USBC | \$14.50 |
| TOTAL | \$17.00 |

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

1. 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.

Note: The GDUSBA has determined that whatever fees the CT State and National USBC determine are their fees, we will comply.

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. The members and Youth Representatives determine the number of directors. The total number of directors is **18**. The total number of Board members (officers and directors) is **22**. At least 20% of the total number of Board members will be elected by the Youth Committee. The number of Board members elected by the Youth Committee is **5**.

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

1. Enforcing the bylaws.
2. Complying with the USBC Association Policy Manual.
3. Ensuring adherence to all USBC Performance Standards.
4. Adopting youth dues, up to the maximum established by USBC, based on the recommendation of the Youth Committee.
5. Conducting championship level competition for its membership constituency (men, women and youth) and complying with state and local laws in their area.
6. Providing education, training, evaluations, recognition and other services as determined by USBC.
7. Implementing USBC programs.
8. Selecting/appointing and evaluating the performance of the Association Manager.
9. Approving use of membership records.
10. Re-rating the league average of an association member when there is evidence the bowler's average does not represent the bowler's true ability.
11. Conducting suspension and reinstatement hearings.

(See the Suspension and Reinstatement Chapter for re-rate, suspension, reinstatement and appeal procedures.)

Section B. Eligibility

A candidate for the board must be:

1. A USBC member in good standing of the association at the time of election and throughout their term.
2. Elected or appointed without regard to race, color, religion, gender, disability, national origin, or age, other than the minimum age of 14, unless state laws mandate a specific age, and be reasonably representative of the membership.
 - 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 be elected by and from the Youth Committee.
 - 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, will be developed by the Nominating Committee to be approved by the membership.

Section C. Election of Directors

Directors are elected by majority vote* unless plurality vote **is adopted by the members/Youth Representatives. **Directors whose positions are subject to election by the adult members are elected by plurality vote of adult members, officers and directors, present and voting, from:**

1. A slate provided by the Nominating Committee.
2. Nominations from the floor. Qualifications must be submitted to the Nominating Committee.

At least 20% of the board is elected by the Youth Committee.

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

**If a majority vote is not reached on the first ballot, the candidate receiving the lowest vote total is dropped and balloting continues until a candidate receives a majority vote.*

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

Qualifications must be submitted to the Nominating Committee, in a format specified by the committee.

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

Section D. Term

The term for directors is 3 years (Staggered). The members/Youth Representatives determine the number of years in a term and the number of terms allowed.

Section E. Resignation, Removal, and Vacancies

1. **Resignation.** A board member may resign from the board of directors by providing written notice of resignation to the president or, in the case of the president, to the board.
2. **Removal for Ineligibility.** A board member who is no longer eligible to serve on the board may be removed by a two-thirds vote of the board when a quorum is present. (A board member's position, that is selected/elected by the Youth Committee, is automatically declared vacant when the individual's term on the Youth Committee expires.)
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 hearing following the Removal Procedures in the Suspension and Reinstatement Chapter. 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 in positions on the board are filled for the un-expired portion of each term as follows:
 - a. If elected by the members, director vacancies are filled by the president, subject to approval by the board.
 - b. If elected by the Youth Committee, vacancies are filled by the Youth Committee.
 - c. The board fills vacancies in officer positions.

Article VI - Officers

Section A. President and Vice President

The officers of this association shall include a President, 1st and 2nd Vice President and a Sergeant-at-Arms.

Section B. Election

Officers are elected by a majority vote* of the adult members, youth representatives, officers and directors, present and voting from:

1. A slate provided by the Nominating Committee.
2. Nominations from the floor. Qualifications must be submitted to the Nominating Committee.

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

**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.*

Section C. Term

The term for elected officers is 2 years, with a maximum 2 consecutive terms. The members and Youth Representatives determine the number of years in a term and the number of terms allowed.

Officers Staggered System

| <u>Even Year</u> | <u>Odd Year</u> |
|--------------------------------|--------------------------------|
| President | 1 st Vice President |
| 2 nd Vice President | Sergeant-at-Arms |

Note: All Officers terms will be for two years after the initial staggered election term is completed.

Section D. Authority and Duties

1. **President**
 - a. Presides at all meetings.
 - b. Acts as spokesperson for the association.
 - c. Appoints committees, except nominating and youth, with board approval.

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

2. **Vice Presidents**
 - a. Presides at all meetings when the president is absent.
 - 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. Responsible for implementation of USBC's Performance Standards.
 - c. Acts as the ex officio non-voting secretary/treasurer of the board or such other officer designation as required by law and determined by the board.
 - d. Responsible for other duties as prescribed by the board and in the USBC Association Policy Manual.

Article VII - Meetings

Section A. Annual Meeting

An Annual Meeting of association members/Youth Representatives shall be held at a time and place approved by the board of directors. (See Article IX, Section D for the time frame for election of delegates and alternates to the USBC Annual Meeting.)

1. Attendance

- a. Attendance is open to all members.

2. Youth Representative

Youth Representatives consist of the following:

- a. Youth members, at least 14 years of age.
- b. One adult representative from each certified youth league (A league is not eligible for representation if it has not submitted a league application.)
- c. A center having at least one sanctioned youth league is entitled to one Youth Representative.
- d. The following individuals can be considered for Youth Representatives/alternates:
 - 1) Member of a sanctioned youth league.
 - 2) Youth Leaders.
 - 3) Youth League Officials (i.e. supervisors, officials, coaches, etc.).

3. Voice and Vote

Voting officers, directors, and adult members/Youth Representatives, at least 14 years of age, unless state laws mandate a specific age, have voice and vote. Members not meeting the above criteria may attend with voice only. Absentee and proxy voting are not permitted.

4. Responsibilities

- a. All adult Members, Youth Representatives, Officers and Directors shall elect delegates and alternates for the USBC Annual Meeting
- b. Adult Members shall:
 - 1) Adopt bylaws, with the exception of youth dues and Youth Committee eligibility requirements.
 - 2) Adopt local adult dues, up to the established maximum.
 - 3) Elect up to 80% of the Board, including all officers.
 - 4) Elect delegates and alternates representing adult membership for the USBC and state annual meetings.
- c. Youth Representatives shall:
 - 1) Adopt bylaws, with the exception of adult and youth dues.
 - 2) Adopt Youth Committee eligibility requirements.
 - 3) Elect the Youth Committee.
 - 4) Elect Youth Representatives and alternates to the state annual meeting.

**If a majority vote is not reached on the first ballot, the candidate receiving the lowest vote total is dropped and balloting continues until a candidate receives a majority vote.*

5. Meeting Notice

Written notice of the meeting shall be forwarded to the board, Youth Representatives (league and center only) and league secretaries, which should be at least 15 days prior to the annual meeting.

Special Meetings

Special meetings may be called by the president or upon written request of at least three board members or at least twenty-five members of the association.

6. Quorum

- a. **18** Members constitute a quorum. The members/Youth Representatives determine the number.
- b. **3** Youth Representatives constitute a quorum for youth related elections and activities. The members/Youth Representatives determine the number.

7. Action

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

Section B. Board Meeting

The board shall meet at least quarterly. 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, which should be at least 15 days prior to the meeting.
2. **Quorum.** **12** board members constitute a quorum. (The members/Youth Representatives determine the number.)
3. **Action.** A majority vote of those officers and directors present and voting, at a properly noticed meeting, when a quorum has been established, is required to take action, unless otherwise provided by law or these bylaws. Absentee and proxy voting are not permitted.
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, e-mail or teleconferencing. This type of action must be permissible by state law and approved by the membership and the board. The procedures found in the USBC Association Policy Manual, Chapter Five, Section D, Item 4 must be followed.

NOTE: The association does allow the board to vote via mail, e-mail, or teleconference.

Section C. Parliamentary Procedure

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

Article VIII - Committees

Section A. Standing Committees

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

1. **Nominating Committee.** The committee reviews candidates and prepares slates for adult board, delegates and alternate positions. The committee will prepare slates for the Youth Committee and Youth Representatives/alternates based on the recommendation of the Youth Committee. The committee publicizes criteria and procedures for the elected positions.
 - **Finance Committee.** The committee is responsible for reviewing and monitoring the annual budget and other financial matters.
3. **Youth Committee.** The Youth Committee is elected by majority vote, unless plurality vote is adopted by the Youth Representatives, Officers and Directors who hold youth membership.

Youth Committee members whose positions are subject to election by the Youth Representatives are elected by a plurality vote of those Youth Representatives, present and voting.

The Youth Committee is responsible for:

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

Section B. Other Committees

The president may establish other committees, with board approval.

Article IX - Delegates, Youth Representatives and Alternates

Section A. USBC Annual Meeting

Delegates and alternates are elected by plurality vote* of those members, youth representatives, Officers and Directors present and voting. (See Article VI, Section A of the USBC National Bylaws for representation.)

| |
|---|
| <p>NOTE: The definition of a delegate is an individual, 18 years of age or older, who holds USBC membership.</p> |
|---|

Section B. State Annual Meeting

1. Delegates and alternates representing adults are elected by plurality vote* of those adult members present and voting.
2. Youth Representatives and alternates are elected by plurality vote* of those local Youth Representatives present and voting.

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

Section C. Eligibility

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

If a member is elected to represent more than one association to attend the same meeting, the first election shall stand and any succeeding election shall be declared null and void.

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

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

Section D. Election

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

1. A slate provided by the Nominating Committee.
2. Nominations from the floor. Qualifications must be submitted to the Nominating Committee.
3. 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.
4. Alternates shall serve in order of their election.

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

Section E. Vacancies

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

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

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

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

Article X - Amendments

Section A. Procedure

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

1. Submitted in writing to the Association Manager or president.
2. Submitted at least **15** days (date or number of days to be set by the members/Youth Representatives) prior to the membership meeting when the association is considering the proposal. (See Section B Change in Dues.)

Section B. Change in Dues

1. **Adult Dues.** Forward a notice to each league secretary at least 15 days prior to the meeting at which the proposed change is considered. The notice must:
 - a. Be in writing.
 - b. Specify the amount of the change.
 - c. Specify the reason for the change.

2. **Youth Dues.** Changes in dues are adopted by the board, based on recommendations of the Youth Committee. Forward a notice to the Youth Committee and the board at least 15 days prior to the meeting to which the proposed change is considered. The notice must:
 - a. Be in writing.
 - b. Specify the amount of the change.
 - c. Specify the reason for the change.

Notification of any adopted change in dues, and the reason for the change, will be forwarded, in writing to:

- a. Adult dues - each league secretary
- b. Youth dues – Youth Representatives (league and center only)

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 by law.

Greater Danbury USBC Association Operations Manual

Greater Danbury USBC Association Operations Manual

1. Association Structure

The information in this chapter should include the following:

Association Purpose

References in this document to associations or individuals will be specific when providing information for one specific structure (USBC Association, USBC BA, USBC WBA or USBC Youth). When providing general information, all associations are included.

USBC Local associations will be referred throughout this document as; Greater Danbury USBC Association (serving men, women and youth.)

There will be no more than one association in a jurisdictional area serving the same membership constituency with the exception of:

- a) USBC Association serving men, women and youth and a USBC Youth Association serving youth.

USBC WBA serving women and a USBC BA serving men and women.

Charter

Associations must apply for an initial charter with USBC, renewable every five years.

- Greater Danbury Charter Date April 1, 2006
- Renewable every five years beginning: April 1, 2011

Incorporation

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”).

Jurisdictional Boundaries

The following boundary lines have been established for this association:

The Connecticut-New York state line starting at the northwest point of the Sherman town line proceeding south along the state line to the southern town line of Ridgefield.

Along the Ridgefield town line east and then north to the southern town of Danbury.

Proceeding east along the southern town lines of Danbury and Bethel to the town line of Newtown.

Then north along the Newtown town line to Route 302. East on Route 302 to the Housatonic River.

North along the river to the Bridgewater town line. North on the town line and then north and west on the New Milford-Sherman town line to the Connecticut-New York state lines.

Current bowling centers included are:

Brookfield Lanes (2362), 840 Federal Rd, Brookfield, CT 08604

Lore's Lanes (20759), 145D Danbury Rd, New Milford, CT 06776

Bylaws ([Preface of this booklet](#))

Legal Obligations ([Financial Report located in Appendices](#))

- IRS/Tax Information (at a minimum to include 990 or 990 EZ, 990-T, 1099, payroll)
- State Taxes Associations must check with their State Department of Labor to see if they are required to pay the following:
 - Unemployment Taxes
- Full Financial Disclosure – Supplied end of fiscal year by the Association manager
 - Audit
 - Balance Sheet
 - Budget
 - Financial Statements
 - Income Statement
 - Reserves
 - Statement of Cash Flow
- Americans with Disability Act Requirements
 - List specific steps to be taken to meet ADA requirements
 - Tournament to be accessible to all members
 - For more information on the ADA act, visit www.usdoj.gov/crt/ada/adahom1.htm or consumerlawpage.com/brochure/disab.shtm1
 - Gaming Activities

The Association holds an annual raffle. The Chair of the Funds Raising committee holds the application, documentation and permit filed with the Department of Revenue Services, Special Revenue Division.

Strategic Planning

Governed by USBC Policy

Risk Management

- Emergency Procedures (set procedures for handling earthquakes, hurricanes, tornadoes or other natural disasters) should include: Emergency contact phone numbers, office staff, police, fire station, hospital, etc.
- Procedure for handling bank accounts, financial records
- Back-up database
 - Keep current backup stored separately
 - Twice per year to Headquarters

- Contingency plan for sudden loss of Association Manager or President

2. Membership Processing

The information in this chapter should include the following:

Dues

Membership is composed of individuals who pay dues to the association and is in effect from August 1 through July 31.

An individual joining a summer league after March 15 shall pay the dues that are known to be, or become, effective for the next current season. On payment of the dues, the individual shall become a member for the balance of the current season and the next season.

Each individual shall pay national, state (where applicable) and local dues, except as provided in Rule 100e, Traveling League and 100l, Mail-o-Graphic League.

The adult members, officers and directors, by two-thirds vote, determine and adopt local adult dues, if any. The annual adult membership dues are as follows:

| | |
|--------------|------------------------------|
| Local | \$9.00 (Cannot exceed \$10) |
| State | \$1.00 (Cannot exceed \$1) |
| USBC | \$10.00 (Cannot exceed \$10) |
| TOTAL | \$20.00 |

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

| | |
|----------------------|----------------|
| Local processing fee | \$ 2.00 |
| State | \$ 0.50 |
| USBC | \$14.50 |
| TOTAL | \$17.00 |

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

1. 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.

Win LABS

Process for collecting league applications and membership cards from league secretaries.

The association manager is responsible for distribution and collection of all league sanction applications. It is his/her discretion whether or not to implement the league representatives.

- Providing receipt and league roster to league secretaries after submission of application.

The GDUSBC association follows procedures set by USBC National Association.

3. Board of Directors

The information in this chapter should include the following:

- Application for board position
- Authority and duties of the board and directors

The management and governance of the association is vested in the board of directors. The members and Youth Representatives determine the number of directors. The total number of directors is **18**. The total number of Board members (officers and directors) is **22**. At least 20% of the total number of Board members will be elected by the Youth Committee. The number of Board members elected by the Youth Committee is **5**.

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

1. Enforcing the bylaws.
2. Complying with the USBC Association Policy Manual.
3. Ensuring adherence to all USBC Performance Standards.
4. Adopting youth dues, up to the maximum established by USBC, based on the recommendation of the Youth Committee.
5. Conducting championship level competition for its membership constituency (men, women and youth) and complying with state and local laws in their area.
6. Providing education, training, evaluations, recognition and other services as determined by USBC.
7. Implementing USBC programs.
8. Selecting/appointing and evaluating the performance of the Association Manager.
9. Approving use of membership records.
10. Re-rating the league average of an association member when there is evidence the bowler's average does not represent the bowler's true ability.
11. Conducting suspension and reinstatement hearings.

(See the Suspension and Reinstatement Chapter for re-rate, suspension, reinstatement and appeal procedures.)

- Association Leader Commitment Form ([Appendix B of this booklet](#)) (This form should be completed by every member of the board and volunteer)
- Leadership Code of Ethics ([Located in the Appendices](#)) (This form should be completed by every member of the board and volunteer)
- Association Manager and Board of Directors performance reviews
- Board protocol and reimbursement policy
- Auxiliary Members
- Association Self Assessment

- Transfer of association properties (ops manual, bylaws, etc.)
- Any officer or director of GDUSBC shall facilitate transfer of all committee and/or association materials with in their possession to the Association President or the designated representative.
- Selecting Registered Volunteer Supervisor (merged or non-merged youth association)

4. Officers – Authority and Duties

The information in this chapter should include the following:

- Authority and Duties of Officers and Directors
 - President
 - President. This individual manages key relationships with the National organization and state or local association. In addition, he or she acts as spokesperson for the association.
 - Vice President(s)
 - 1st Vice-President. This individual would take over the responsibilities of the President due to absence or disability
 - 2nd Vice President. This individual would take over the responsibilities of the President and 1st Vice President due to absence or disability
 - Sergeant-at-Arms
 - Sergeant –at-Arms. This individual shall perform such duties as may be required of them by the President or the Board of Directors.
 - Association Manager
 - The Association Manager is either selected/appointed or employed by the Board.
 - The Association Manager, with Board approval, may have the authority to seek other individuals to assist in fulfilling his or her duties. However, the official position of Association Manager may not be changed to provide for a Secretary, Treasurer, Secretary/Treasurer or Executive Director
 - All associations are required to have an Association Manager selected/appointed/employed by the Board. Regardless of whether this individual is paid or not, he or she is an employee of the association and accountable to the Board.
 - To meet bonding requirements, the Association Manager must be a minimum age of 18, unless state laws mandate a specific age.
 - The Association Manager directs the day-to-day operation of the association and also is responsible for implementation of the priority issues and goals set by the Board along with the USBC Performance Standards.
 - The Association Manager is eligible to serve as a Director of the association, however, because the Board chooses this individual, and because of possible

conflicts of interest, this is not recommended. The Association Manager may not serve as an Officer simultaneously due to signature and bonding requirements.

- The Board monitors the performance of the Association Manager and performs evaluations periodically.
- Job description
 - The tasks for which the Association Manager will be responsible may include, but not be limited to:
 - Works in conjunction with the Board, adheres to USBC Performance Standards, USBC and association bylaws and applies for charter renewal every five years, as required by USBC.
 - Implements and monitors the strategic/action plan of the association and its progress. Reports progress toward specific goals to the Board quarterly.
 - Responsible for the overall finances of the association, which would include;
 - Preparing a budget for Board approval.
 - Submitting written financial reports at all Board and association meetings.
 - Submitting a written, audited, year-end financial report.
 - Staying within the budget.
 - Oversees volunteer activities.
 - Responsible for all association correspondence.
 - Oversees the use of Win LABS to enter and transfer information to USBC.
 - Notifies each league secretary, in writing, of the programs and services offered by the association.
 - Submits reports to USBC and the state association as requested.
 - Responsible for the operation of the tournament, either as Tournament Manager or supervisor of the Tournament Director.

5. Meetings

The information in this chapter should include the following:

Types of Meetings:

- Annual Meetings –

An Annual Meeting of association members/Youth Representatives shall be held at a time and place approved by the board of directors. (See Article IX, Section D for the time frame for election of delegates and alternates to the USBC Annual Meeting.)

1. Attendance
 - a. Attendance is open to all members.
2. Youth Representative

Youth Representatives consist of the following:

- a. Youth members, at least 14 years of age.
- b. One adult representative from each certified youth league (A league is not eligible for representation if it has not submitted a league application.)
- c. A center having at least one sanctioned youth league is entitled to one Youth Representative.
- d. The following individuals can be considered for Youth Representatives/alternates:
 - 1) Member of a sanctioned youth league.
 - 2) Youth Leaders.
 - 3) Youth League Officials (i.e. supervisors, officials, coaches, etc.).

Board Meetings –

The board shall meet at least quarterly. Special meetings may be called by the president or upon written request of at least three board members or at least twenty five members of the association.

1. **Notice.** Written notice for all regular and special meetings shall be forwarded to the board, which should be at least 15 days prior to the meeting.
2. **Quorum.** 12 board members constitute a quorum. (The members/Youth Representatives determine the number.)
3. **Action.** A majority vote of those officers and directors present and voting, at a properly noticed meeting, when a quorum has been established, is required to take action, unless otherwise provided by law or these bylaws. Absentee and proxy voting are not permitted.
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, e-mail or teleconferencing. This type of action must be permissible by state law and approved by the membership and the board. The procedures found in the USBC Association Policy Manual, Chapter Five, Section D, Item 4 must be followed.

- The association does allow the board to vote via mail, e-mail, or teleconference.

6. Committees

(This chapter should define each committee's duties and responsibilities.)

The President, with Board approval, appoints all committees, except:

1. Nominating (all associations).
2. Youth (merged associations).

Association committees, with the exception of the nominating and youth committees, may be comprised of both members and non-members. Non-members serve with voice but no vote.

Mandatory Committees

Section A. Nominating Committee

1. The Nominating Committee is composed of five, seven or nine association members, elected by the Board, which elects its own chairman. All members must be at least 14 years of age (unless state laws mandate a specific age) and hold USBC membership.
2. Solicits interest/resumes for open Board positions from the board and members based on predetermined criteria.

3. Meets at least once annually.
4. Determines any additional eligibility requirements (to be placed in the association's bylaws) for all open positions with the exception of Youth Representatives and the Youth Committee.
5. Presents a slate of candidates for all open positions.
6. Merged associations present:
 - i. A slate of candidates for up to 80% of the Board to be voted on by adult members.
 - ii. A slate of candidates for at least 20% of the Board, provided by and from the Youth Committee, to be voted on by the Youth Representatives.
 - iii. A slate of candidates, provided by the Youth Committee, for elections to the Youth Committee, voted on by the Youth Representatives.

Section B. Finance Committee

The Finance Committee is composed of at least three Directors.

The committee meets at least twice annually. It reviews and presents the budget to the Board for approval and monitors the budget and ensures an audit is conducted.

Section C. Youth Committee (Only USBC Associations serving men, women and youth):

- 1) Is composed of Youth Leaders, coaches, program directors and proprietors/managers.
- 2) Elects at least 20% of the Board.
- 3) Provides slates to the Nominating Committee for elections to the Youth Committee, Youth Representative and Board positions.
- 4) Recommends youth dues to the Board for approval.
- 5) Monitors, promotes, and reviews youth programs offered by the association including tournaments and qualifiers for national events and programs.

Other Committees

Other committees and task forces would be formed as needed to implement Board approved priorities, such as recognition, tournaments and events, etc. The President would appoint the committee/task force with Board approval.

1. Awards
2. Hall of Fame / Bowler of the Year

3. Tournaments
4. Lane Certification & Inspection
5. Communications / Public Relations
6. Training, Education/ Workshops
7. Coaching
8. Scholarship
9. Charter and Rules
10. Fund Raising
11. Northeast Council
12. Year Book

Committees furnish written reports to the Association Manager and Board upon request.

- Scholarship Committee

Purpose

To award scholarships to students who are members or sons, daughters or grandchildren of a currently sanctioned member of the Greater Danbury USBC.

Scholarships shall be a minimum of \$500 each.

Eligibility Requirements

1. Applicants shall be a current member or the son, daughter or grandchild of a currently sanctioned member of the Greater Danbury USBC.
2. Applicants shall be a senior entering an institution of higher learning in the summer or fall semester following graduation from high school.
3. All documentation must be postmarked by APRIL 15, 20XX.
4. Applicants shall submit a 200 word essay on why they think they should be awarded this scholarship.

Application Requirements

Information must be submitted in college resume form.

1. Employment if any.
2. Organizations, clubs, sports, etc. in which student has participated in/out of school.
3. Offices held in these organizations and any honors or awards received.
4. Any awards or scholastic honors received during high school.
5. Future goals and plans.
6. Additional information, which you consider pertinent.

Selection and Review

Any board member (scholarship or BOD) with a child or grandchild submitting a scholarship application shall not be permitted to vote.

1. Committee consists of all members of the Greater Danbury USBC (GDUSBC) Scholarship Committee. The committee will thoroughly review all applications that have been numbered as received by the chairperson.
2. All applications shall be accepted.
3. Scholarship Committee members will receive copies of all applications submitted for review.

4. The committee will then meet to select the top (5) candidates in each category, male and female. There will be a ballot vote to then select the top (3) candidates in each category, male and female, for presentation to the Board of Directors.
This will be determined via a majority vote.
5. The chairperson shall then submit the eligible candidates to the GDUSBC at which time the Board of Directors will set a date for personal interviews.
6. The Board of Directors (BOD) will meet to interview all candidates recommended by the scholarship committee. Immediately following, the BOD will vote via ballot to select the two scholarship recipients.
7. A 2/3 vote by the BOD is required.
8. A letter of acknowledgment will be sent to all applicants following the final selection.

Publicity

1. The Greater Danbury USBC Scholarship chairperson shall be responsible for the pertinent information regarding scholarship recipients.
2. Media & Public Relations shall be responsible for sending articles to all news media within the association area.
3. Method of presentation of scholarships shall be decided annually.

7. Delegates and Alternates – Youth Representatives

The information in this chapter should include the following:

USBC Meeting Representation

Representation at state and local annual meetings will vary based on the structure of the association. References to individuals who are entitled to attend and/or vote will be specific when providing information for one specific structure (i.e. USBC BA or USBC WBA). When providing general information, all representation will be referenced, i.e. Delegates/Youth Representatives/members.

Definitions are:

- a) Members - Individuals who have obtained membership in the association.
- b) Delegates/Alternates - Individuals who are elected to represent the association at a State or National Annual Meeting.
- c) Delegates Representing Adults - Individuals in USBC associations, who are at least 14 years of age, elected to represent the adult members of a local association at a State Annual Meeting.
- d) Youth Representatives.
 - 1) State Association - Members who are at least 14 years of age, elected by the Youth Representatives to represent the youth members of a local association at a State Annual Meeting.
 - 2) Local Association - One adult and one youth representative from each league who:

- i. Are at least 14 years of age
 - ii. Have been elected or appointed by their youth league to represent the league.
- 3) Proprietors are defined in the association's bylaws. Proprietors or center representatives, who are members of the association, may attend annual meetings as;
- i. A member of an adult association or;
 - ii. A representative of a bowling center with a sanctioned youth league or;
 - iii. An elected Delegate to the state or national meeting.

The following chart outlines the Delegates/members and/or Youth Representatives voting authority based on whether a state/local association is merged or non-merged.

Officers, Directors and Youth Representatives are elected by majority vote. Delegates and alternates (when there is more than one position) by 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. Voting procedures by majority are as follows:

- a. One candidate. A voice vote may be taken.
- b. Two candidates. If a majority vote is not reached on the first ballot, balloting continues until a candidate receives a majority vote.
- c. Three or more candidates. If a majority vote is not reached on the first ballot, the candidate having the lowest vote total is dropped. Balloting continues until a candidate receives a majority vote.
- d. Adult Officers and Directors must be elected by adult members.

Voting procedures by plurality are:

- a. One candidate. A voice vote may be taken.
- b. Two or more candidates. The candidate(s) with the most number of votes is elected.

8. Association Tournaments

The information in this chapter should include the following:

- Tournament Manager (*duties and responsibilities*)

Some of the included duties are in conjunction with the Tournament Managers membership on the Tournament Committee and work with the Committee.

- 1. Decide Dates, Fees, Time, Number of lanes, etc.
- 2. Staffing needs
- 3. Rules
- 4. Handicap

5. Fee breakdown, prize/award fee, expense fee
6. List special prizes
7. Design advertising/entry form
8. Submit certification application
9. Coordinate registration procedures
10. Schedule announcements prior to squads
Highlight important rule changes
11. Verify averages
12. File award applications
13. Within 30 days of tournament completion;
 - Award Prizes
 - Submit financial statement
 - Submit prize / award list
 - Wrap-up / Review tournament

Tournament Committee Summary

This form should be used by Tournament Committee to report to the Association the results of all Tournaments. Information outlined should include but not limited to the following:

Income from entry forms: Lineage
 Expenses
 Prize Fund
 Additional
 Other

Expenses: Lineage
 Prize Fund
 Tournament Expenses

Final Standings (with scores) and Prize list

Report should show total financial balance.

Annual Championship Tournament(s) (required)

USBC associations must conduct championship level competition for its membership constituency (men, women and youth) and comply with state and local laws in the area. USBC BA's will provide competition to men and women (open) and USBC WBA's will provide competition for women.

GDUSBC Association shall conduct a minimum of one Open one Women and one Youth championship tournament annually pursuant to USBC standards.

Additional tournaments

USBC associations serving men, women and youth, as well as Youth associations, also must conduct a Pepsi qualifying tournament. Associations also are required to offer to their members, the opportunity to compete in all national programs. Currently CDUSBC may elect to run any of the following tournaments:

- Mixed City
- Senior (singles)

- Adult/Youth (doubles)
- Scratch Singles
- Queens and Princesses (singles)
- Bowl for Cure

9. Awards and Recognition

The information in this chapter should include the following:

- Association Awards (Suggestions/examples)

The Greater Danbury USBC provides its members both Youth and Adults with a variety of average based awards including High Game, and High Series Awards. See attached awards applications ([Located in the Appendices](#))

- Most Improved Average
- High Series Scratch & handicap
- High Game Scratch & handicap
- Highest Average

- Hall of Fame

Purpose

To honor members of the association who have either served or worked for the association over many years or have proven they have superior bowling abilities, both or Friend of Bowling.

Nominations

All nominations may be entered by a sponsor or the Hall of Fame Committee. The sponsor(s) is responsible for completing the Hall of Fame entry form.

All nominations must be submitted to the Hall of Fame Committee no later than October 31st. Entries may be obtained on our website (www.greaterdanburyusbc.org), the Association Manager, or Greater Danbury USBC Bowling Association.

The sponsor will be notified of the nominee's eligibility or status. Any nomination not resulting in induction will automatically be eligible for consideration every year thereafter.

Qualifications

The Hall of Fame shall consist of those bowlers who shall qualify under these conditions.

1. A maximum of four (4) persons shall be elected to the Hall of Fame per year. This must include a minimum of one woman.
2. Nominations will be accepted in any one of the four (4) categories:
 - a. **Meritorious Service** to the game and association. (175 points needed to qualify)
 - i. All nominees in this category must have been members in good standing of the Greater Danbury USBC (previously Greater Danbury Bowling Association or Greater Danbury Women's Bowling Association) and the United States Bowling

- Congress (USBC) (previously American Bowling Congress (ABC) or Women's International Bowling Congress (WIBC)) for a minimum of fifteen (15) years.
- b. **Superior Bowling Ability (250 points needed to qualify)**
 - i. All bowlers in this category must have been members in good standing of the Greater Danbury USBC (previously Greater Danbury Bowling Association or Greater Danbury Women's Bowling Association) and the United States Bowling Congress (USBC) (previously American Bowling Congress (ABC) or Women's International Bowling Congress (WIBC)).
 - ii. All bowlers in this category must be a minimum of 30 years of age.
 - c. **Combined Service and Ability (300 points needed to qualify)**
 - i. All nominees in this category must have been members in good standing of the Greater Danbury USBC (previously Greater Danbury Bowling Association or Greater Danbury Women's Bowling Association) and the United States Bowling Congress (USBC) (previously American Bowling Congress (ABC) or Women's International Bowling Congress (WIBC)) for a minimum of eight (8) years.
 - ii. All bowlers in this category must be a minimum of 30 years of age.
 - d. **Friend of Bowling**

Selection and Review

1. Committee consists of all members of the Greater Danbury USBC (GDUSBC) Hall of Fame Committee. The committee will thoroughly review all applications that have been numbered as received by the chairperson. All names shall be seen by each Committee Member.
2. All applications shall be accepted but only 4 nominees may be elected each year, with a minimum of one woman per year.
3. The committee will review and recommend to the Board of Directors the final eligible candidates for elections. No more than ten (10). This will be a ballot vote requiring 2/3 of the committee to carry. The chairperson shall then submit the eligible candidates to the GDUSBC Board of Directors at the first winter meeting of the New Year at which time nominees will be elected. A 2/3 vote by the Board of Directors is required for election. Nominees will be elected by ballot vote with no names to be seen. In addition, as long as the HOF Committee presents at least two candidates in the category of Friend of Bowling, each Board Member shall vote for a minimum of one candidate in this category. In this way, Friends of Bowling candidates will have an equal chance of being inducted. All HOF Committee Members who are also Board Members will not be allowed to vote for Nominees at the Board level, due to the fact that HOF Committee Members are aware of the names of the Nominees.
4. A letter of acknowledgement and status will be sent to all applicants following the final election.

Awards

1. **To be determined.**

Publicity

1. The Greater Danbury USBC Hall of Fame chairperson shall be responsible for the pertinent information regarding the Hall of Fame, its inductees and ceremonies planned.
2. He/She shall be responsible for sending articles to all news media within the association area.

3. He/She shall obtain from USBC the certificate(s) needed for induction date. This is done at least two to three weeks prior to induction. Submitting the name of the inductee, the name of the Hall of Fame and the date of induction.
4. Induction ceremonies to be decided yearly to coincide with the Strike-a-thon if planned.

10. Other Association Requirements

The information in this chapter should include the following:

Logo/Branding

GDUSBC follows the Logo/Branding standards set by USBC.

Record Retention

The Greater Danbury USBC Association Manager is responsible for maintaining all records and history including but not limited to, sanction applications, bowler achievements, WinLabs database, tournament and league final standing, etc.

Registered Volunteer Program (See RVP Local Association Operations Manual on bowl.com)

The Greater Danbury USBC encourages all committees to recruit and employ the use of volunteers in the promotion and operation of all association activities. Volunteers need not be members of the association.

Role of the Volunteer

In most membership organizations, the volunteer is the driving force, and a special effort must be made to recruit and motivate interested individuals. The role of the volunteer in USBC would match the volunteer's expertise, commitment and passion for the sport with programs and projects that directly affect the member.

Volunteers would enhance the organization's relationships among members, non-members and bowling center proprietors. Among other possible activities, they would:

- a) Promote and advance the sport of bowling.
- b) Help recruit and retain membership.
- c) Assist and participate in educational seminars and workshops.
- d) Promote and assist at tournaments.

Volunteer Accountability

- a) Accountability must be measurable.
- b) Association tasks will be clearly defined/with a timeline.
- c) Associations will provide training, mentoring and follow-up (i.e., task specific, show them how to do the task) and the needed materials.
- d) Talents of volunteers need to meet the task.
- e) Association Manager will have ultimate responsibility for completion of the task.
- f) Committee members report to and must communicate their needs to the Association Manager (i.e., non-performing members, committee meetings not scheduled, members not contacted, or additional funding needed, meeting space, etc.).

- g) Association Manager provides quarterly report to the Board on status of all approved projects and events in reference to volunteer assignments (does not preclude immediate Board notification as needed).
- h) All actions are tied into the strategic plan.

Volunteer Expectations/Measures - Examples

- a) Tournaments. Measurement standard could be increased participation.
- b) Membership. Recruit/retain membership with a measurement of retaining 100% or increasing 10% of the total membership, etc. Joint promotions (cooperative effort between associations and proprietors) are programs the new organization can implement, to promote bowling.
- c) Clinics. Different skill sets required for this topic, such as, learn to bowl, improve skills.
- d) Public Relations. Communication (press releases), sports groups, (sports councils), institutions (schools, businesses), media attention (other communication), image of bowling (part of the responsibilities or reflection of the committee's efforts).
- e) Promoting. Visiting the settee area, welcoming new bowlers.
- f) Scholarships. Soliciting funds, selecting and judging.
- g) Awards. Presentation and delivery in a timely manner.
- h) Events. Hall of Fame, Charities, Fundraisers.

Committees. Attend meetings and report to the Board regularly and membership as needed.

SMART

USBC will provide scholarship fund management and opportunities for scholarships from elementary to adulthood pursuant to SMART USBC guidelines.

Supply Distribution Policy

All awards, league, tournament, and association information shall be provided to either the league directly or by implementation of the Association Representative Program as listed below

- League Officers Workshop

See League Representative Procedures below.

- Direct contact with league secretaries

Association Rep Program

The league representative's role is three-fold role:

1. Act as the liaison between the local league officers and members for engaging the appropriate individuals to resolve issues/concerns.

Examples (not limited to these)

2. **Sanction Fees/Awards:** Educate the league secretary in the proper procedures & appropriate forms to use for submitting USBC sanction fee payments, honor scores, and national/local awards.
Playing Rules: The league representative must understand and be able to communicate the USBC Playing Rules to help league officers resolve issues concerning league play (i.e. Know when a league rule is “illegal”)
3. Act as the liaison between the league officers/members and the GDUSBC Association. The league representative will need to be well versed in the USBC League Operations Handbook as well as know the structure of the GDUSBC board and its committees. The league representative will need be able to engage the appropriate GDUSBC committee member(s) for resolving related issues/concerns.
4. Ensure the GDUSBC Association is represented in a positive light whenever dealing with the general public. It is our mission to help promote a positive image of the sport of bowling, which involves maintaining good relationships with press columnists, bowling center proprietors and fellow bowlers.

League Representative - Procedure

Education

One of the more important aspects of a league representative will be the education of league officers. Many new officers are unsure of the responsibilities of the office that they hold. They will have questions on how to fill out the paperwork such as the league sanction application and dues worksheets. You are not expected to do the job for them, but should be familiar enough with the process to answer any questions that they may have.

Two sources of information are provided to league officers.

1. The League Operations Handbook
2. USBC Playing Rules

These are essential tools for both the officers and yourself. You should have a basic understanding of each officer’s duties, together with the aspects of league operation. You do NOT have to memorize all the rules and procedures outlined within these books. Just be familiar enough to help guide them.

Rules

Once again you are not expected to understand or memorize all the rules of play. If a league has a problem that involves the rules, or a complaint* is addressed regarding how the league handled a particular situation it will be your responsibility to notify the rules committee so they can determine the proper action if any is necessary. The rules committee will determine the validity of the rule in question, and respond to you directly. Of course if it is a simple rule feel free to handle it yourself, however you should not attempt to solve all the rules challenges on your own. You should ask the league secretary to supply you a copy of the league rules, many questions can be handled by simple review of the league rules and the USBC playing rules.

* Must be a written complaint. Should you receive a written complaint from any member, you must forward this immediately to the proper official. It is important to remember that a verbal rules challenge is a question. It cannot be acted upon officially until the complaint is written.

Communication

It will be the league representative's responsibility to maintain monthly contact with the league, either in person or via a simple phone call. Items to be addressed would include but not be limited to the following: ensuring award applications are submitted and fulfilled, notifying league officers and members about upcoming Association events such as tournaments, open meetings, and elections; providing the league officers with any necessary applications and forms including Hall of Fame, and Association Director Nominations.

Supporting Documents

Sample Contact Schedule / Agenda

Awards Applications

Resume for Nomination to the Greater Danbury USBC

Hall of Fame Application

League Contacts and Representative Listing

Sample Agenda

August – September:

Contact the league Secretary and introduce yourself. If this is a new secretary explain the application process if necessary and answer any questions they may have, and provide your contact information. You may also want to attend the open meeting to introduce yourself to the members.

October – November:

Visit the league during a regular bowling session. Remind the secretary/president about upcoming tournaments and Hall of Fame Nominations. Distribute entry forms to teams to make sure they are aware of the events. This is a great way to get feedback from the bowlers also. Let them ask questions, and make sure there are no problems with rules or officers. By now awards applications should be being processed. Assist the secretary if necessary. (A subtle reminder regarding awards will insure that they do not leave them to the last minute, and avoid unnecessary problems)

December – January:

A quick phone call to the officers to offer assistance. Let them know of any upcoming events or tournaments. If you need to distribute awards, let the secretary know to expect them.

February – March:

Coaching

Coaching is the key to developing new bowlers and maintaining interest at all levels of participation. Coaching could be available to every bowler at every level in every center. The mission of the coaching program is to provide quality training programs, instructional tools and service for bowling instructors, coaches and the bowling community. Associations will support the national program.

USBC Certifications and Lane Dressing

USBC has the primary responsibility for developing the certification/inspection process that includes, but is not limited to training registered inspectors. Local associations will identify interested volunteers to perform the association's inspections.

Unless USBC is notified, the Association Manager is responsible for ensuring that the required certification and lane dressing inspections are being done and results are reported to USBC.

- CLIP (Training program)
- National Programs

Angela Sequenzia Memorial Scholarship

ELIGIBILITY REQUIREMENTS

1. Applicants shall be a current member or daughter or grandchild of a currently sanctioned member the son, of the Greater Danbury USBC.
2. Applicant shall be a senior entering an institution of higher learning in the summer or fall semester following graduation from high school.
3. All documentation **MUST** be postmarked by **APRIL 15, 20__**.
4. The top three male and female candidates in each category will be required to attend a personal interview.

OTHER REQUIREMENTS - Please submit information in college resume form.

1. An application form must be accompanied by:
 - a. Transcript of grades including **FIRST SEMESTER** grades.
 - b. Organizations, clubs, sports, etc., in which you have participated in/out of school.
 - c. Any awards or scholastic honors received during high school.
 - d. Offices held in these organizations and any honors or awards received.
 - e. Hobbies and special interests.
 - f. Employment if any.
 - g. Future goals and plans.
 - h. Additional information which you consider pertinent.
2. Submit a 200 word typed essay on why you think you should be awarded this scholarship.
3. Personal letters of recommendation may be submitted.

Angela Sequenzia Memorial Scholarship Form

STUDENT'S NAME _____ AGE _____ SEX _____

ADDRESS _____ PHONE _____

GDUSBC MEMBER'S NAME _____ PHONE _____

GDUSBC MEMBER'S ADDRESS (if different) _____

GDUSBC MEMBER'S RELATIONSHIP TO APPLICANT _____

LOCAL BOWLING ASSOCIATION _____ SANCTION NUMBER _____

HIGH SCHOOL _____ PHONE _____

ADDRESS _____

For school use only:

APPLICANT'S RANK IN GRADUATING CLASS _____

NO. OF STUDENTS _____

SCHOOL OFFICIAL'S SIGNATURE _____

TITLE _____

***ALL DOCUMENTATION MUST BE POSTMARKED BY APRIL 15, 20__**

****NOTE: APPLICATION MUST BE SIGNED BY SCHOOL OFFICIAL.**

APPLICANT'S SIGNATURE _____

*PARENT'S SIGNATURE (IF UNDER 18) _____

PLEASE RETURN COMPLETED APPLICATION TO:

Scholarship Chairperson (Name and Address)

Charter and Rules Committee

The Bylaws, Policy & Procedures Committee is responsible for collecting, maintaining Association Policies generated by the committees for distribution amongst the Board of Directors. This committee is also responsible for updating the documents required to maintain Association Charter.

The Rules Chairperson shall receive a copy of the rules from each league. The League Secretary will give a copy of each league rules to the Association Manager who will provide a copy to the Rules Committee for them to review for any infractions. If an infraction is noticed the Rules Committee will notify the League Secretary and the League Representatives.

Yearbook Committee

The Yearbook Committee is responsible for generating and publishing the year ending averages that is provided by the Association Manager. Once this information is obtained a Yearbook is generated and distributed to the Connecticut State Association, Local Association, each bowling establishment in the Greater Danbury region and each GDUSBC Board of Directors.

GD USBC Lane Certification and Lane Inspection Committee

Perform Lane Certification and Dressing Inspection as noted in the USBC Guidelines.

Northeast Council Committee

This committee is the liaison between the Northeast Council and the GDUSBC Board of Directors, responsibilities included:

- Notifying the GDUSBC Board of information from the NEC
- Coordinating the GDUSBC Participants in the NEC Tournament

Appendices

2008-2009 Financial Report

7:26 PM
10/12/09
Accrual Basis

Greater Danbury USBC Association Profit & Loss YTD Comparison August 2008 through July 2009

| | Aug '08 - Jul 09 | Aug '08 - Jul 09 |
|----------------------------------|------------------|------------------|
| Ordinary Income/Expense | | |
| Income | | |
| 50/50 Revenue | 840.00 | 840.00 |
| General Fundraising | | |
| Raffle Income | 5,555.00 | 5,555.00 |
| Shirt Income | 260.00 | 260.00 |
| General Fundraising - Other | 181.00 | 181.00 |
| Total General Fundraising | 5,996.00 | 5,996.00 |
| Hall of Fame Income | 242.00 | 242.00 |
| Junior Trevel League Refund | 30.50 | 30.50 |
| Lane Certifications | | |
| Lane Certification Brookfield | 163.00 | 163.00 |
| Lane Certification Lore's | 133.00 | 133.00 |
| Total Lane Certifications | 296.00 | 296.00 |
| Northeast Council | 778.00 | 778.00 |
| Returned Check Charges | 40.00 | 40.00 |
| Sanction Fees | 31,654.00 | 31,654.00 |
| Scholarship | | |
| 50/50 Scholarship | 1,815.00 | 1,815.00 |
| League Donations | 47.00 | 47.00 |
| Total Scholarship | 1,862.00 | 1,862.00 |
| Tournament | | |
| Adult-Youth Tournament | 2,640.00 | 2,640.00 |
| Bowl For The Cure | | |
| Bowl for the Cure Donations | 100.00 | 100.00 |
| Bowl For The Cure - Other | 7,092.46 | 7,092.46 |
| Total Bowl For The Cure | 7,192.46 | 7,192.46 |
| Open Tournament | 4,190.00 | 4,190.00 |
| Participation Fee Tournament | 15.00 | 15.00 |
| Queens & Princess' Tournament | 1,076.10 | 1,076.10 |
| Scratch Tournament | 2,260.00 | 2,260.00 |
| Women's Championship | 1,690.00 | 1,690.00 |
| Youth Open Tournament | 2,460.00 | 2,460.00 |
| Total Tournament | 21,523.56 | 21,523.56 |
| Total Income | 63,262.06 | 63,262.06 |
| Cost of Goods Sold | | |
| USBC National fees | 18,077.50 | 18,077.50 |
| Total COGS | 18,077.50 | 18,077.50 |

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10/12/09
Accrual Basis

Greater Danbury USBC Association
Profit & Loss YTD Comparison
August 2008 through July 2009

| | Aug '08 - Jul 09 | Aug '08 - Jul 09 |
|---------------------------------|------------------|------------------|
| Gross Profit | 45,184.56 | 45,184.56 |
| Expense | | |
| 50/50 Expenses | 14.63 | 14.63 |
| Advertising | 366.22 | 366.22 |
| Awards | | |
| CT USBC All Star Teams | 76.00 | 76.00 |
| Junior Travel League | 274.50 | 274.50 |
| Awards - Other | 2,914.21 | 2,914.21 |
| Total Awards | 3,264.71 | 3,264.71 |
| Bank Service Charges | | |
| Returned Check Charge | 70.00 | 70.00 |
| Total Bank Service Charges | 70.00 | 70.00 |
| Coaches Clinic | 4.49 | 4.49 |
| Computer Supplies | 723.88 | 723.88 |
| CT State Delegates | 160.00 | 160.00 |
| CT USBC State Tournament Entry | 225.00 | 225.00 |
| Delegates Fund Expenses | | |
| North East Council Tournament | 368.00 | 368.00 |
| Delegates Fund Expenses - Other | 2,203.31 | 2,203.31 |
| Total Delegates Fund Expenses | 2,571.31 | 2,571.31 |
| Donations & Flowers | 50.00 | 50.00 |
| Fundraising Expenses | | |
| Raffle Expense | 1,707.23 | 1,707.23 |
| Fundraising Expenses - Other | 6.00 | 6.00 |
| Total Fundraising Expenses | 1,713.23 | 1,713.23 |
| Hall of Fame | 2,508.56 | 2,508.56 |
| Hospice Donation | 1,630.00 | 1,630.00 |
| Internet & Phone Service | 750.00 | 750.00 |
| Lane Inspection | 537.45 | 537.45 |
| Licenses and Permits | 25.00 | 25.00 |
| Northeast Council | | |
| Northeast Council Dinner | 778.00 | 778.00 |
| Total Northeast Council | 778.00 | 778.00 |
| Office Supplies | 264.51 | 264.51 |
| Payroll Expenses | 8,471.82 | 8,471.82 |
| Postage and Delivery | | |
| Postal Box | 70.00 | 70.00 |
| Postage and Delivery - Other | 185.50 | 185.50 |

7:26 PM
10/12/09
Accrual Basis

Greater Danbury USBC Association
Profit & Loss YTD Comparison
August 2008 through July 2009

| | Aug '08 - Jul 09 | Aug '08 - Jul 09 |
|-------------------------------|------------------|------------------|
| Total Postage and Delivery | 255.50 | 255.50 |
| Printing and Reproduction | 87.44 | 87.44 |
| Professional Fees | | |
| Accounting | 150.00 | 150.00 |
| Payroll Service | 521.82 | 521.82 |
| Total Professional Fees | 671.82 | 671.82 |
| Scholarships | 2,000.00 | 2,000.00 |
| Shirts | 312.60 | 312.60 |
| Tournament Expenses | | |
| Adult-Youth | | |
| Breakfast | 240.00 | 240.00 |
| Adult-Youth - Other | 1,353.19 | 1,353.19 |
| Total Adult-Youth | 1,593.19 | 1,593.19 |
| Bowl For The Cure | 6,720.46 | 6,720.46 |
| Mixed City | 95.12 | 95.12 |
| Open Tournament | 5,148.00 | 5,148.00 |
| Queens & Princess' | 1,229.79 | 1,229.79 |
| Scratch Tournament | 2,266.09 | 2,266.09 |
| Women's Championship | 1,839.00 | 1,839.00 |
| Youth Open Tournament | | |
| Breakfast | 200.00 | 200.00 |
| Youth Open Tournament - Other | 4,515.22 | 4,515.22 |
| Total Youth Open Tournament | 4,715.22 | 4,715.22 |
| Total Tournament Expenses | 23,606.87 | 23,606.87 |
| Yearbook | 546.96 | 546.96 |
| Youth Breakfast Hall of Fame | 264.00 | 264.00 |
| Total Expense | 51,874.00 | 51,874.00 |
| Net Ordinary Income | -6,689.44 | -6,689.44 |
| Other Income/Expense | | |
| Other Income | | |
| Hospice Donations | 1,630.00 | 1,630.00 |
| Other Income | 22.00 | 22.00 |
| Total Other Income | 1,652.00 | 1,652.00 |
| Net Other Income | 1,652.00 | 1,652.00 |
| Net Income | -5,037.44 | -5,037.44 |

2009-2010 GD USBC Youth Awards Form



Greater Danbury USBC
Youth Awards Application 2009-2010

Center Name: _____ Center #: _____

Center Address: _____

Competition Name: Name _____ Address _____ City, State, Zip _____

Competition #: Print Name _____ Address _____ City, State, Zip _____
 Competition Type: League Tournament
Circle One

Competition Officials Signature: _____

Member's Name: _____ National ID #: _____

Phone: _____ E-mail: _____
Last Name First Name MI

| | | | | |
|---|---------------|----------|-------------------|-------------------------------|
| Games: | Series Total: | Average: | Games in Average: | Date Bowled: |
| <small>Game 1 / Game 2 / Game 3</small> | | | | <small>Month/Day/Year</small> |

Average based achievements: Use previous season's average until current 12-game average is established. All awards are limited to one per year. You may not receive an award for a bowler if he or she has already qualified for the same award in another league.

Series Awards as listed below are awarded immediately when bowled. * Customized wall plaque for honor series.

| <u>Average</u> | <u>Series</u> | <u>Award</u> |
|----------------------|--------------------------|-----------------------------|
| 45 average or less; | ___ 140 Series or higher | ___ Drawstring Backpack Bag |
| 65 average or less; | ___ 225 Series or higher | ___ Drawstring Backpack Bag |
| 120 average or less; | ___ 425 Series or higher | ___ Drawstring Backpack Bag |
| 145 average or less; | ___ 525 Series or higher | ___ Bowling Pen |
| * All Averages | ___ 650 Series or higher | ___ Plaque |

Game Awards as listed below are awarded immediately when bowled. * Customized wall plaque for honor game.

| <u>Average</u> | <u>Games</u> | <u>Award</u> |
|----------------------|---------------------------|------------------|
| 45 average or less; | ___ 65 Game or higher | ___ Water Bottle |
| 75 average or less; | ___ 120 Game or higher | ___ Water Bottle |
| 100 average or less; | ___ 145 Game or higher | ___ Water Bottle |
| 140 average or less; | ___ 165 Game or higher | ___ Water Bottle |
| 150 average or less; | ___ 190 Game or higher | ___ Bowling Pen |
| * All Averages | ___ Game of 250 or higher | ___ Plaque |

Mail forms to: Joel Reichin, Association Manager
 Greater Danbury USBC
 PO Box 5103
 Brookfield, CT 06804

Please send in awards within 20 days of achievement. Please do not wait until the end of the season to submit awards. Thank you.

You may make copies of this form. If you have any questions, please contact the Association Manager at 203-743-3942. Additional forms available at www.greaterdanburyUSBC.org on the downloads page.

**GD USBC Hall of Fame Nomination Form
Greater Danbury USBC Bowling Association
Hall of Fame Nomination Form**

Candidates Name: _____

Address: _____

Phone #: _____

Sponsors Name: _____

Address _____

Phone # _____

Category for Nomination

- _____ **Meritorious Service**
- _____ **Superior Bowling Ability**
- _____ **Combined**
- _____ **Friend of Bowling**

List of achievements of nominee; please include any known pertinent information.

Mail entry to:

Greater Danbury USBC Association
Attn: Hall of Fame Committee
PO Box 5103
Brookfield , CT 06804

Entry must be received by October 31, 20__.

Entry # _____

Request Letter for League Rules
(Ensure that you use the GD USBC Letterhead Stationary for this letter)

Date

Name
Role & League
Address
City, State Zip

Dear League _____;

We have not received a copy of your leagues rules; USBC sanction requires that you submit a copy of your league rules together with your application at the start of every season.

By providing a copy of your league rules, we can ensure that you are in compliance with USBC standards, and are not putting your sanction and bonding at risk. Our rules committee will then review them to make sure that there is no conflict between your league rules and USBC rules. Should there be any discrepancies, we will notify you and suggest possible solutions that will help meet your goals without forfeiting your sanction and benefits.

Please send us a copy of your rules as soon as possible to the address below, or if you prefer you may leave a copy in the Association box, at either center.

Greater Danbury USBC Association
Rules Committee
PO Box 5103
Brookfield, CT 06804

Thank you for your anticipated response.

Greater Danbury USBC Rules Committee Chairperson

Letter to Leagues with Non Compliant Rules
(Ensure that you use the GD USBC Letterhead Stationary for this letter)

Date

Name
Role & League
Address
City, State Zip

Dear League _____;

Upon review of your league’s current rules that the following rule(s) were found to not be in compliance with USBC Rules, please note the USBC Rule that covers the situation in question has been included for your review:

{Insert league rule(s) in question, followed by USBC Rule(s)}

By ensuring that your rules are in compliance with USBC standards you make sure that your league rules do not put your sanction and bonding at risk.

If you have any questions please contact your league representative, if they are not available or you wish to speak to me directly you can reach me @_____.

Thank you,

Greater Danbury USBC Rules Committee Chairperson

Bowl for the Cure Business Letter

(Ensure that you use the GD USBC Letterhead Stationary for this letter)

Dear Business Owner:

The Greater Danbury USBC Association is sponsoring a Bowl for the Cure[®] Tournament on _____. The event will be held at _____ CT, check-in from 11am-11:45am, walk-ins will be accepted until 11:45am, and bowling will begin 12 noon. We would like to see companies/businesses sponsor their employees to come out and knock down pins to knock out breast cancer with us at the Bowl for the Cure[®] Tournament. I have enclosed an entry form for anyone that may be interested.

The Greater Danbury USBC Association would like to take this opportunity to invite you to help this year in any way that your company/business may see fit. There are several ways that you can help us – just to name a few – a denomination of your choice (please make check payable to GDUSBC), to sponsor a team of your employees to come out and bowl with us, to donate merchandise with your company/business logo, door prizes....etc. We as an association are looking to raise more than \$5,000 to contribute to Bowl for the Cure[®], a year-round fundraising and awareness initiative organized by the United States Bowling Congress in support of the Susan G. Komen Breast Cancer Foundation. Bowlers around the United States organize tournaments, bowl-a-thons, raffles, auctions and more each year to support Bowl for the Cure[®].

To bowl, sponsor, or contribute to Bowl for the Cure[®], mail to _____ or by contacting Tournament Directors _____ of the Greater Danbury USBC Association. For more information on Bowl for the Cure[®], visit www.bowl.com and click on Bowl for the Cure[®] or call (800) 514-BOWL.



The Susan G. Komen Breast Cancer Foundation

Our name and logo symbolize who we are and what we stand for. "Susan G. Komen" reminds us of Nancy G. Brinker's promise to her sister Susan to do everything in her power to spare other women and men the agony of breast cancer. "For the Cure" reaffirms our vision of a world without the disease. The name conveys the original promise quickly and simply...Susan G. Komen = the Cure. As Susan G. Komen for the Cure, we'll continue to be the world's largest, boldest and most progressive grassroots network of survivors and activists, the only organization fighting to cure breast cancer at every stage. To date, we've invested \$1 billion in research, education and health services. And because so many millions of people are counting on us to fulfill our promise, we will invest an additional \$2 billion over the next decade to do just that. www.komen.org

United States Bowling Congress

The United States Bowling Congress is a member of the [Komen Million Dollar Council](#), a special group of corporate partners. In addition to a financial contribution of at least \$1 million, each of the organizations in the Million Dollar Council has found new and innovative ways to spread two important messages: early detection saves lives and only through research can we find a cure. The United States Bowling Congress, as the national governing body, ensures the integrity and protects the future of the sport, provides programs and services and enhances the bowling experience.

USBC officially launched Jan. 1, 2005, as an organization serving nearly three million adult and youth bowlers in the United States. It resulted from the merger of the American Bowling Congress, Women's International Bowling Congress, Young American Bowling Alliance and USA Bowling.

Bowl with US

USBC Commitment to Serve Form/Leadership and Code of Ethics

Association Leader Commitment Form to Serve the Association

I pledge my commitment to the Association to serve, with other board members, the bowlers of our association.

I commit myself to the goals and purpose of our association. These goals will be our members' needs.

I will seek our members' responses with regard to the successes of our programs and services.

I commit myself to cooperate and willingly put forth the effort to establish and maintain good working relationships with other board members.

I commit myself to participate and help to resolve conflict that may arise among board members.

I commit myself to maintain a professional demeanor when serving as an officer or director of our association.

I commit myself to fulfill the responsibilities of my position on the board of directors to the best of my abilities.

If I cannot meet my commitment, I will set a deadline for improvements. If I cannot meet that deadline, I will work to find a replacement person who is willing to meet these commitments.

Association Leader

Date

Leadership Code of Ethics

Board members have an obligation to meet moral as well as legal standards. That's why many boards are adopting a code of ethics for members. Below is one you can use for your board.

As a member of this board I will:

- Represent the interests of all people served by this organization, and not favor special interests inside or outside of this association.
- Not use my service on this board for my own personal advantage or for the advantage of my friends or supporters.
- Keep board and sensitive information confidential.
- Approach all board issues with an open mind, prepared to make the best decisions for everyone involved.

- Do nothing to violate the trust of those who elected or appointed me to the board or of those we serve.
- Focus my efforts on the mission of the association and not on my personal goals.
- Never exercise authority as a board member except when acting in a meeting with the full board or as I am delegated by the board.

Association Leader

Date

End of Document