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## **PREAMBLE**

Being a member of the board of directors offers you ***CHALLENGE*** and ***RESPONSIBILITY***.

Before exploring the meaning and function of the board of directors in policies, let us first decide what a board ***IS NOT***.

***IT IS NOT*** a group of friends who meet primarily for coffee in the morning...tea in the afternoon...or..."refreshments" in the evening...all generously sprinkled with gossip, small talk and "fun and games".

What it is, is a ***BUSINESS GROUP***...each member of which has (or should have) a particular title and service to act.

The bylaws provide the proper authorization for all members of the board. If you discover there is no longer a need for certain ones, or if others are needed, then amend the bylaws accordingly.

Whatever the need, the bylaws should clearly explain who comprises the board of directors and every member of the board should be informed regarding specific duties to be performed.

The importance of this information cannot be overestimated. Far too often, the familiar "Oh, there is not much to do," is the misleading information that results in acceptance of a nomination or an appointment that is not satisfactory.

It is no wonder then, that we often have "***DEAD WOOD***" among our so-called board members. All must be gainfully employed to have a feeling of satisfaction and being a viable part of the organization.

**DO NOT ACCEPT MEMBERSHIP ON THE BOARD UNLESS YOU KNOW PRECISELY WHAT YOUR DUTIES WILL BE AND ARE WILLING TO PERFORM THEM TO THE BEST OF YOUR ABILITY.**

Especially, do not become a board member just for the *PRESITGE* you *THINK* it will give you.

The duties of the board of directors are stated in the policy and procedures manual, the chief on being to conduct the routine business of the FS USBC BA. Great *CARE* should be exercised *NOT TO EXCEED* the powers given it by the United States Bowling Congress.

There are certain *OBLIGATIONS* that this organization has the *RIGHT* to expect of its individual board members.

The first one is *REGULAR ATTENDANCE* at *ALL* meetings.

At the board meetings, give your attention to *ALL* speakers and *ALL ISSUES* and express your opinion and wishes. Every issue should be decided upon with the **best interest of the association membership** uppermost in mind. A **board member** is selected by **the membership to speak for and protect their interests** at all times. A board should air a problem **at the board meeting**, but be in **accord when the issue is presented to the membership**. The board operates by majority rule. Abide by its decisions. If you disagree, work within the framework, not outside it, to try and change the board's position.

Keep in mind that there is nothing wrong with disagreement – it is through opinion, suggestion and *CHANGE* that *PROGRESS* will result and move the organization forward. Above all, always *KEEP AN OPEN MIND*.

At the general meetings, the board should make every effort to circulate among the members, especially the new ones, and avoid the creation of *CLIQUEES*. Each board member should be a self-appointed “committee of one” to take friendly interest in all members, to be ever vigilant to discover possible hidden talent or potential board material and to report such findings at the proper time.

As a board member, you should exemplify the ideal member, both in the conscientious performance of your duties and the observance of correct protocol showing kindness and friendliness at every opportunity.

Be **GENEROUS**, yet **SINCERE** with those words of appreciation to other members who are rendering special service to the organization, to your president, other officers, chairpersons, program participants and guest speakers.

**DON'T** be a fault finder...**IF YOU MUST BE CRITICAL**...talk to your mirror...If you **CRITICIZE – ASK YOURSELF** – Could I have done the job better? Remember – Do not criticize if you do not have all the facts of the matter at hand.

Membership on a board of directors of any organization should be regarded as a special honor and privilege, a position to be taken seriously as a challenge and an opportunity for service to that organization.

**FINALLY** – A board of directors is a proving ground for future leadership, not only in ones particular organization, but in countless ways for years to come. How desperately this world needs the right experience for leadership.

Now you be the judge, **HOW DOES YOUR BOARD OF DIRECTORS MEASURE UP???**

**IT ISN'T JUST SOMETHING YOU SAY**

**IT ISN'T JUST SOMETHING YOU DO**

**BECAUSE**

**IT IS NOT WHAT YOU ARE**

**IT IS WHAT WE ARE GOING TO BECOME!**

## **BOARD MEMBERS CONDUCT AND DRESS CODE**

(Policy 1)

1. **POLICY:** It shall be the policy of this association to establish conduct and dress standards for all individuals representing the organization.
2. **RESPONSIBILITY:** **It is the responsibility of each board member to ensure his/her personal conduct and/or appearance does not generate unfavorable comment or bring discredit upon you, this association, the United State Bowling Congress, or the sport of bowling.**
3. **DUTIES:** Specific duties of officers and directors are covered in other procedures; however, to ensure clarity and uniformity in the personal appearance and conduct expected of board members, it shall be the duty of every board member to ensure compliance with the following:
  - A. **CONDUCT CODE:** Board members shall:
    1. Present themselves in a professional manner at all times. Read and familiarize themselves with the “USBC Constitution, Specifications & Rules” book, the association’s bylaws and the policies and procedures manual.
    2. Set the example of good sportsmanship and fair play.
    3. Not be meddlesome, too demanding or argumentative.
    4. Not engage in any act or omission that might generate unfavorable comment or discredit upon yourself, this association, the United State Bowling Congress, or the sport of bowling.
    5. Ensure their active participation in the activities of this association to fully serve our membership and promote the sport of bowling.
      - a. Attend all committee meetings when requested or advise the appropriate chairperson of his/her inability to attend.
      - b. Attend all meetings of this association or advise the association manager of your inability to attend.

**B. DRESS CODE:** A board member shall:

1. Be issued an association uniform, which consists of association jacket, blue Florida tie, state shirt and ID badge. Member shall supply white shirt, black slacks and black shoes.
2. The association dress uniform shall be worn at the presidents discretion and during all National and State legislative sessions.
3. The state shirt (blue in color) black slacks shall be worn at all committee meetings and at the August annual meeting.
  - a. Any member not in proper uniform will be fined \$5.00 (five dollars) to be donated to the FS USBC Youth Scholarship fund.

## **OFFICE OF THE PRESIDENT**

### Policy 2

1. **ELIGIBILITY:** To be nominated for the office of president of the Florida State Bowling Association, the candidate must have served as a vice president of the FS USBC BA, INC. for a minimum of one (1) year, and satisfy the requirements outlined in **Article V, Sec. B** of the Florida State USBC BA bylaws.
2. **RESPONSIBILITY:** As chief executive office of the association, it is the president's responsibility to lead the board of directors and this association toward constructive goals, provide the best possible service to our members, bowling leagues, and bowling centers.
3. **DUTIES:** The president shall as prescribed by the Association Bylaws, **Article VI, Sec D.**
  - a. Be the chief executive office of this association.
  - b. Preside at all meetings of the board of directors and the council of delegates.

- c. See to the enforcement of the objectives and provisions of the association bylaws and policies and procedures as outlined.
- d. Sign all checks of this association drawn by the Association Manager.
- e. Ensure that the audit committee verifies that the proper amounts are on deposit in the association accounts on a quarterly basis.
- f. Appoint board members to standing and special committees.
- g. To perform in a professional manner at all times when conducting business of the FS USBC, BA.
- h. Any duties not listed here that USBC may require now or in the future.

## **OFFICE OF THE ASSOCIATION MANAGER**

(Policy 3)

1. **ELIGIBILITY:** To be eligible for appointment to this position the candidate must fill out an application and submit to the FS USBC Board of Directors.
2. **TERM OF OFFICE:** Appointment to this office will be made at will by the board of directors of this association. The board shall conduct an annual review of the Association Manager (optional).
3. **RESPONSIBILITY:** As principal administrative officer of this association, it is the responsibility of this position to ensure the administrative and accounting operations of this association are completed in a timely and accurate manner to provide the best possible service to our members.



4. **Duties:** The Association Manager shall:
- a. Perform those duties assigned by the president, council of delegates and board of directors.
  - b. Keep for the permanent record, an account of the proceedings of meetings of the council and board that shall always be available to and remain the property of the association.
  - c. Conduct all correspondence of the association including notices to members, meetings of the board or council.
  - d. Receive, receipt, record and report all fees, monies or property donated or paid to the Association using the procedures as approved by the USBC.
  - e. Keep a record of all scores made in all tournaments conducted by the association for at least three (3) years.
  - f. Keep an account of all receipts and disbursements and be prepared to report all financial transactions of the association for the previous or current season at the annual meeting of the council.
  - g. Maintain a statement of the current financial condition of the association available on request by the president, the council or the board.
  - h. Make regular deposits of all monies received in a recognized banking institution in the name of the association subject to withdrawal on the signatures of at least two (2) Association officers.
  - i. Manage the operations and staff of the association office. The office shall be set up in accordance with USBC recommended procedures.
  - j. As well as the duties per **Article VI, Sec. D Item 3.**

*Revised 10-07*

## **OFFICE OF THE VICE PRESIDENTS**

### Policy 4

1. **ELIGIBILITY:** To be nominated for the office of Vice President of the Florida State Bowling Association, the candidate must have served as a Director of the FS USBC, BA.
2. **RESPONSIBILITY:** The Vice President shall be responsible for providing the best possible service to our members.
3. **DUTIES:** The Vice President shall:
  - a. As outlined in **Article VI, Sec D 2** of the Florida State USBC BA Bylaws.
  - b. To perform in a professional manner at all times when conducting business of the FS USBC BA.

## **SERGEANT-AT-ARMS**

### Policy 5

1. **ELIGIBILITY:** To be nominated for the office of Sergeant-at-Arms, the candidate must have served a minimum of two (2) years on the FS USBC Board of Directors and meet requirements of **Article V Sec B**.
2. **TERM OF OFFICE:** One (1) year term. No term limits.
3. **RESPONSIBILITY:** The Sergeant-at-Arms shall:
  - a. Make sure that the physical layout of the meeting rooms is comfortable.
  - b. Count votes during standing and/or hand votes.
  - c. Distribute and collect ballots (if there is no Tellers Committee).
  - d. Speak up if meeting drifts off topic.
  - e. Remove disruptive attendees from the meeting.
  - f. Chair the Credentials Committee.
  - g. Act as Parliamentarian at the annual meeting.
  - h. Any duties as prescribed by the board or requested by the president.

## **OFFICE OF DIRECTOR**

### Policy 6

1. **ELIGIBILITY:** To be nominated for the office of Director, the candidate, must have been a delegate to the state convention for two (2) consecutive meetings and meet the requirements outlined in **Article V Sec. B** of the FS USBC BA Bylaws.
2. **RESPONSIBILITY:** The Director shall be responsible for providing the best possible service to our members.
3. **DUTIES:** The Director shall:
  - a. Perform duties requested by the President as required.
  - b. To perform in a professional manner at all times when conducting business of the FS USBC BA.
  - c. Any duties not listed here that USBC may require now or in the future.

## **ZONE ADVISOR**

### Policy 7

There shall be four (4) Zone Advisors. One (1) from each Zone.

The President, upon completion of his term of office shall become the Zone Advisor for the zone from which he was elected.

1. **DUTIES:** The Zone Advisors shall:
  - a. Serve on the nominating committee with the newest advisor serving as chairperson.
  - b. Serve on the Credentials Committee.

## **ZONES**

### Policy 8

For representative purpose, the state of Florida will be divided into four (4) zones containing the Guantanamo Bay Naval Base in Cuba and the counties of Florida as follows:

**NORTH ZONE:** Alachua, Baker, Bay, Bradford, Calhoun, Clay, Columbia, Dixie, Duval, Escambia, Flagler, Franklin, Gadsden, Gilchrist, Gulf, Hamilton, Holmes, Jackson, Jefferson, Lafayette, Leon, Levy, Liberty, Madison, Marion, Nassau, Okaloosa, Putnam, Santa Rosa, St Johns, Suwanee, Taylor, Union, Wakulla, Walton and Washington.

**EAST ZONE:** Brevard, Hardee, Highlands, Indian River, Lake, Martin, Okeechobee, Orange, Osceola, Polk, Seminole, St Lucie, Sumter and Volusia.

**WEST ZONE:** Citrus, Hernando, Hillsborough, Manatee, Pasco, Pinellas and Sarasota.

**SOUTH ZONE:** Broward, Charlotte, Collier, Dade, DeSoto, Glades, Guantanamo Bay Naval Base, Hendry, Lee, Monroe and Palm Beach.

## **HALL OF FAME**

### Policy 9

1. **PURPOSE:** The association Hall of Fame was established to recognize, reward, and perpetuate the names of association members, who through their bowling ability or tireless and unselfish efforts to promote, improve, and increase participation in the game of American Ten Pin, has directly or indirectly brought renown and proven benefits to this association and the United States Bowling Congress.

2. **CATEGORIES:** Members may be inducted to the Hall of Fame for bowling achievements and/or meritorious service.
3. **QUALIFICATIONS: SECTION 1 – *General*.** Candidates must meet all of the following criteria:
  - a. Must have been a member of the Florida State Bowling Association for ten years.
  - b. Must never have had charges filed and found guilty and/or suspended from the ABC, WIBC, YABA or the USBC.
  - c. Must have a history of regular participation in the Florida State tournament and other bowling events that may be sponsored by this Association.
  - d. Must have demonstrated traits of character and conduct while participating in sanctioned competition that was exemplary at all times, and through his/her abilities and willingness to assist others.
  - e. Must project an image that is admired by his/her peers and is an example for our youth bowlers.

*Revised 8-13*

**SECTION 2 – *Bowling Achievement*.** Consideration should be given to:

- a. Outstanding league performance such as ability to consistently maintain averages of 190 and above in different centers, under adverse conditions, and a number of outstanding games and series bowled during his/her career.
- b. Performance in local, state and national tournaments, with emphasis on individual and team titles.
- c. Local, regional or national recognition through participation in events sponsored by professional bowlers, proprietors, etc.

**SECTION 3 – *Meritorious Service*.** Consideration should be given to:

- a. Extended service as a league officer and/or service to local, state, regional or national organizations as an officer or director.
- b. Volunteer work for an extended period with the youth bowling as coach, officer or director.
- c. Regular attendance at local or out-of-town bowling functions, such as meetings, conventions, workshops, seminars and clinics, often at his/her own expense.

d. Consistent sustained efforts to promote participation in USBC and Youth sanctioned competition through the local area.

4. **PROCEDURES:** Nomination, together with a resume of the candidate's accomplishments, should be submitted to the Association Manager, postmarked no later than June 1<sup>st</sup>. The local association the applicant bowls within must endorse and forward such endorsement to the FSUSBC BA. Such letter of endorsement must contain the signature of the President and Association Manager of said association. After evaluation by the Hall of Fame Committee, names(s) will be presented to the Board of Directors for consideration. If approved by two-thirds vote of the directors, the candidate(s) will be inducted into the Hall of Fame at the next annual meeting. Any application not complete or in need of more information will be returned to the submitter for review and resubmission. Applications that are not complete and not recommended for current year induction will be returned to submitter for updating and additional information.

The President will appoint the Chairperson and the Hall of Fame Committee. The committee will consist of three (3) members now seated in the Hall of Fame, the First Vice President, and one (1) additional board member. The President and the Association Manager shall be members by virtue of their office. There shall be one representative from each North, South, East and West Zone. *Revised 8-13*

## **NOMINATING COMMITTEE**

### Policy 10

The Nominating Committee shall be made up of the four (4) Zone Advisors.

*Revised 8-15*

## ELECTIONS

The chair of the Nominating Committee will conduct the elections. Elections will take place in the following order.

President

Vice Presidents, as a group of four (4), one from each Zone

Directors, as a group of four (4), one from each Zone

Sergeant-at-Arms

Delegate & alternate to National Convention

*Revised 08-15*

Should a nomination be made from the floor, it must be in direct opposition to one of the Nominating Committee's candidates, or if the Nominating Committee has selected multiple candidates for any position, this portion of the election must be by written ballot and must produce a majority victor. The Nominating Committee will have ballots prepared for this situation.

## STANDING COMMITTEES

Policy 11

1. **FINANCE AND BUDGET COMMITTEE:** The Finance and Budget Committee shall consist of the entire board. The committee shall be empowered to adopt a budget and supervise the financial affairs of the association subject to approval of the council of delegates. The committee will be chaired by the 1<sup>st</sup> Vice President. *Revised 08-15*
2. **TOURNAMENT COMMITTEE:** The Tournament Committee shall be composed of the President, Vice President representing the host zone, and the Association Manager of the association together with five (5) additional members from the host zone appointed by the President. This committee shall be responsible for the hospitality. The Tournament Committee shall present to the Budget and Finance Committee a proposed budget for the forthcoming tournament. Following the tournament, the Tournament Committee shall make a written report to the council of delegates at its annual meeting and make such recommendations as may be appropriate. A copy of the report shall be filed with the Board of Directors prior to its annual meeting. The President will chair this committee.

3. **BY-LAWS COMMITTEE:** The By-Laws Committee shall consist of four (4) persons, one from each Zone. This committee is responsible for the interpretation of the By-Laws, the presenting and adjudication of recommended changes and for deletion and additions. The committee will be chaired by the 3<sup>rd</sup> Vice President.
4. **AUDIT COMMITTEE:** The Audit Committee shall consist of four (4) persons, one from each Zone. This committee shall be responsible of auditing the association records. This committee is to be chaired by the 2<sup>nd</sup> Vice President.
5. **CREDENTIALS COMMITTEE:** The Credentials Committee shall be composed of the Sergeant-at-Arms, Chair, and the four (4) Zone Advisors. The committee is responsible for authenticating delegate registration forms submitted by the local association.
6. **SPECIAL COMMITTEES:** Such Sub-Committees as may be desired by the President to accomplish special tasks that, from time to time, may arise.

## **BOARD MEETINGS**

### Policy 12

The Board of Directors shall meet as follows:

- a. The Annual meeting which shall be held the first full weekend of August.
- b. At the Council of Delegates meeting to be held the second Saturday of October.



## **FINANCES**

### Policy 13

1. **INCOME:** The source of revenue for the Association shall be the remainder of the tournament expense money paid by the tournament entrants and/or such other projects that may be approved by the Board of Directors.
2. **EXPENDITURES:**
  - a. **SALARIES:** The Association Manager shall be paid a salary determined and set annually by the Board of Directors.
  - b. **TRAVEL-HOTEL-MEALS:** The Association will pay traveling expenses of the Officers and Directors, except honorary members to attend official meetings and functions when approved by the Board of Directors.
    - aa. The Association shall pay expenses of the annual board meeting and the delegates meeting. Meals and lodging at actual receipt expenses plus mileage (currently at \$.40 per mile). An additional night's lodging will be allowed for board members traveling over four hundred (400) miles. Expense form properly filled out along with original receipts must be turned in to the Association Manager by board members, committee members, Chaplain and board appointees to receive re-imbusement.

*Revised 8-13*

**OPERATING PROCEDURES**  
**ANNUAL CHAMPIONSHIP TOURNAMENT**  
**FLORIDA STATE USBC BA, INC**

Policy 14

1. **SITE:** The annual FS USBC BA Championship Tournament shall be held each year, starting no later than the last weekend in April and shall be rotated in order among the several Territorial Zones outlined in Policy 8, except as otherwise herein provided.

Local associations bidding for a tournament shall submit such bids in writing to the Association Manager 120 days prior to the Annual Meeting.

Bids shall contain:

- a. A list of the establishments which desire to be considered as host or hosts, together with each proprietor's written affirmation of their willingness to enter the standard agreement and provide estimated cost of lineage.
- b. A large map of the city showing:
  1. The proposed host establishments
  2. Hotel and motels with the rates offered.
  3. Eating and entertainment areas
  4. Main traffic arteries in and out of town
- c. A reasonable and conservative estimate of the teams that will be entered in the tournament from the bidding association and the other association(s) within 75 miles.
- d. Other information the bidding association wishes to provide. A special committee of three (3) persons appointed by the President, and the Association Manager shall visit each bidding association prior to the annual meeting for the purpose of evaluating the bid and shall report their findings to the Council of Delegates at the annual meeting prior to the awarding of the tournament.

In the event no Association submits a bid within the time limit (120 days) the Zone shall lose its turn and the Association Manager shall solicit bids from associations in other Zones which, when awarded an out of turn tournament shall not lose it's (the Zone's) next regular turn.

In the event an association is awarded a tournament by Council of Delegates at the annual meeting and then subsequent to the awarding, the Board of Directors shall, by majority vote, determine that the major specifications of the bid have not, or cannot be met, it may solicit or negotiate additional bids and re-award the tournament.

A Site Committee consisting of President, Association Manager, 1<sup>st</sup> Vice President and Director of the host zone will choose the establishment of establishments where the tournament shall be held. This selection shall be made no later than July 15<sup>th</sup> each year.

In the event that the tournament is awarded to an establishment or establishments by the Site Committee, and subsequent to such award, the establishment or establishments shall fail to make the facilities available or otherwise fail to comply with the written agreement, then, arrangements void and may, with the approval of the Board of Directors, transfer the tournament to a different establishment or establishments within or without the city or zone to which it was originally awarded.

- e. Any association wishing to host a State Tournament must have at least a minimum of one (1) 24-lane house to host the Team Event and use (1) 32-lane house to host the Doubles and Singles Event. *Revised 8-13*

- 2. **CONDUCT:** The Association Manager shall have complete control of the conduct and operation of the tournament in accordance with the USBC Rules and Regulations and Charter Rules and Regulations of the Association.

3. **ENTRY FORMS:** The Association Manager shall prescribe and adopt the entry forms and any other form necessary to be used in the tournament, and shall prescribe the system to be used in filling out all forms. Entries not complete may be returned at the discretion of the Association Manager. The closing dates for entries shall be determined by the Association Manager, but shall not be less than 31 or more than 54 days before opening date.
4. **HANDICAP:** The handicap shall be computed on an individual basis of ninety percent (90%) of the difference of an entrant's highest official USBC winter season's final average, as reported in Association's current records or USBC office site (bowl.com) and two hundred and forty (240) scratch: provided they have bowled a minimum of twenty-one (21) games, USBC Rule 319-A-2 ten pin rule is in effect. USBC Youth previous season highest winter average accepted only if no 21 game USBC adult average is available.  
*Revised 07-12*
5. **PRIZES:** The proposed prize list will be prepared and posted prior to the opening of the tournament. One hundred percent (100%) of the prize fund will be returned in prizes. The number of prizes per event shall be based on one (1) prize for every eight (8) entrants, except all-events which shall be one (1) in every ten (10) entrants. All prizes, including all-events, shall be paid on a handicap basis. All state championship patches (USBC) shall be awarded on both a scratch and handicap basis.
6. **SCHEDULING:** The Association Manager shall have complete control over the scheduling of all entries in the annual tournament. He/she shall make every effort to honor the requests of distant and early out-of-town entries, special consideration may be given to military teams and teams where a majority of the members are engaged in critical National Defense or Space Exploration activities, at the discretion of the Association Manager. All three (3) games of each event shall be bowled on one (1) pair of lanes.

7. **HOST ESTABLISHMENT:** An agreement signed by manager or the owner or officer of the host establishment or establishments together with the President and Association Manager of the association shall be executed before any announcement of the selection is made. The agreement must contain the following provisions:
- a. The fee for bowling.
  - b. The manufacturer, trade name, grade and weight of the pins to be used. Pins must be controlled weight, with no more than two (2) ounce variance per set. Tournament pins shall not be for other than tournament use without the express approval of the Association Manager.
  - c. The proprietors shall pay for scratch and handicap trophies chosen by the Tournament Committee. Cost not to exceed \$600.00 per proprietor.
  - d. The lanes, gutters, approaches, bowler circles and entire establishment shall be kept clean at all times. At least one (1) qualified pinsetter mechanic must be on duty at all times during the conduction of the tournament. At least one (1) pin chaser for each 20 lanes or portion thereof must be on duty ready to instantly comply with instructions of the Association Manager fifteen (15) minutes before the conclusion of each shift.
  - e. It shall be expressly understood by the proprietor and the employees of the host establishment that the Tournament Director shall have complete control over the operation of the tournament and of the establishment in connection thereof, and that the employee of the establishment shall cooperate in every way possible. It shall be further understood that no establishment personnel shall attempt to interpret any USBC or tournament rule or direct any tournament participant.
  - f. It shall be expressly understood that the management of the host establishments checks with the Tournament Director or the Association Manager before assignment of league or open play on the lanes during tournament.
  - g. The host establishment will maintain its normal prices for all services, food liquor and refreshments during tournament.

- h. The Association Manager shall have the power to cancel the agreement by giving written notice to the effect should the proprietor refuse, fail or become unable to comply with its provision. In this event, the Association and its officers shall be held harmless from any legal action brought by the proprietor.
  
- 8. **SCHOLARSHIP FUND:** Ten cents (\$.10) per person, per entry from each tournament entry, or an amount not less than this total determined by the Board of Directors shall be donated to the FS Youth USBC Scholarship Fund.
  
- 9. **ENTRY FEES:** The Tournament Committee, subject to the approval of the Board of Directors, will determine the fees to be charged for participation in the annual championship tournament.
  
- 10. **ACCOUNTING:** The Association Manager shall keep a separate accounting of all tournament receipts and disbursements.
  - a. The Association Manager shall be reimbursed at the rate of fifty cents (\$.50) per person (excluding all-events) and thirty cents (\$.30) per person, per event, shall be allocated for general association expense.
  - b. A major portion of the expense fee, remaining at the conclusion of the tournament shall be transferred to the general association account. An amount, determined by the Board of Directors, will be retained in the tournament account each year for the necessary initial tournament expense.

*Revised 7-12*

# **FLORIDA STATE USBC BA JAMBOREE BIDDING GUIDELINES**

## **Introduction**

The purpose of this annual is to provide an outline of requirements and procedures to obtain and host the annual Jamboree for the Florida State USBC Bowling Association (FS USBC BA).

Each year the FS UBC BA conducts an annual Jamboree the second Saturday in October. Future sites are selected at this meeting with the Jamboree site city selected two (2) years in advance.

This manual is for the use of the FS USBC BA and its appointed Jamboree Committee. It is not intended to supersede or replace the constitution and by-laws of the FS USBC BA, but rather to provide an outline of the duties, tasks and responsibilities connected with hosting an FS USBC BA Jamboree.

If you have never hosted a jamboree or it has been a long time since you have hosted one, then perhaps it is time you thought about it. Hopefully, this manual will help you review the requirements and procedures and assist you in making a successful bid. We look forward to visiting your city and bowling on your lanes.

**GOOD LUCK!!!**

## 1. **BIDDING REQUIREMENTS:**

A. **Introduction:** Any local association from the State of Florida is eligible to submit a bid to host the FS USBC BA Jamboree. Prior to bidding review this entire manual to insure that you have the manpower and the required time to dedicate to the activity. It requires the full cooperation of your association directors and your business community.

B. **Facilities:** A facility for a Jamboree headquarters hotel is prime requirement. To be eligible for selection as the Jamboree headquarters a hotel must have:

- a. **Guest Rooms:** On the weekend of the Jamboree a minimum of 200 rooms must be available for FS USBC BA use. On Thursday night, 50 rooms will be required for delegates that play golf Friday. The majority of these rooms must contain two (2) beds.
- b. **Suites:** On the weekend three (3) suites, the hotel must provide. One for the president, one for the 1<sup>st</sup> Vice President and the other for the Association Manager, gratis for Thursday, Friday and Saturday nights.
- c. **Main Meeting Room:** A meeting of at least 2,000 sq. ft. to seat 250 people theater style, and a head table to seat a minimum of fifteen (15) people. A P/A system with at least two (2) floor microphones and the air conditioning must be adequate. This room will be used on both Saturday and Sunday.
- d. **Banquet Room:** A banquet room of at least 5,000 sq. ft. to seat 400 people comfortably for dinner. A head table to accommodate a minimum of 24 people. A P/A system with at least two (2) floor microphones and the air conditioning must be adequate. Banquet room and main meeting room could be the same room provided enough time is allowed between Saturday's afternoon meeting and the banquet Saturday night.
- e. **Annual Handicap Tournament:** A bowling center with a minimum of 32 lanes near the Jamboree headquarters.



C. **Manpower:** To host the FS USBC BA Jamboree you will need the following committees:

- a. Banquet
- b. Registration
- c. Bowling Tournament
- d. Entertainment
- e. Golf Tournament, if needed.

## 2. **BIDDING PROCEDURE:**

A. **Initial Bid:** Prior to June 1<sup>st</sup> of each year, interested associations who would like to host the Jamboree must notify the FS USBC BA association manager in writing of the bid. This notification must include the following:

- a. A statement from the local association that they desire to host the Annual Jamboree
- b. A statement from the local association listing the available facilities and accommodations.
- c. Bowling centers available.

B. **Hospitality room** (Not a necessity): Most of the cities that have hosted a Jamboree have, during the weekend the Jamboree is awarded, reserved a hospitality room and serve soft drinks, beer and simple mixed drinks with peanuts, pretzels and crackers.

C. **Formal bid presentation:**

- a. At the Annual meeting, on Sunday, each bidding association will be allocated an equal amount of time, normally 15-20 minutes, to present sufficient evidence to support their bid.
- b. Following the bid presentations each bidding city will be allowed a brief period, about 5 minutes, where any additional or over-looked points to be brought out.

D. **Awarding of the bid:** On Sunday, the bids will be voted on and one will be awarded.

3. **AFTER BEING AWARDED JAMBOREE:** Once you have been awarded the Jamboree, your work has just begun.
  - A. **Report:** At the jamboree one year following your successful bid, you are to give a full report on your progress such as Hotel selection, prices, bowling center selected, and entertainment for wives, golf course selected, etc.
  - B. **Mailing:** All details for the Jamboree should be mailed out to local associations no later than three (3) months prior to the Jamboree you are hosting. This mailing should include all prices, deadlines, meal-items, etc.
4. **LOCAL ASSOCIATION:**
  - A. **Site inspection guidelines:** Research the area and facilities:
    - a. Guest rooms
    - b. Price range
    - c. Accessibility
    - d. Function space
    - e. Recreation
    - f. Conflict or over lap dates
  - B. **Check the facilities:**
    - a. Guest rooms: Took a look at the room the maids are cleaning, not just the one the salesperson shows you. Check the layout of each type of room.
    - b. Study the function space and relate it to your needs. Are the rooms soundproof? What other groups will be using the facilities at the same time.
  - C. **Meeting rooms:** Printed floor plans do not always show the correct information, so look for the following:
    - a. True room dimensions and capacities
    - b. House phones in room
    - c. Portable walls. Is sound bleeding a problem?
    - d. Are there audio/video aides?
    - e. Sound system. Is there one installed in the room? Is it in good quality? Is it complete?

- f. Auxiliary sound system. Is one available?
  - g. If recording in meeting, can you patch out of house system? Is an in-room location needed?
  - h. Who handles the sound equipment?
- D. Lighting Control:**
- a. Are they inside the room?
  - b. Are they easily accessible?
- E. Entrances/Exits:**
- a. What doors can/cannot be blocked due to fire regulations?
  - b. Do doors squeak, close securely and lock automatically?
- F. Room Setup:**
- a. Is there a permanent stage? Is it feasible for your use?
  - b. Head table?
  - c. How does facility normally set up the room? Why?
  - d. Are lecterns provided? Lighted?
  - e. Blackboards? Easels?

# UNITED STATES BOWLING CONGRESS (USBC) FLORIDA STATE USBC BA

## Article 1 Name

The association is chartered by the United States Bowling Congress. The name of the organization is the: Florida State USBC BA.

## 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 Revenues 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 the USBC BA (*men and women only*).
2. Adopt bylaws approved by USBC.
3. Not enact any bylaws or rules inconsistent with USBC's 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...

## 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**

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

The BA delegates, by two-thirds vote, determine and adopt adult dues, if any.

The annual state adult dues are \$0.00.

The Board may waive all or part of state 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.

**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 number of directors is determined by the BA delegates. The total number of directors is four (4).

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. Conducting championship level competition for its membership constituency: BA (men and women only)
5. Providing education, training, evaluations, recognition and other services as determined by USBC
6. Implementing USBC programs
7. Selecting/appointing and evaluating the performance of the Association Manager
8. Approving use of membership records

**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.

*Non-Merged State BA Bylaws 08-05*

2. Elected or appointed without regard to race, color, religion, gender, disability, national origin, or age, other than the minimum age of 14 years, 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. A maximum of three (3) 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 BA delegates.

### **Section C. Election of Directors**

Directors are elected by a majority vote of BA delegates 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 24 hours prior to the opening of the annual meeting

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

### **Section D. Term**

The term for directors is one year. (With a limit of four (4) consecutive terms).

### **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.
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 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 unexpired portion of each term as follows:
  - a. The president, with board approval shall fill vacancies in director positions.
  - b. 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, four (4) vice presidents, and a sergeant-at-arms is necessary and defines their duties and responsibilities, to be placed in the association's operations manual.

### **Section B. Election**

Officers are elected by a majority vote of the BA delegates 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 24 hours prior to the opening of the annual meeting.

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

### **Section C. Terms**

Term for elected office is one (1) year.

(The president shall be elected to a one (1) year term only, Vice Presidents with a limit of four (4) consecutive terms and Sergeant-at-Arms, no term limit).

### **Section D. Authority and Duties**

#### **1. President**

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

NOTE: All 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 the board and accountable to the board
- b. Responsible for implementation of the 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 the BA delegates/alternates shall be held at a time and place approved by the board of directors. (See **Article IX, Section B** for the time frame for election of delegates and alternates to the USBC Annual Meeting).

Attendance is open to all members: voting officers, directors and delegates/alternates who must be at least 14 years of age, unless state laws mandate a specific age.

**1. The Association invites All Associations and Delegates within its Jurisdiction, as follows:**

**a. Association:**

1) BA will invite all BA associations as well as those associations that have a combined membership of men, women and youth.

**b. Delegates and Alternates.** Defined as members, at least 14 years of age, unless state laws mandate a specific age, who are elected by chartered local associations as follows:

1) Only adult membership will be used to determine the number of adult delegates and alternates an association is entitled to send to the USBC BA state annual meeting.

The Council of Delegates shall be the governing body of this Association. It shall be empowered to act or dispose of all matters pertaining to this Association. It shall be charged with responsibility of maintaining the dignity and decorum exemplified by the United State Bowling Congress.

On a basis of two (2) for the first one thousand (1,000) membership and one (1) for each five hundred (500) additional members or major fraction thereof, each Association shall have a minimum of two (2) delegates. The association "USBC Membership Count and Comparison" report (Adults only), dated September 1 or later, of the appropriate years, will be used to establish this membership figure. A copy of this report will be forwarded with delegate authorization. The Local Association shall select the delegates and the Association Manager or President thereof shall sign an authorization, which shall be submitted to the State Manager thirty (30) days prior to the meeting. Each delegate and each state officer shall be entitled to one (1) vote on all questions. Proxies in any form are not permissible.

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



- c. **Credentials.** Credentials are forwarded to the state association at least thirty (30) days prior to the opening of the annual meeting. Credentials postmarked the first post office business day after the date established by the State Association Manager for the forwarding of credentials will be accepted. However, credentials received, and verified, by the Credentials Committee, prior to the beginning of any delegates meeting, will be accepted. These delegates will be seated subject to a motion, second, and vote of approval of those delegates who credentials had been submitted in the fore mentioned thirty (30) day period.

**2. Voice and Vote**

- a. BA delegates, voting officers and directors of the association, at least 14 years of age, unless state laws mandate a specific age, have voice and vote.

Other members may attend with voice only. Absentee and proxy voting are not permitted.

**3. Responsibilities.**

- a. BA Delegates shall:
  - 1) Adopt bylaws
  - 2) Adopt state and adult dues, up to the established maximum
  - 3) Elect officers and directors to the board
  - 4) Elect one delegate and one alternate to the USBC Annual Meeting.

**4. Meeting Notice.**

Written notice of the meeting shall be forwarded to the board and BA Delegates at least fifteen (15) days prior to the annual meeting. Special meetings may be called by the president or upon request of at least three (3) board members.

**5. Quorum.**

- a. Forty (40) Delegates constitute a quorum. The delegates determine the number. (See the USBC Association Policy Manual for suggested quorums).

**6. Action**

- a. A majority vote of delegates, 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.

Election of officers and directors requires a majority vote. Election of delegates and alternates requires a plurality vote. Absentee and proxy voting are not permitted.

### **Section B. Board Meeting**

The board shall meet at least annually. 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.** Seven (7) board members constitute a quorum. The BA delegates determine the number.
3. **Action.** A majority vote 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.

### **Section C. Parliamentary Procedure**

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

## **Article VIII Committees**

### **Section A. Standing Committees**

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

1. **Nominating Committee.** The committee reviews candidates, prepares slates and publicizes criteria and procedures for elected positions for the board. The BA Nominating Committee reviews candidates and prepares slates and publicizes criteria and procedures for the BA delegate and alternate to the USBC annual meeting.
2. **Finance Committee.** The committee is responsible for reviewing and monitoring the annual budget and other financial matter.

### **Section B. Other Committees**

The president may establish other committees, with board approval.

## **Article IX Delegate and Alternate to USBC Annual Meeting**

A delegate and alternate to the USBC Annual Meeting are elected by plurality vote of those BA delegates present and voting. (See **Article VI, Section A** of the national bylaws for representation).

### **Section A. Eligibility**

Delegates and Alternates must be:

1. Elected by the BA delegates
2. At least 18 years of age
3. 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.

### **Section B. Election**

The delegate and alternate 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 at least 24 hours prior to the opening of the annual meeting.
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.

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

### **Section C. Vacancies**

Vacancies in delegate positions are filled by the alternates in the order in which they were elected for the un-expired portion of each term. If a vacancy still exists, the president fills the vacant position 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 state association bylaws may be amended by a two-thirds vote at any BA delegate meeting, by the delegates present and voting. The amendment must be:

1. Submitted in writing to the Association Manager or president
2. Submitted at least ninety (90) days prior to the meeting when the association is considering the proposal. The date or number of days to be set by the BA delegates.  
(See **Section B Change in Dues**)

3. Forwarded by the state association at least thirty (30) days before the meeting to:
  - a. Local Association Managers
  - b. Board of Directors
  - c. BA delegates

### **Section B. Change in Dues**

Forward a notice at least fifteen (15) days prior to the meeting at which the proposed change is considered to the BA delegates. 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 dues and the reason for the change will be forwarded in writing to each 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 thru 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.

