

THE PRESIDENT:

THE PRESIDENT ACTS AS THE OFFICIAL SPOKESPERSON FOR THE ASSOCIATION. THE PRESIDENT IS ELECTED BY A MAJORITY VOTE AT THE ANNUAL MEETING.

DUTIES OF THE PRESIDENT:

- 1- PRESIDES AT ALL MEETINGS.
- 2- RESPONSIBLE FOR VERIFYING THE ASSOCIATION'S ACCOUNTS MONTHLY.
- 3- APPOINTS COMMITTEES, EXCEPT NOMINATING, WITH BOARD APPROVAL.

SERGEANT-AT-ARMS

THE SERGEANT-AT-ARMS IS ELECTED AT THE ANNUAL MEETING BY MAJORITY VOTE.

DUTIES OF THE SERGEANT-AT-ARMS:

- 1- VERIFY ATTENDANCE AND QUORUMS AT MEETINGS.
- 2- HAVE VOTING MATERIALS READY FOR VOTES.
- 3- COUNTING VOTES DURING STANDING AND/OR HAND VOTES.
- 4- DISTRIBUTING AND COLLECTING BALLOTS IF VOTE IS BY BALLOT, AND TALLYING TOTAL VOTES.
- 5- SPEAKING UP IF MEETING DRIFTS OFF TOPIC.
- 6- KEEP ORDER DURING MEETINGS.

THE ASSOCIATION MANAGER:

ALL ASSOCIATIONS MERGED OR NON MERGED, ARE REQUIRED TO HAVE AN ASSOCIATION MANAGER, WHO IS RESPONSIBLE FOR THE DAY-TO-DAY MANAGEMENT OF THE ASSOCIATION.

THE ASSOCIATION MANAGER IS SELECTED/APPOINTED BY AND ACCOUNTABLE TO THE BOARD. THE ASSOCIATION MANAGER IS PREVIOUSLY KNOWN AS THE SECRETARY OR SECRETARY/TREASURER. THE ASSOCIATION MANAGER SERVES AS AN EX-OFFICIO NON-VOTING SEC./TREAS. AND NOT SUBJECT TO TERM LIMITS.

DUTIES OF THE ASSOCIATION MANAGER INCLUDE:

- 1- OVERSEE THE OPERATIONS OF THE ASSOCIATION
- 2- PROVIDE ADMINISTRATION SUPPORT
- 3- RESPONSIBLE FOR IMPLEMENTATION OF USBC'S PERFORMANCE STANDARDS
- 4- OTHER DUTIES AS PRESCRIBED BY THE BOARD AND IN THE USBC ASSOC. POLICY MANUEL.

1st VICE PRESIDENT:

VICE PRESIDENT OF PROCEDURES:

THE 1st VICE PRESIDENT IS THE INDIVIDUAL WHO WOULD TAKE OVER THE RESPONSIBILITIES OF THE PRESIDENT DUE TO ABSENCE. HE OR SHE IS ALSO ELECTED AT THE ANNUAL ASSOCIATION MEETING BY MAJORITY VOTE.

DUTIES OF THE VICE PRESIDENT OF PROCEDURES:

- 1- OVERSEES LEGISLATIVE COMMITTEE
- 2- OVERSEES IMPLEMENTATION OF POLICY AND PROCEDURES MANUAL.
- 3- OVERSEES COMPLIANCE WITH USBC PERFORMANCE STANDARDS.
- 4- OVERSEES SECRETARIAL DUTIES OF ASSOC. MGR.
- 5- OVERSEES NOMINATING COMMITTEE
- 6- OVERSEES COMMUNICATIONS

2nd VICE PRESIDENT:

VICE PRESIDENT OF FINANCE:

DUTIES OF THE VICE PRESIDENT OF FINANCE:

- 1- OVERSEES BUDGET AND FINANCE COMMITTEE
- 2- OVERSEES AUDIT COMMITTEE
- 3- OVERSEES TREASURER DUTIES OF THE ASSOC. MGR.

3rd VICE PRESIDENT:

VICE PRESIDENT OF TOURNAMENTS:

DUTIES OF THE VICE PRESIDENT OF TOURNAMENTS:

- 1- OVERSEES TOURNAMENT COMMITTEE.
- 2- OVERSEES TOURNAMENT DIRECTORS OF THE FOLLOWING STATE TOURNAMENTS. (STATE CHAMPIONSHIPS, YBC, AND SCRATCH MATCH GAMES)
- 3- OVERSEES FUNDRAISING COMMITTEE.

BOARD OF DIRECTORS:

DIRECTORS ARE A GROUP OF INDIVIDUALS ELECTED TO GOVERN THE AFFAIRS OF THE ASSOCIATION.

INDIVIDUALS ELECTED TO THE BOARD OF DIRECTORS MUST BE USBC MEMBERS AND MUST BE AT LEAST 14 YEARS OF AGE. IN ADDITION , THEY ARE EXPECTED TO HELP THE ASSOCIATION UPHOLD CERTAIN STANDARDS, WHICH ARE OUTLINED AND SHOULD BE REFERRED TO IN THE USBC BYLAWS, THE PERFORMANCE STANDARDS, AND ASSOCIATION POLICY MANUAL.

DUTIES FOR DIRECTORS:

- 1- ATTEND ALL MEETINGS OF THE ASSOCIATION.
(ONE ANNUAL MEETINGS, TWO BOARD OF DIRECTORS MEETINGS, AND ANY SPECIAL MEETINGS CALLED BY THE PRESIDENT.)
- 2- STAY ABREAST OF ALL ASSOCIATION ACTIVITIES.
- 3- SERVE ON COMMITTEES.
- 4- SERVE AS THE ASSOCIATION'S VOICE, EYES, AND EARS AT THE LOCAL BOWLING CENTERS.
- 5- ASSIST IN THE RUNNING OF THE ASSOCIATION'S ANNUAL TOURNAMENTS.