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as of 3/12/2009

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ALASKA USBC WOMEN'S BOWLING ASSOCIATION

ADMINISTRATIVE MANUAL

FOREWORD

The purpose of this Administrative Manual is to record in detail the directives, procedures and policies made by the Board of directors and/or members relating to the business affairs of the Alaska USBC Women's Bowling Association.

This manual clarifies and places added emphasis on established policies and procedures. It also serves as a guide and source of information in carrying out the business of this association.

This Administrative Manual must be updated after each and every meeting with the current actions of the Board of Directors and/or members. This is of prime importance since one of the functions of this manual is to serve as a policy reference when officers change.

The contents of this manual are subject to change and/or revision only by the Board of Directors and/or membership.

ALASKA USBC WBA DELEGATE TO USBC CONVENTION

The Alaska USBC WBA delegate to USBC Convention will be elected at the annual meeting of the association. The member receiving the second highest vote count will be the designated alternate.

The delegate will present a report to the assembly at the annual meeting the year following her attendance at the USBC Convention. She will provide one copy of her report to the manager.

The delegate will be required to attend all sessions of the convention.

The State Association will pay the delegate, prior to departure, an expense fee to be determined by the Board of Directors.

ALASKA USBC WBA LIFE MEMBERS

Life members are elected by the officers and directors of the board and must be a past president, secretary or treasurer.

Life members can attend board meetings unless the board adopts a policy stating they cannot. The Alaska USBC WBA association allows life members to attend board meetings with voice only.

Life members are not counted toward a quorum. Also, they cannot make motions or attend board meetings where hearings are held.

Life members appointed to committees have full privileges of committee members.

New life members will be presented with a plaque at opening ceremonies and will receive a letter of congratulations.

AWARDS

A pin and plaque will be presented by the State Association at the Annual Meeting to the member who has qualified in sanctioned play for the high game and high series within the State for the previous season.

A pin and plaque will be presented by the State Association at the Annual Meeting to the member who has the high average within the State for the previous season. At least 48 games must be bowled in one sanctioned league to qualify for high average award only.

A pin will be presented by the State Association at the Annual Meeting to all members who have bowled a 275 or better game in sanctioned play within the State for the previous season.

A pin will be presented by the State Association at the Annual Meeting to all members who have bowled a 675 or better series in sanctioned play within the State for the previous season.

A plaque will be presented by the State Association at the Annual Meeting to the bowler with the most improved average within the State for the previous season based on at least two thirds of the games scheduled during the league's previous season. This average should be calculated to a decimal in order to avoid ties for the award.

A certificate will be presented by the State Association at the Annual Meeting to each local association's high game, high series, high average and most improved bowler for the prior bowling season (with the exception of the State high game, high series, high average and most improved recipients).

Each association manager will be responsible for getting the report of high average, high series, high game, and most improved bowler from her respective association to the state association manager with final averages for the season. This report must be submitted not later than July 31st. The state association manager will send forms to each local association manager to be completed and returned.

The state association manager will be responsible for the purchase of all awards.

CHECK SIGNERS

The President and Manager shall sign the checks in the name of the Alaska USBC Women's Bowling Association. The 1st and 2nd Vice Presidents are authorized to sign checks in the absence of either of the above.

1. The Manager shall issue a warrant supported by a statement of purchase or similar expense account and mail these to the President.
2. The Manager shall issue, sign, and mail/distribute checks upon receipt of properly signed and supported warrants.
3. The Manager shall issue and mail/distribute tournament checks as appropriate.

AUDIT POLICY

An annual audit of the financial records and other legal requirements pursuant to the operation of the AWBA will be completed annually. The audit **report form** will consider the operations of the association for the fiscal year just ended, and be completed **with signatures** by December 1.

Responsibility for the annual audit will be borne by the association manager, the president, the gaming chairman, and the financial audit committee, appointed by the president.

With approval of the Board of Directors, the audit may be accomplished by an accountant.

AUDIT REPORT FORM: The two-page audit report form will be completed and signed by the financial audit committee chair, the association manager, the gaming committee chair and the association president. The completed form, as well as any recommendations, will be provided to the board of directors at the annual board meeting.

FINANCIAL AUDIT:

The association manager will provide the following items to the financial committee chair by October 1.

- Detailed check register for all bank accounts
- Fiscal year financial statements, including any tournaments
- Applicable bank statements
- Payroll reports
- Applicable receipts and warrants
- Prior year audit report
- Written explanation of any discrepancies

By **November 1**, chairman will forward the audit report form to the association manager.

MANAGER AUDIT

The manager will certify each item on the report pursuant to her duties and forward the report to the gaming chairman.

GAMING AUDIT

The gaming chairman will certify that the gaming requirements have been met and forward the form to the president.

PRESIDENT AUDIT

The president will review the entire audit report form and complete the audit with her signature.

AUDIT COMMITTEE

By **October 1** the Manager will submit cash book, receipt book, warrants, bank statements, checkbook, quarterly and payroll reports (941 & ESC), and audit report for the previous year to the Audit Committee or accountant. The committee/accountant will complete the **financial** audit no later than **November 1** and mail a copy of the report to the President and Manager immediately with the recommendations.

This committee shall submit a written report to the Board of Directors. A final report reflecting the financial status of the association shall be submitted in writing at the Annual Meeting.

Needs:

1. Completed books from the Manager (including warrants and check register)
2. Bank statements for fiscal year (should include months following the fiscal year that have money deposited later)
3. Tournament books should include final prize list to make it easier to verify income and expenses.
4. Any money that is residual ("slush" fund, etc.) needs a note of explanation.
5. If discrepancy in ending and/or beginning balance, a written explanation is required.

AUDIT REPORT FORM
Alaska USBC WBA

An audit examination of the financial records of the Alaska USBC WBA was performed by the audit committee and for the period 8/1/_____ through 7/31/_____.

The bank account cash balances were verified with a total ending balance of _____.

Based on the examination, the audit committee considers the financial records to be an accurate summary of transactions conducted during that period.

Signed: _____

Committee Chair

Date: _____

INCORPORATION

Change of Officer and/or Bylaw Change forms filed with the Alaska Corporations Division.

Biennial Report filed with State

PAYROLL/INCOME

Unemployment tax form filed with the Alaska Department of Labor.

Form 941 (Employee Income Tax) filed with the IRS.

W2 forms issued to employees and transmitted to IRS [due 1/31]

1099s (non-employee income) issued as appropriate [due 1/31]

Signed: _____

Association Manager

Date: _____

GAMING

State permittee application filed [due December]

Federal Wagering form 11c filed (due 7/1)

Monthly forms 730 filed

Annual Alaska State annual gaming report filed [due 3/15]

Signed: _____

Gaming Chair

Date: _____

ANNUAL INCOME TAX

990 & 990T filed with the IRS [due 12/15]

GENERAL ASSOCIATION

The president verified the bank balances monthly.

Full financial disclosure was provided to the membership

Deposits were made timely.

Signed: _____

President

Date: _____

RECOMMENDATIONS:

CREDENTIALS COMMITTEE

Credential forms are to be properly completed, signed by the President and Manager of the association and mailed to the State Manager by December 1. In the absence of the President, these credential forms may be signed by another officer of the association.

The delegate may register by presenting picture identification. After the delegate has registered, her right is established to be seated as a delegate, to voice opinions, to make and/or amend motions and to vote at the State Association Annual Meeting.

The committee accepts the credential form from the delegate, presents her with her convention badge and packet of information, and reports to the Sergeant at Arms the number of delegates eligible to be seated.

The Credentials Committee will be responsible for assembling the packets of information that will be given to the delegates to include: Applicable reports.

She shall keep her committee members informed as well as the Alaska USBC WBA President and Manager.

The committee shall ensure that delegate badges are provided by the hosting association at the time of the Annual Meeting.

REPORT OF THE ALASKA USBC WBA CREDENTIALS COMMITTEE

Present at the Annual Meeting of the Alaska USBC WBA, _____ (date) _____

Officers _____

Directors _____

Delegates _____

Life Members _____

TOTAL eligible to vote _____

_____, Chairman

Names of committee members

FINANCE AND BUDGET COMMITTEE

The Finance and budget Committee is appointed by the President of the State Association. It should consist of an uneven number of members, one of whom should be the Manager.

Anticipated income should be based on the previous season's membership. This committee must have complete and accurate figures on the income and expenses of the association for the past few seasons.

The expenses that the association may incur during the coming season (such as office supplies, equipment, postage, salaries, office furniture, repair and maintenance of equipment, telephone and miscellaneous) can be provided for in the budget.

It is recommended that a small amount be designated as "miscellaneous" to cover any emergency expenses.

All motions made from the floor at association or board meetings covering UNUSUAL expenditures shall be referred promptly to the Finance and Budget Committee by the President for investigation. The Finance and Budget Committee's report and recommendations shall then be presented to the Board for final action.

Copies of the **proposed** budget will be provided for each member of the Board of Directors at the Board meeting prior to the Annual Meeting.

The chairman will give a summary report only at the Annual Meeting.

The chairman will keep her committee members and the Alaska USBC WBA President and Manager informed of her actions.

The chairman will provide the Sergeant at Arms with an appropriate number of copies of the **approved** budget before the annual meeting.

HAND AND HEART COMMITTEE

This committee is appointed by the President with the approval of the Board of Directors.

In the event of a death, serious illness, or accident involving an association member, the Alaska USBC WBA director from that association should contact the other Alaska USBC WBA directors.

The chairman of this committee should be contacted by an Alaska USBC WBA director to send a card to a member who is experiencing an illness, surgery, etc., or an event that merits congratulations.

The name and address of a member who needs a card should be supplied with the information.

An e-mail will be sent to all board members of the situation.

LEGISLATIVE COMMITTEE

This committee is appointed by the President who designates the chairman.

This committee is primarily concerned with the proposed amendments which involve changes in, additions to, or deletions from the Bylaws.

All proposed amendments to the Bylaws of the State Association shall be submitted in writing by the proposer to the chairman of the Legislative Committee by December 1, prior to the annual meeting of the association, except that the Legislative Committee, when it meets, may propose such additional amendments as it may deem necessary. The board of Directors shall consider them and report its recommendations to the association for final action at the Annual Meeting.

The Legislative Committee does not amend an amendment. The committee may recommend a proposal for rejection and submit an amendment of their own on the subject and recommend it for approval.

The chairman of the Legislative Committee presents each amendment together with the recommendation of the committee to the Board of Directors of the association. The members of the Board then vote as to whether or not they recommend the amendment be adopted or rejected.

All proposed amendments must be submitted for final action to the members at the Annual Meeting.

IMPORTANT POINTS FOR THE COMMITTEE TO CONSIDER:

1. Does the rule conflict with USBC rules?
2. Does it conflict with parliamentary procedure?
3. Is it applicable to all? USBC legislate nationally, state associations legislate state-wide, and local associations legislate for the welfare of the membership as a whole and not to benefit a few.
4. Can the rule be enforced?
5. Study the effect of the proposal on the present rule and determine whether or not it will be an improvement. How will it affect other rules pertaining to the same subject?
6. Be sure the reason given for or against a proposal is logical and conveys the true purpose of the committee's action.
7. Do not allow the thinking of a few to sway good judgment. Be unbiased and consider the subject from all angles.

The Chairman will submit a copy of each proposed amendment to the Manager by December 31st, prior to the Annual Meeting. She shall keep her committee members informed as well as sending copies to the Alaska USBC WBA President and Manager.

REPORT OF THE LEGISLATIVE COMMITTEE - _____, Chairman.

PROPOSED AMENDMENT #1

Alaska USBC WBA Bylaws, Article ____, Section _____. (Title)_____

NOW READS: (Copy from existing bylaw)

RESOLVED to change as follows: (As committee proposed it to read)

REASON: (Why it is felt necessary that the change be made)

SUBMITTED BY THE ALASKA USBC WBA LEGISLATIVE COMMITTEE

APPROVED/NOT APPROVED BY THE ALASKA USBC WBA BOARD OF DIRECTORS

When an amendment is proposed by other than the Legislative Committee, the format would be as follows:

PROPOSED AMENDMENT #____

Alaska USBC WBA Bylaws, Article IV, Section B. (Title)_____

NOW READS: (Copy from existing bylaws)

RESOLVED to change as follows: (As stated in proposal)

REASON: (As stated in proposal)

SUBMITTED BY _____

NOT APPROVED BY THE ALASKA USBC WBA LEGISLATIVE COMMITTEE

APPROVED/NOT APPROVED BY THE ALASKA USBC WBA BOARD OF DIRECTORS

NOMINATING COMMITTEE

This committee is appointed by the President with the approval of the Board of Directors.

This committee will meet in advance of the annual meeting to review the qualifications of those whose names have been submitted to nomination. This committee may also submit nominees. A slate is prepared of those the committee believes to be the best qualified to serve as officers and directors. If there is more than one nominee who submits a form and only one is put on the slate, the chairman will write a letter of explanation to the individual not put on the slate, and will include these names and reasons within the report to the board.

Consent to serve if elected will be obtained for all nominees put on the slate. Any nominee from the floor must have a properly completed qualification form.

The nominating Committee Chairman will read the Incumbent/Nominee form if more than one candidate is nominated, or if there is a nomination from the floor.

Candidate forms are to be submitted to the chairman of this committee by December 1st preceding the meeting at which elections take place.

The chairman will send a copy of her report, to include resumes, she has received, to the State Association Manager no later than January 1. The report will be included in the Manager's January 31st mailing to the officers, directors and delegates.

This committee shall notify each incumbent no later than November 1 that the position is up for election and verify the incumbent's intent to run for reelection.

INCUMBENT / NOMINEE FORM ALASKA USBC WOMEN'S BOWLING ASSOCIATION 2010

NAME _____

ADDRESS _____ ZIP _____

HOME PHONE _____ WORK PHONE _____ E-MAIL: _____

I hereby consent to have my name submitted for the office of: _____

- Are you currently a member of a sanctioned league? Yes No
- Are you currently bowling in any unsanctioned league? Yes No
- Do you have a working knowledge of USBC Rules & Regulations? Yes No
- Do you have a working knowledge of Roberts Rules of Order? Yes No
- Do you have time to attend all meetings called by the
President and time for committee work required? Yes No

Check the Annual Meetings you have attended:

| YEAR | PLACE | DELEGATE | OFFICER/DIRECTOR | CITY REPRESENTED |
|------|-----------|----------|------------------|------------------|
| 2009 | Anchorage | _____ | _____ | _____ |
| 2008 | Fairbanks | _____ | _____ | _____ |
| 2007 | Juneau | _____ | _____ | _____ |
| 2006 | Kenai | _____ | _____ | _____ |
| 2005 | Kenai | _____ | _____ | _____ |

List all offices and honors, past and present, you have held in the past five (5) years with USBC, Alaska USBC WBA, and the Local Association to which you belong, or any special qualifications:

SIGNATURE OF INCUMBENT/NOMINEE

TITLE

ENDORSEMENT: The undersigned finds the incumbent/nominee able to perform the functions of leadership on an unbiased basis, the ability to display tact and diplomacy to all with whom she comes in contact, and has been endorsed by her local association.

SIGNATURE

TITLE

ASSOCIATION

Complete and return one copy NO LATER THAN DECEMBER 1, 2009, to:
Penny Childs PO Box 875910-122, Wasilla, AK 99687 mat_su_usbc@hotmail.com

DATE RECEIVED BY NOMINATING COMMITTEE: _____

NOMINATING REPORT

Date:

To: Alaska USBC WBA Manager

From: Alaska USBC WBA Nominating Committee Chairman

The following officers and directors shall be elected _____date_____

At the Annual Alaska USBC WBA meeting.

The Nominating Committee Chairman has received nominee forms from the following individuals:

Respectfully submitted,

Nominating Committee, Chairman

NOMINATING COMMITTEE CHAIRMAN STATES:

“For the office of _____, the committee presents _____”.

One nomination, form not read; two nominations or nomination from the floor, both are read.

PRESIDENT STATES:

You have heard the nomination for _____. Are there any other nominations?
Hearing none, I declare the polls closed.

Member of delegation stands, is recognized by the chair, addresses the chair and moves for acclamation;
someone seconds.

All those in favor signify by saying “aye”. I will not call for a “no” vote.

_____, it is with honor that I declare you elected to the office of _____.

IF A VOTE IS TAKEN:

Instruct delegation – do not mark ballot until instructed to do so by the chair.

Mark and fold once.

Tell tellers to collect ballots.

DECLARE POLLS CLOSED

Excuse tellers

PUBLICITY COMMITTEE

The publicity committee is appointed by the President who designates the chairman.

This committee is mainly concerned with promoting the annual meeting and tournament of the Alaska USBC WBA. It will also promote other activities as directed by the President.

The chairman of this committee will work closely with the hostess city chairman and/or hostess city publicity chairman. She will contact all Alaska USBC WBA directors for promoting the Alaska USBC WBA in their respective cities.

The chairman will give a report at the annual meeting.

The chairman will keep her committee members and the Alaska USBC WBA President and Manager informed of her activities.

The chairman will provide the Manager with a copy of her report.

SENIORS COMMITTEE

The Seniors Committee is appointed by the President who designates the chairman.

This committee is mainly concerned with Alaska senior bowlers.

The chairman will give a report at the annual meeting.

The chairman will keep her committee members and the Alaska USBC WBA President and Association Manager informed of her actions.

The chairman will provide the Sergeant at Arms with an appropriate number of copies of her report for the delegation at the annual meeting.

The chairman will report on the senior tournament winners.

TELLERS COMMITTEE

The President will appoint tellers to distribute, collect, count the ballots and report the vote. The number of tellers will be dependent to the number of voters, the number of offices to be filled and the number of candidates nominated for each office. Three or four tellers will usually be sufficient.

The President will designate a chairman of the tellers. (In even numbered years the 1st Vice President will serve as Chairman of the tellers; in odd numbered years the 2nd Vice President will serve as Chairman of the tellers)

Tellers should be appointed prior to the meeting so that the chairman will have the opportunity to meet with them and discuss the duties each will have. Proper directions should be given to alleviate errors in counting and reporting the totals.

The chairman will read the tellers' report to the group, and then submit it in writing to the manager. The President will then declare the result of the ballot vote. The President separately declares the election of each officer and director.

The tellers' report is entered in full in the minutes, becoming a part of the official records of the organization. Under no circumstances should this be omitted in an election or in a vote on a critical motion out of a mistaken deference to the feelings of unsuccessful candidates or members of the losing side.

In recording ballots cast, the tellers ignore blanks and do not credit illegal votes to any candidate or choice. All blanks must be ignored as scrap paper.

All illegal votes cast by legal voters are taken into account in determining the number of votes cast for purposes of computing the majority.

Ballots will be provided by the Sergeant at Arms. Each ballot will show for what office it is to be used.

ALASKA USBC WBA TELLERS' REPORT

BALLOT FOR

| | |
|------------------------|-------|
| NUMBER OF VOTES CAST | _____ |
| NECESSARY FOR ELECTION | _____ |
| CANDIDATE #1 RECEIVED | _____ |
| CANDIDATE #2 RECEIVED | _____ |
| CANDIDATE #3 RECEIVED | _____ |
| ILLEGAL VOTES | _____ |

WAYS & MEANS COMMITTEE

The chairman of this committee is appointed by the president and must be approved by the Board of Directors. All projects to be run by this committee must also be approved by the Board of Directors. Chairman will be reimbursed \$ 200.00 in cost, time purchasing and depositing pull tab deposits.

Special Committee – Gaming

This purpose of this committee is to raise funds through the selling of pull tabs and/or conducting raffles. The committee shall consist of the president, manager and a member in charge that has been approved by the Board of Directors.

Duties of the member in charge are as follows:

1. Complete annual permit application to the State of Alaska Gaming Department prior to October 1 for the renewal of gaming permit.
 - a. Complete application.
 - b. Request check from manager to be submitted with application.
 - c. Mail original and check to president for signature.
2. Complete annual vendor permit to the State of Alaska Gaming Department prior to October 15.
 - a. Complete our portion of the vendor renewal application.
 - b. Take to vendor for them to complete their portion and issue a check.
 - c. After receiving the completed form and check, retain a copy for her records and send one copy each to the president and the manager.
3. Purchase and deliver pull tabs to the vendor. This must be done before game in progress is sold out. Another game must be ready to start when one is finished.
 - d. The day the games are purchased; call the manager with the invoice number and amount.
 - e. When vendor check for purchase of game is ready (approximately 1 week), take to bank for deposit.
 - f. Mail deposit slip and original invoice to the manager with copies to the president after making file copies
4. Prepare an annual report to be presented at the board of directors meeting and the general Membership meeting.

Duties of the president are as follows:

1. Mail signed original application and check to the State of Alaska Gaming Department prior to October 15.
2. Retain a copy for her records and send one copy each to the manager and member in charge for their records.

Duties of the manager are as follows:

1. When member in charge calls with invoice number and amount of pull tab purchase, mail check to supplier to arrive within 10 days. This is required to receive sales discount.
2. Prepare monthly wager report for IRS by the 1st of each month with copies to the president by the 10th of each month. Retain a copy for manager files.
3. If gross receipts of pull tabs exceed \$50,000, a quarterly report is to be prepared for the State of Alaska Gaming Department. It is to be mailed with copies for the manager's files as well as a copy mailed to the president.
4. An annual financial report is to be prepared with a copy for the manager's files and copies sent to the president and member in charge by February 15th. The original must be sent to the State of Alaska Gaming Department by March 15th.

DUTIES OF ASSOCIATION OFFICERS

PRESIDENT

The President shall preside at all meetings of the association and of the Board of Directors. She shall verify all warrants supported by statements which are drawn on the treasury as approved by the Board of Directors. She shall appoint the members of all committees created unless otherwise provided in a motion requesting a special committee. (Auditing and Nominating, see Committees) She shall be the chief executive of the association, and as such shall enforce all the provisions, objects and purposes thereof.

She shall verify the bank balance monthly.

She shall instruct each committee member of her duties before the individual decides whether or not to serve on the committee.

She will instruct the USBC delegate, in writing, of her duties and that she is to bring back a written report with one copy for the Manager and that the State Association will pay an expense fee as determined by the Board of Directors.

She shall perform such other duties as pertain to her office and shall make a report in writing with her recommendations at each annual meeting of the association with a copy for each member of the delegation.

She shall submit a welcoming letter for all state and local officers to the State Manager no later than August 1st to be included in the Manager's August 15th mailing.

She shall submit in writing the agenda for the board and annual meeting to the State Manager by December 31 to be included in the Manager's January 31st mailing.

The President shall be an ex-officio member of all committees except the Nominating Committee.

She shall be responsible for notifying all team captains of any returned checks received involving their entries. She shall contact the director if need be.

DUTIES OF ASSOCIATION OFFICERS

VICE PRESIDENTS

The Vice Presidents, in the order of their precedence, in the absence of the President, shall perform the duties of that office and shall discharge such other duties as may be required of them from time to time.

The First Vice President will serve as coordinator for the BVL Fund and Bowl For The Cure Report. She will receive a report from each director and will compile information and present it at the Annual Meeting. She will provide an appropriate number of copies of her report (for distribution to the officers and directors, and to be included in the delegate's packets).

The Second Vice President will:

Along with the President, conduct the Memorial Service at the Annual Meeting.

Will serve as Alaska USBC YABA coordinator. She will receive a report from each director and will compile information and present it at the Annual Meeting. She will provide an appropriate number of copies of her report (for distribution to the officers and directors, and to be included in the delegate's packets).

Following the tournament, remind the director of the host city to transfer the Alaska USBC WBA Historical Book to the next host city director by February 1.

Two members of Alaska USBC WBA Board of Directors serving on the governing body of the Hall of Fame shall be the First and Second Vice Presidents.

In the even numbered years the 1st Vice President will serve as Chairman of the Tellers Committee, in the odd numbered years the 2nd Vice President will serve as Chairman of the Tellers Committee. The Chair of the Tellers Committee shall report ballots results and submit them in writing to the Manager.

DUTIES OF ASSOCIATION OFFICERS

SERGEANT AT ARMS

She shall maintain order during the meeting and eject persons for creating a disturbance or for other infractions of the rules.

She shall count the votes when a rising "yes" or "no" vote is taken and shall perform such other duties as may be required of her by the President and/or the Board of Directors.

She receives and delivers messages to the President during meetings, attends the door, checks membership cards (which should be shown for admission), answers the telephone, and is responsible for the comfort of the assembly.

She shall see that a flag is available at both the Board of Director's meeting and the Annual Meeting and leads the Pledge of Allegiance.

She shall ensure that a whiteboard is available for use at the Annual Meeting.

She shall print ballots for the Annual Meeting and give them to the chairman of the Tellers Committee. In the absence of a Parliamentarian, the Sergeant At Arms will oversee the counting of votes.

She will serve as Credentials Chairman, filling packets and setting the credentials table up for the Annual Meeting.

DUTIES OF ASSOCIATION MANAGER

The manager shall keep a record of all the proceedings of the meetings of the association and the board of directors, a membership record of each local association and other records as may be determined by the Board of Directors. She shall compile and record all activities from the reports made by members of the association and from all tournaments held by the Alaska USBC WBA.

She shall have charge of and conduct the correspondence of the association.

She shall issue all warrants against the association as approved by the Board of Directors. Supporting itemized statements must be attached to each warrant. She shall be responsible for a petty cash fund of \$100 and submit supporting itemized statements.

She shall keep a record of dues submitted as supplied by USBC in order to maintain a record of membership by each association.

She shall be responsible for conducting and annual Senior Tournament and the annual State Championship Tournament as specified in those sections of the Administration Manual. She shall be responsible for completing and keeping on file the Tournament report at the close of tournament, and for submitting the following reports and/or information:

TO USBC: She shall transmit tournament scores, awards and association Board data to USBC via WinLabs as required by USBC.

Association Officers Report: Within 10 days after Annual Meeting with copy of approved amendments to Bylaws. Notify USBC of any changes in names and addresses.

TO LOCAL ASSOCIATION PRESIDENTS AND MANAGERS; ALASKA USBC WBA OFFICERS, DIRECTORS AND LIFE MEMBERS: (BY AUGUST 15th)

Letter of information to contain:

- Beginning date for State Tournament
- Close date for entries for State Tournament
- Annual Meeting date
- Information on amendments (previous season) and name and address of current Legislative Committee Chairman.
- Current listing of officers, directors and life members of the Alaska USBC WBA and dates for election.
- Information on remitting dues.
- Any new Bylaws or tournament rule changes.
- BVL reminder

Attachments:

- Nominee qualification forms
- Credential forms for delegates
- High scores (series, game, average and most improved) forms
- Local association officers report form for current year
- Hall of Fame constitution and nomination form
- *Committee appointments
- *Minutes of previous Board of Directors meeting
- *Minutes of previous Annual Meeting

She shall complete and submit an annual self-assessment. She shall complete and submit a strategic/action plan.

TO ALASKA USBC WBA OFFICERS, DIRECTORS, LIFE MEMBERS, AND DELEGATES:
(BY JANUARY 31st)

Proposed amendments (if any)
Date and location of Annual Meeting (meeting notice)
Agenda for Annual Meeting
Report of Nominating Committee listing nominees and qualifications
**Minutes of previous Annual Meeting

*Financial Report
*Audit Report
*List of delegates
*Board of Directors Meeting Agenda

*Board Members only.
**Delegates only

TO LOCAL ASSOCIATION MANAGERS

Annual Meeting notice - 15 days in advance
Copy of proposed amendments - by February 15

She shall be responsible for typing new changes for the Administrative Manual.

She shall submit a written report at the Annual Meeting and will provide an appropriate number of copies (for distribution to the officers, directors and for inclusion in the delegates' packets).

A legible copy of the preliminary tournament schedule will be sent to each director of the Alaska USBC WBA no later than January 15 of the tournament year. A letter will be sent to each team captain stating date and time of scheduled bowling event (team, doubles and singles) no later than January 31 of the tournament year. Prize checks will be sent to the team captain for those from her team who placed within 30 days of the end of the tournament.

She shall provide each Local Association Director with a record of tournament winners.

The Manager shall disburse funds of the association according to warrants supported by itemized statements signed by the President and approved by the Board of Directors. She shall keep a correct account of all earnings, savings, reserves, holdings, receipts and disbursements and at the Annual Meeting of the association shall submit a current written report in detail and an itemized statement of all financial transactions of the association with a copy for each member of the delegation (submitted to the Credentials Committee for inclusion in the delegate packets).

She shall show on her written report what was budgeted and what was spent on each category. She shall provide a copy of the Financial Report to the chairman of the Budget Committee for her use in preparing the budget by January 1.

The Manager's books shall be audited each year as of July 31 and shall be turned over to the Audit Committee by **October 1**.

The Manager will be responsible for submission of proper tax forms to the IRS. She will send W-2 or 1099 forms where applicable. She will be responsible for filing the biennial report with the State of Alaska.

She shall be responsible for filing the Gaming Report and the permit application in a timely manner.

DUTIES OF DIRECTORS

Directors will act as liaison between their local associations and the State association.

Directors shall contact their local association manager to ensure a BVL fund raising event is held each year. She will submit a written report to the 1st Vice President by February 15 of each year. Bowl For The Cure report will be sent to the 1st Vice President as well.

Directors will be responsible for reporting to their local associations actions taken by the State Board of Directors.

Directors will discuss Alaska USBC WBA proposed amendments with their local associations.

Directors will assist their local associations in completing qualification forms for candidates for State office.

Upon notification from the State Manager, each director will see that the local association manager has transmitted membership dues to USBC by the appointed time.

The director shall contact local association USBC YABA leaders to secure information regarding the junior program. She will submit a written report to the 2nd Vice President by February 15 of each year.

The director shall contact local association senior leaders to secure information regarding the senior program. She will submit a written report to the chairman of the Senior Committee by February 15 of each year.

Directors will make available copies of the Alaska USBC WBA Bylaws to their elected delegates by November 1 prior to the Annual Meeting. She will point out procedure for submitting proposed amendments and candidates for election.

Directors will make available to the elected delegates a current list of State officers and directors, including information on when terms expire (list provided by Manager in August 15th mailing).

Directors will contact local association manager to ensure high scores are sent to the State Manager on time (July 31) along with the average sheets.

Directors will make copies of the full tournament schedule for each bowling establishment. Directors will make copies of tournament winners for each bowling establishment.

Directors will submit to the State Manager any needed forms or information they need to provide for the August 15th and January 31st mailing from the State office.

The director from each association will be responsible for coordinating the regional senior tournament with the Manager.

A director shall act as the Alaska USBC WBA representative to the State USBC YABA meeting when it meets within the jurisdiction of the association she represents.

DUTIES OF THE BOARD OF DIRECTORS

Directors, along with the officers, make up the Board of Directors which is the administrative group of the association.

The Alaska USBC WBA Board of Directors as a whole conducts the business of the State association and carries out the official instructions of the association members.

The Board of Directors rules on all financial matters.

The Board of Directors shall direct and control the annual tournament which is under the supervision of the Manager.

The Board appoints the Audit Committee. The Board approves or disapproves the Nominating Committee appointed by the President.

SALARIES

President \$300.00 payable annually

Association Manager \$3,200.00 annually

Social Security and ESC taxes will be withheld from salaries.

Each recipient will be responsible for reporting this income to Federal and State (if applicable).

STATE CHAMPIONSHIP TOURNAMENT

Tournament officials must be notified not later than one week prior to the opening of the tournament if bowlers cannot meet the schedule. Entry fees will not be refunded.

Overpayment of entry fees in excess of \$19.00 will be refunded. A \$15 fee will be charged for any returned checks. All entries involving a returned check will be put in a "hold" status until all monies and fees have been cleared.

The manager will approve the lane oiling schedule and pattern that will be consistent throughout the entire tournament at least one month prior to the start of the tournament.

The manager will do all of the scheduling up until the date the tournament is turned over to the hosting association.

A copy of the tentative schedule will be sent to each Director by January 15. Prize checks will be distributed within 30 days of the close of tournament.

If checks are not cashed within 6 months from the date of issue, that amount will be returned to the tournament account.

The manager will enclose checks with the notice indicating the low score to cash in each category and/or division of the tournament.

Entry forms will be provided to each director by October 1.

The scratch all events winner will receive \$100.00 cash award.

Trophies for winners in each division of the championship tournament will be mailed/delivered to the State Director for presentation at an appropriate ceremony.

Doubles will be bowled first in the even years and singles will be bowled first in the odd years.

STATE SENIOR CHAMPIONSHIP TOURNAMENT

Overpayment of entry fees in excess of \$5.00 will be refunded.

The manager will provide a set of rules and an entry form to each association director for use in running the regional tournament. The local director will make appropriate copies.

Prize checks will be sent to the entrant who placed within 30 days of the close of tournament.

If checks are not cashed within 6 months from the date of issue, that amount will be returned to the tournament account.

The manager will enclose checks with the notice indicating the low score to cash in each division of the tournament. This information (notice and checks) will be forwarded to each entrant who cashed.

Entry forms will be mailed to each director with the fall mailing.

The State Manger shall be responsible for obtaining the sanction for the tournament from USBC.

The winner of each division will be eligible to bowl in the National Senior tournament in accordance with the tournament rules and USBC policy. In case the first place winner is unable to attend the national senior tournament, the second place qualifier shall be entitled to attend, etc., until a representative is found. Alaska USBC WBA will pay the entry fees for the representative entering the national tournament in each division. Alaska USBC WBA will purchase a shirt for each bowler representing the four divisions.

Letters sent to winners will give dates by which they need to respond. If winner does not respond by date given, the Association Manager will contact the second place winner etc.

A copy will be sent to the directors